



BOARD OF SUPERVISORS MEETING

Wednesday, May 15, 2024 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, May 1, 2024 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 April 2024 Building Inspection Report
- B. Distribution of a letter addressed to the Town Board Supervisors received May 2, 2024 regarding a plowing complaint on Cassy Lane.
- C. Distribution of the April 2024 Winnebago County Tonnage Report

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Brooklyn Blob, Westridge Golf Course
- B. New - Sadia Bagum, Westridge Golf Course
- C. New - Sandip Bhattarai, Ridgeway BP
- D. Renewal - Bhupin Tiwari (Type A), Ridgeway BP

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a Conditional Use Permit Application submitted by Daniel & Shannon Allen for a

proposed short-term rental accessory use on Tax ID #006-1505 addressed as 2746 Cassy Lane.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of the Retail Sales of Fireworks License Application submitted by Charles Krause for Fireworks Mart located at 2896 Breezewood Lane, Neenah, WI 54956.
- B. Discussion/Action: Town Board review & consideration of payment of Invoice #366629 from KerberRose S.C. in the amount of \$12,500.00 for the final billing for the 2023 audit and preparation of Form C.
- C. Discussion/Action: Town Board review & consideration of the insurance quote for renewal of the Town's insurance provided by The Horton Group Inc. in the amount of \$36,477.00.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - June 5 & 19; July 3 & 17; Aug 7 & 21
- B. Plan Commission (6:30 pm start unless otherwise noted) - June 12; July 10; Aug 14
- C. Board of Review - May 28 starting at 10 am

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, May 01, 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
 Supervisor Reif

STAFF

Administrator Wisnefske
 Clerk Faust-Kubale
 Treasurer Fietzer
 Attorney LaFrombois

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, April 17, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, April 17, 2024 Town Board Meeting.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN-RELATED MATTERS NOT ON THE AGENDA

State Assembly Representative Nate Gustafson spoke regarding items he has advocated for within his District, including those that may affect the Town (i.e., roads, fiber infrastructure, etc.)

CORRESPONDENCE

- A. Distribution of the meeting materials for the May 1, 2024, Fox West Regional Sewerage Commission Meeting

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Katie Miller, The Woodshed
- B. New - Debra Toll, Winagamie Golf Course
- C. New - Kayla Gilliam, Winagamie Golf Course
- D. New - Caitlyn Clark, Winagamie Golf Course

BUSINESS

- A. Discussion/Action: Town Board review & consideration of a proposed text amendment to Section 3.8 Private Entrance Culverts of the Town of Clayton Minimum Road Design Standards Policy.

MOTION

Motion made by unanimous consent to approve the proposed text amendment to Section 3.8 of the Town of Clayton Minimum Road Design Standards Policy and direct Staff to post the amended Policy.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of the preliminary estimate submitted by Bennett's Auto Inc. for repair to the Building Inspection truck in the amount of \$11,431.58.

MOTION

Motion made by unanimous consent to approve the estimate submitted by Bennett's Auto Inc. for \$11,431.58 and authorize payment to Bennett's Auto Inc. in that same amount.

Motion carried by unanimous voice vote.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - May 15; June 5 & 19; July 3 & 17
- B. Plan Commission (6:30 pm start unless otherwise noted) - May 8; June 12; July 10
- C. Open Book - May 8 from 12 pm - 2 pm
- D. Board of Review - May 28 starting at 10 am

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:52 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

INTERMUNICIPAL REPORT APRIL 2023 PERMITTING

YEAR TO DATE SUMMARY

Item A.

