



BOARD OF SUPERVISORS MEETING

Wednesday, November 01, 2023 at 6:30 PM

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

AGENDA

CALL TO ORDER

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

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, October 18, 2023 Town Board Meeting

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Individuals properly signed in may speak directly to the Town Board on non-repetitive Town Matters whether on or not on the agenda. Commentators must wait to be called, must speak from the podium, directing their comments to the Board. Comments must be orderly, and will be limited to a maximum of **2 minutes** per person. **Public comment is not permitted outside of this public comment period.** **Note:** The Board's ability to act on or respond to the public comments is limited by Chapter 19, Wis. Stats. Please complete the "Request to Speak at Meeting" form located on the agenda/sign-in table and submit the form to the Town Clerk for in-person attendance.

CORRESPONDENCE

- A. Distribution of the Minutes of the Winnebago County TRIP Meeting held Tuesday, October 24, 2023

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. County Board Supervisor Report
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
- C. Department of Public Safety Report
- D. Larsen/Winchester Sanitary District Report
- E. Administrator's Report
- F. Chair & Supervisor Reports

BUSINESS

- A. Discussion/Action: Town Board review & consideration of renewing the Town Administrator Contract for Kelly Wisnefske.
- B. Discussion/Action: Town Board review & consideration of the proposed wage and benefits contract for CY 2024 from the General Teamsters Union Local 662 for the Town's Unionized Public Works Department Employees.
- C. Discussion/Action: Town Board review & consideration of hiring Coralee Hansen for the open Administrative Assistant position at a wage of \$20.00 per hour.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Annual Electors Meeting - Nov 15 starting at **6 pm**
- B. Clayton Sanitary District #1 Commission Meeting - Nov 15 **immediately following the Annual Electors Meeting**
- C. Town Board (6:30 pm start unless otherwise noted) - Nov 15 (**following Clayton Sanitary District #1 Commission Meeting**) Dec 6 & 20
- D. Plan Commission (6:30 pm start unless otherwise noted) - Nov 8; Dec 13

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

Respectfully submitted,

Russell D. Geise
Town Chairperson

Pursuant to Wisconsin Statute 19.84 (2) and (3) notice is hereby given to the public and the media that two or more members of any or all Boards, Commissions, and Committees of the Town of Clayton, may attend the meeting of the Town Board in order to gather information. For purposes of the Open Meetings Law only; attendance at a meeting by a quorum of members of the Town Boards, Commissions, and Committees constitutes a meeting of the Board, Commission, or Committee, pursuant to Badke Vs. Village Board of Village of Greendale, 173 Wis2d 553, 494 NW2d 408 (1993), and must be noticed as such, although it is not contemplated that any formal action by those bodies will be taken. The only business to be conducted is for Town Board action.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call the Town Office at 920.836.2007.

This agenda has been posted at the following locations in the Town of Clayton:

1. The Town Hall Posting Board – 8348 Hickory Ave, Larsen, WI 54947
2. The Town's Web Page: --



BOARD OF SUPERVISORS MEETING

Wednesday, October 18, 2023 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
 Supervisor Reif

STAFF

Administrator Wisnefske
 Clerk Faust-Kubale
 Treasurer Zolp
 Attorney LaFrombois
 Engineer Stephan

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, October 4, 2023 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, October 4, 2023 Town Board Meeting.

Motion carried by unanimous voice vote.

- B. Approval of the Minutes of the Tuesday, October 10, 2023 Town Board Budget Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Tuesday, October 10, 2023 Town Board Budget Meeting.

Motion carried by unanimous voice vote.

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

CORRESPONDENCE

- A. Distribution of the September 2023 Winnebago County Tonnage Report
- B. Distribution of the Municipal Law Newsletter from BoardmanClark received October 11, 2023

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Winnebago County Sheriff's Department – Public Concerns and Issues
- B. Larsen/Winchester Sanitary District Report
- C. Administrator's Report
- D. Chair & Supervisor Reports

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Discussion/Action: Town Board review & consideration of a Site Plan Review Application submitted by RJ Albright, Inc. on behalf of Nikodem Revocable Trust for a 4,200 sq ft addition to the existing principal building and parking/pavement additions on Tax ID #006-1777-01 (2770 Towne Ct).

MOTION

Motion made by unanimous consent to approve the Site Plan Review Application submitted on behalf of Nikodem Revocable Trust with the following Staff Recommendations and conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. The minimum planting size of landscaping materials at the time of planting/establishment shall be in compliance with Attachment E, Landscape Design Standards.
3. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
4. Any substantial changes and/or additions to the site plan and/or additions to the site plan and/or building plans shall be reviewed and approved by the Plan Commission and Town Board in accordance with the Town of Clayton Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

Motion carried by unanimous voice vote.

