



# ANNUAL REORGANIZATIONAL MEETING

Wednesday, April 16, 2025 at 6:00 PM

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

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## AGENDA

### CALL TO ORDER

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

### 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
- B. Plan Commission Representative
- C. Personnel Panel
- D. Town of Clayton Sanitary District #1 Commission
- E. Stormwater Management Utility Commission

### ADDITIONAL APPOINTMENTS

- A. **Plan Commission Members (serving a 3-year term with all terms effective May 1st of the calendar year)**  
Name to be presented by the Town Chair or Plan Commission Chair for vacant seat completing term through April 30, 2026  
Confirm the terms of all current members
- 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  
Name to be presented by the Town Chair for vacant seat completing term through April 30, 2027
- 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](http://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**

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: --