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	TOWN	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	YEAR TO DATE TOTAL	
TOWN OF CLAYTON PERMITS:										Town of Clayton	\$ 2,252,658.00	\$ 8,467.64	\$ 6,774.11	\$ 22,833.97
4/3/2024	56-24-4B	MIKE SCHULTZ	8380 WHISPERING MEADOWS	NSFD	VIRTUE HOMES	\$ 643,000.00	\$ 969.60	\$ 775.68	Town of Winneconne	\$ 142,356.00	\$ 718.54	\$ 574.83	\$ 3,735.86	
4/9/2024	57-24-4B	TROY RIBBLE	9616 LIND	REMOD	RED BARN CONT	\$ 9,850.00	\$ 175.00	\$ 140.00	Total	\$ 2,395,014.00	\$ 9,186.18	\$ 7,348.94	\$ 26,569.83	
4/10/2024	58-24-4B	KYLE CADA	2772 FAIRVIEW	REROOF	SECURITY LUEBKE	\$ 23,289.00	\$ 75.00	\$ 60.00	Full Burden Wage				\$ -	
4/10/2024	59-24-4P	GENERATION BLDGS	8372 ST NORBERT	NSFD PLUMB	EDW RADTKE	\$ 21,000.00	\$ 365.10	\$ 292.08	Net Profit (Loss)	\$ (7,348.94)			\$ 26,569.83	
4/10/2024	60-24-4B	BARB DUFFEK	2671 CASSY	BASMENT PLUMB REMOD	ALL AREA PLUMB	\$ 16,000.00	\$ 165.00	\$ 132.00						
4/10/2024	61-24-4B	BRADLEY SANKEY	7969 CENTER	HOT TUB	SELF		\$ 100.00	\$ 80.00						
4/10/2024	62-24-4B	SCOTT LEHMANN	2722 FAIRVIEW	DETACHED GARAGE	GARAGE BUILDERS OF WIS	\$ 65,000.00	\$ 307.36	\$ 245.89						
4/11/2024	63-24-4B	SCOTT VANDEN BOOM	8394 WHISPERING MEADOWS	NSFD	MEIERS BLDERS	\$ 450,000.00	\$ 910.40	\$ 728.32						
4/15/2024	64-24-4B	KEN CHRISTIAN	4711 NORTH LOOP	DETACHED GARAGE	SELF	\$ 10,000.00	\$ 177.76	\$ 142.21						
4/15/2024	65-24-4B	ANGIE GEIGER	3007 WINNEGAMIE	DETACHED GARAGE	VKB HOMES	\$ 179,657.00	\$ 388.00	\$ 310.40						
4/23/2024	66-24-4B	DEREK LIEBHAUSER	2689 CTY II	EARLY STATE 5 MULTI FAMILY	RODAC		\$ 500.00	\$ 400.00						
4/23/2024	67-24-4E	CHARTER COMM	MARLO AVE LOT8	SERVICE UTILITY CABINET	EISCH ELECT	\$ 1,500.00	\$ 100.00	\$ 80.00						
4/23/2024	68-24-4E	MIKE SCHULTZ	8380 WHISPERING MEADOWS	NSFD ELECT	1ST ELECT	\$ 13,100.00	\$ 447.30	\$ 357.84						
4/23/2024	69-24-4P	MIKE SCHULTZ	8380 WHISPERING MEADOWS	NSFD PLUMB	WATTERS PLUMB	\$ 24,543.00	\$ 447.30	\$ 357.84						
4/23/2024	70-24-4H	MIKE SCHULTZ	8380 WHISPERING MEADOWS	NSFD HVAC	JOHN KRAMER HVAC	\$ 15,800.00	\$ 447.30	\$ 357.84						
4/23/2024	71-24-4H	GENERATION BLDGS	8372 ST NORBERT	NSFD HVAC	JOHN KRAMER HVAC	\$ 4,836.00	\$ 365.16	\$ 292.13						
4/24/2024	72-24-4B	VANS REALTY	8364 ST NORBERT	NSFD	VANS REALTY	\$ 328,000.00	\$ 785.00	\$ 628.00						
4/24/2024	73-24-4B	MARK WINTER HOMES	8373 ST NORBERT	NSFD	MARK WINTER HOMES	\$ 375,000.00	\$ 785.00	\$ 628.00						
4/25/2024	74-24-4B	PAT SABLE	8071 GALAXY	REROOF	SECURITY LUEBKE	\$ 33,983.00	\$ 75.00	\$ 60.00						
4/25/2024	75-24-4H	KYLE GUSTAFON	9346 BROAD MEADOW	NSFD HVAC	BAT AREA	\$ 22,100.00	\$ 423.48	\$ 338.78						
4/30/2024	76-24-4E	JACOBS HOMES	2601&2603 ST THOMAS	NSFD ELECT	DIERSEN ELECT	\$ 16,000.00	\$ 458.88	\$ 367.10						
				TOTALS		\$2,252,658.00	\$8,467.64	\$6,774.11						
TOWN OF WINNECONNE PERMITS:														
4/2/2024	24-24-4B	DAN DOWLING	5580 E STATE 116	REOOF	DOWLING CONST	\$ 6,000.00	\$ 50.00	\$ 40.00						
4/9/2024	25-24-4B	NANCY BECKER	5293 HIGH POINTE	ADDN	GILBERT GARAGES	\$ 74,000.00	\$ 167.00	\$ 133.60						
4/9/2024	26-24-4H	JOE LUEDTKE	5621 WOODLAND	GARAGE HVAC	BLACK-HAAK	\$ 21,000.00	\$ 96.84	\$ 77.47						
4/9/2024	27-24-4E	RAMI KALDAS	5721 CTY S	ELECT REMOD	ENERGIZE LLC	\$ 2,372.00	\$ 60.00	\$ 48.00						
4/9/2024	28-24-4E	MATT ERICKSON	5183 SOUTHWIND	ELECT REMOD	JP ELECT	\$ 6,984.00	\$ 64.50	\$ 51.60						
4/10/2024	29-24-4E	DAN DOWLING	5580E HWY 116	GENERATOR INSTALL	JON KRUEGER ELECT	\$ 10,000.00	\$ 60.00	\$ 48.00						
4/15/2024	30-24-4B	BRUCE HOFFMAN	7208 CTY M	DETACHED GARAGE ADDN	SELF	\$ 20,000.00	\$ 160.20	\$ 128.16						
4/24/2024	31-24-4E	BUTTE DES MORTS CON	5644 SCHUBERT	SERVICE	LUXURY ELECT	\$ 2,000.00	\$ 60.00	\$ 48.00						
				TOTALS		\$ 142,356.00	\$ 718.54	\$ 574.83						