- B. Review/Discussion: Town Board review & discussion on a Concept Plan Review Application submitted by Steve Bieda of Vierbicher for a proposed mixed-use residential and commercial development; Tax ID #s 006-0352-01 (Fairview Rd), 006-0355, & 006-0354 (State Rd 76).

DISCUSSION ITEM ONLY - NO ACTION TAKEN

BUSINESS

- A. Discussion/Action: Town Board review & consideration of awarding the Bid for the Deer Trail Estates Drainage Resolve to Highway Landscapers, Inc., 1900 Bohm Dr, Little Chute, WI 54140 in the amount of \$283,185.00.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to award the Bid for the Deer Trail Estates Drainage Resolve project to Highway Landscapers, Inc. in the amount of \$283,185.00 and direct Staff to sign, date, & return the Notices of Award to Cedar Corp.

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

Voting Nay: Supervisor Reif

Motion carried 4-1.

- B. Discussion/Action: Town Board review & consideration of the Certificate for Payment #4 for the Friendship Trail Reconstruction submitted by Superior Sewer & Water, Inc. in the amount of \$1,329.00.

MOTION

Motion made by unanimous consent to approve the Certificate for Payment #4 submitted by Superior Sewer & Water, Inc. in the amount of \$1,329.00.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of the Certificate for Payment #2 for West American Dr Phase I Gravel Street Construction submitted by MCC, Inc. in the amount of \$59,216.59.

MOTION

Motion made by unanimous consent to approve the Certificate for Payment #2 submitted by MCC, Inc. in the amount of \$59,216.59.

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review & consideration of Invoice 26285 submitted by Winnebago County for the resurfacing of Fairview Rd, Oakridge Rd, and Oakwood Rd in the amount of \$192,830.95.

MOTION

Motion made by unanimous consent to approve Invoice 26285 submitted by Winnebago County in the amount of \$192,830.95.

Motion carried by unanimous voice vote.

- E. Discussion/Action: Town Board review & consideration of a revised Developer Agreement submitted by G&L Properties for a proposed machining & repair services development on Tax ID #006-0340-02-01.

MOTION

Motion made by unanimous consent to approve the Developer Agreement for G&L Properties as presented and authorize the Administrator to proceed forward as necessary to execute said agreement.

Motion carried by unanimous voice vote.

- F. Discussion/Action: Town Board review & consideration of the Tax Increment Finance (TIF) Application submitted by G&L Properties for a proposed machining & repair services development on Tax ID #006-0340-02-01.

MOTION

Motion made by unanimous consent to approve the TIF Application for G&L Properties as presented and authorize the Administrator to proceed forward as necessary to execute said agreement.

Motion carried by unanimous voice vote.

- G. Review/Discussion: Town Board review & discussion on the termination of the Intergovernmental Agreement for Building Inspection Services with Town of Dale.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

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BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:04 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
 Town Clerk

TRIP MEETING MINUTES

Tuesday, October 24, 2023 – 6:00 pm

Present:

Bill Demler, Town of Oshkosh
Kelly Wisnefske, Town of Clayton
Lyden Rasmussen, Town of Nepeuskun
Bob Schmeichel, Town of Neenah
Brian Noe, Town of Omro
Leonard Schmick, Town of Utica
Robert Doemel, Winnebago County Highway Department
Jill Prah, Winnebago County Highway Department

- Meeting was called to order.
- Minutes from 10/11/2023 meeting approved.
- Review of committee members. Bill Demler attended, representing Jim Erdman, Town of Oshkosh.
- Winnebago County will be awarded \$107,323.56 in TRI funds for the 2024-2025 biennium.
- The funds will be allocated as follows:

\$53,661.78 Town of Clayton – Oakwood Ave
\$53,661.78 Town of Oshkosh – Plummers Point Rd
- The initial application will be submitted at the town level through the LRIP website. Once submitted, the county highway department will review and submit to the state for approval.
- Meeting was adjourned.

Department of Public Safety

October 24th. 2023

DPS Report to Town Board

As of October 24th. 2023 the Dept. has been paged-out for 205 calls. One hundred-one were EMR calls and eighty-seven were fire calls, and seventeen that were both. This compares to 227 to date in 2022.

On October 17th AC Austad resigned CFR. Two more members resigned later that week. CFR has a very talented team of people that are still dedicated to serving not only the Town of Clayton but surrounding communities when called upon to do so. We are working thru the required adjustments. I have high confidence that the CFR family will continue to move forward and keep doing great things.

The parts for the repair of T43 have finally come in. Red Power is now trying to fit needed labor into the schedule. It could be up to two weeks before the modification/improvements can be completed.

Engine 43 came back from its annual inspection with a list of deficiencies. Our members are going fix most of the deficiencies except for the brakes. That we will farm out to Red Power. I reminded Red Power that all the DPW trucks need to go in for protective undercoating soon, before DPW needs to start installing the snow removal equipment.

In September CFR added a new FF/EMR by the name of Dylan Roche. He is currently enrolled in the fire program at FVTC. In October we hired a new EMR Kiara Ehrmentraut. Kiara witnessed the possibly life-saving efforts of Mentor Lisa Seelow. Kiara said she was impressed and wants to be part of the CFR team and help those in need in our community.

We are looking for rescue heroes to join our department. Your help in spreading the word is appreciated.

Please consider donating blood. The need is great and donors are in short supply.

Please contact me with questions or concerns,

Director Rieckmann

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review & discussion of renewing the Town Administrator Contract for Kelly Wisnefske.

Chair Geise will be leading discussion during the meeting on this item. Attorney LaFrombois should be present for any questions the Board may have.

If the Board agrees, a motion to approve the Town Administrator Contract would be in order.

Suggested Motion:

Motion to approve the Town Administrator Contract for Ms. Wisnefske through December 2026.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey

MEMORANDUM

Business Item B

From: Administrator/Staff

To: Town Board

Re: Town Board review & discussion of the proposed wage and benefits contract for CY 2024 from the General Teamsters Union Local 662 for the Town's Unionized Public Works Department Employees.

As discussed during the Budget Meeting, the Administration requested as part of the contract extension with the Teamsters General Union Local 662 for CY 2024, a base wage increase of 3%.

Should the Board agree, a motion would be in order to approve a 1-year extension of the Town's Labor Agreement with the Teamsters Union Local 662.

Suggested Motion:

Motion to approve a 1-year extension of the Town's Labor Agreement with the Teamsters Union Local 662 Employees with a 3% cost of living wage increase.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey

GENERAL TEAMSTERS UNION LOCAL 662

Affiliated with the International Brotherhood of Teamsters, and Wisconsin Teamsters Joint Council No. 39



Item B.

TOM STRICKLAND
SECRETARY - TREASURER

1546 Main St.
Green Bay, WI 54302
Phone 920-435-8695
FAX 920-435-1522
tstrickland@teamsters662.com

DAVID HOEPPNER
PRESIDENT

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MOSINEE OFFICE

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EAU CLAIRE OFFICE

4530 Golf Terrace, Suite 212
Eau Claire, WI 54701
Phone 715-693-4536

September 7, 2023

Kelly Wisnefske, Administrator
Town of Clayton
8348 County Road T
Larsen, WI 54947

townadministrator@townofclayton.net

Ms. Wisnefske:

As provided for in Wisconsin Statute 111.70, and in the Union Agreement, the Union is hereby serving the required notice of its desire to continue our Agreement, but also to open our Agreement for the purpose of negotiating changes or revisions in wages, hours, and working conditions.

Please take notice that representatives of Joint Council No. 39 of the International Brotherhood of Teamsters have been designated by this Local Union to assist in negotiating the terms and conditions of the new Agreement and may serve as members of the bargaining committee. No new Agreement may be accepted by this Local Union without approval of Joint Council No. 39.

We are ready to meet with you at any time convenient for the purpose of negotiating these changes or revisions. You may contact me at (715) 577-2170 or via email at dkutcher@teamsters662.com. Thank you.

Sincerely,

Dan Kutcher

Dan Kutcher, Business Agent
General Teamsters Union Local 662

DK/md

CERTIFIED MAIL RETURN RECEIPT REQUESTED

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of hiring Coralee Hansen for the open Administrative Assistant position at a wage of \$20.00 per hour.

The new Administrative Assistant position was included as part of the 2024 Budget, and Administrator Wisnefske has identified funds within the current 2023 Budget to allow for the hiring of someone for this position prior to the start of the tax season, onboarding of the utility billing software, & switching of garbage/recycling vendors. By hiring and onboarding during the end of 2023, Ms. Hansen will be able to receive more training and direct engagement with all the Staff she will be supporting.

If the Board agrees, a motion to approve the hire would be in order.

SUGGESTED MOTION:

Motion to approve the hiring of Coralee Hansen for the open Administrative Assistant position at a wage of \$20.00 per hour.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey

TOWN OF CLAYTON

Check Summary Register
 11100 Checking Acct: Nicolet National Bank
 Checks: 30443-30479

Check Nbr	Check Date	Vendor name	Check Amount	Transaction memo
30443	10/18/2023	AFS	\$ 41.10	BOLTS/WASHERS
30444	10/18/2023	BASSETT MECHANICAL	\$ 1,608.00	QUARTERLY BILLING
30445	10/18/2023	BEAR GRAPHICS	\$ 165.90	500 LASER CHECKS
30446	10/18/2023	CEDAR CORPORATION	\$ 10,590.45	PLANNING
30447	10/18/2023	CINTAS CORPORATION	\$ 695.55	JANITORIAL/UNIFORMS/MATS
30448	10/18/2023	EDT INDUSTRIAL RESOURCES INC	\$ 16.37	BEARINGS
30449	10/18/2023	EMERGENCY MEDICAL PRODUCTS	\$ 306.52	MASKS/PUMP/ASSURE PRISM
30450	10/18/2023	FIRE APPARATUS AND EQUIPMENT	\$ 2,615.69	PREVENTATIVE MAINT
30451	10/18/2023	FOX WEST REGIONAL SEWERAGE COMMISSION	\$ 5,480.44	SEPT OPERATIONS/EQUIPMENT/DEBT/DEPRE
30452	10/18/2023	GARROW OIL MARKETING INC	\$ 2,676.76	DIESEL
30453	10/18/2023	GOLD CROSS AMBULANCE SERVICE	\$ 127.02	ALBUTEROL/NARCAN
30454	10/18/2023	IPR CLAYTON LLC	\$ 14,500.00	NOVEMBER 2023 LEASE
30455	10/18/2023	KWIK TRIP INC	\$ 331.99	GAS/WASH
30456	10/18/2023	LANGE ENTERPRISES INC	\$ 81.13	ADDRESS SIGNS
30457	10/18/2023	LARSEN WINCHESTER SANITARY DISTRICT	\$ 146.60	ACCTS 02-00002710-00-2; 02-00002700-00-9
30458	10/18/2023	MANNING GROSS & MASSENBURG LLP	\$ 3,100.00	SEPT LEGAL SERVICES
30459	10/18/2023	MCC INC	\$ 59,216.59	AMERICAN DR PAYMENT #2 FINAL
30460	10/18/2023	MCPMAHON ASSOCIATES INC	\$ 4,097.85	BLDG INSPECTOR/AMERICAN DR
30461	10/18/2023	MENARDS	\$ 156.98	GYP SUM
30462	10/18/2023	N&M AUTO SUPPLY	\$ 635.33	CALIPERS
30463	10/18/2023	NORTHEAST ASPHALT INC	\$ 23.80	3/4" DENSE
30464	10/18/2023	RHYME BUSINESS PRODUCTS	\$ 742.86	COPIER LEASE
30465	10/18/2023	RIDGEWAY BP	\$ 88.78	GAS
30466	10/18/2023	SERWE IMPLEMENT CO INC	\$ 103.33	PIN/BEARING TRACTOR #5
30467	10/18/2023	STERICYCLE/SHRED-IT	\$ 143.10	SHRED SERVICES
30468	10/18/2023	SUPERIOR SEWER AND WATER INC	\$ 1,329.00	FRIENDSHIP TRAIL TREES PAY #4 FINAL
30469	10/18/2023	TEAMSTERS LOCAL UNION 662	\$ 186.00	SEPTEMBER UNION DUES
30470	10/18/2023	WE ENERGIES	\$ 9.83	BOOSTER PUMP GAS
30471	10/18/2023	WI DEPT OF JUSTICE	\$ 7.00	BACKGROUND CHECK ACCT: G3091
30472	10/18/2023	WI PUBLIC SERVICE	\$ 515.96	MUNI GAS/ELECT ACCT 0401903447-00016
30473	10/18/2023	WI PUBLIC SERVICE	\$ 256.47	SHOP ELEC/GAS ACCT0401903447-00002
30474	10/18/2023	WI PUBLIC SERVICE	\$ 49.05	TOC PARK
30475	10/18/2023	WI PUBLIC SERVICE	\$ 15.65	TOC GENERATOR
30476	10/18/2023	WINNEBAGO COUNTY TREASURER	\$ 192,830.95	FAIRVIEW/OAKRIDGE/OAKWOOD HWY MAINT
30477	10/18/2023	VOID		VOID
30478	10/18/2023	WM CORPORATE SERVICES INC	\$ 26,059.08	SEPT GARBAGE/RECYCLING
30479	10/18/2023	WISCONSIN SUPERIOR PAINTING & COATING LLC	\$ 2,494.00	BLAST/PAINT SIDE STEPS/TANK/RIMS/WELLS
		TOTAL	\$ 331,445.13	