April 30, 2024

RECEIVED
MAY 02 2024

To: Town of Clayton Town Hall
8348 Hickory Avenue
Larsen, WI 54947

Attn: Russ Giese, Chairman, Town of Clayton Board of Supervisors
Kay Lettau, Supervisor 1, Town of Clayton Board of Supervisors
Linda Grundman, Supervisor 2, Town of Clayton Board of Supervisors
Patti Christianson, Supervisor 3, Town of Clayton Board of Supervisors
Scott Reif, Supervisor 4, Town of Clayton Board of Supervisors
Kelly Wisnefski, Administrator, Town of Clayton

From: Gary and Cheryl Kuehn
2734 Cassy Lane
Neenah, WI 54956
Phone: (920) 725-4416
Email: gkck79@yahoo.com

Ladies and Gentlemen,

We are asking for your help with a situation that has existed regarding our property for the past four years. We have lived at 2734 Cassy Lane (Breaker Ridge subdivision) for close to 10 years. Within the first six years of living here, we had no problems with the snowplowing that took place to clear the roads in the subdivision. For the past several years, there has been a change in the efficiency of this service to our subdivision, which has resulted in damage to our property. Also, we have seen that ours is not the only property in Breaker Ridge damaged by the snowplowing.

For us, the damage has increased in amount with each year that passes, beginning about 4 years ago. The snowplow began kicking gravel into the ditch; this year, even though we only had a couple of snow events that required snow plowing, we ended up with gravel several inches deep, along with big chunks of blacktop, in our ditch (for a distance of about 70 feet). Several chunks of the blacktop landed at least 4 feet down in the ditch. We have included pictures.

The area of gravel between the grass and the road has almost doubled in width over the past 4 years. The gravel area on the east side of our driveway remains unchanged; it is the gravel area between our driveway and the property line on the west side of our property that has sustained all of the damage. The difference in damage between the east and west sides of our property can be accounted for, for the most part, by the fact that the road on the east side of our property is straight road, and the road on the west side of our property bends into a cul de sac, although we have seen damage along straight parts of road in other parts of our subdivision.

Please keep in mind that there was no problem with damage to our property prior to the past 4 years, which means it is possible to plow the roads in our subdivision without inflicting damage to the properties within our subdivision. We have no idea what has changed with the snowplowing service provided by the Town of Clayton over the past several years.

Since the damage was inflicted on our property, at some point, someone came and repaired the road itself by patching in some blacktop (pictured included), but nothing was done to take care of the gravel and blacktop deposited in the ditch by the snowplow.



Chunks of black top and gravel in our ditch (some spots 4 to 6 inches deep)





Width of gravel shoulder has been widening significantly each year.



Damage stretches from our driveway to neighbors driveway



Updated 11-2023

Nuisance Complaint Form

<p>Town of Clayton Town Hall 8348 Hickory Ave Larsen, WI 54947 Phone: 920-836-2007 Email: clerk@claytonwinnebago.wi.gov Website: https://www.townofclayton.net/</p>	
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Instructions: In order for this form to be processed effectively, all fields must be filled in with accurate information. While an email address is not required, it does speed up follow ups and processing of the complaint. Complaints sent using "Anonymous" or similar as a name, address, or a false email address or phone number will not be processed. If this is an emergency, please dial 911 from your phone.

COMPLAINANT INFORMATION (person filing the complaint)

Name: <u>GARY + CHERYL KUETHN</u>	Email: <u>gkck79@yahoo.com</u>
Address: <u>2734 CASSY LN (Breaker Ridge)</u>	Phone Number: <u>Gary 920-851-6891 Cheryl 920-450-6551</u>
City, State, Zip Code: <u>NEENAH, WI 54956</u>	If no address, describe location: _____

SITE INFORMATION (site subject to the complaint)

Address: <u>2734 CASSY LN (Breaker Ridge)</u>	If no address, describe location: _____
City, State, Zip Code: <u>NEENAH, WI 54956</u>	_____

Describe the nature of the complaint (add pages if necessary):

There has been a lot of damage to our ditch by the snow plowing - it has been worse over the past couple of years.

PLEASE SEE ATTACHED SHEETS

The undersigned certifies that the information in this application is true and correct to the best of the complainant's knowledge.

Signature: _____

Date: _____

**WINNEBAGO COUNTY SOLID WASTE MANAGEMENT BOARD
2024 RECYCLING TONNAGE REPORT**

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	
T. Algoma	48.78	57.51	55.09	38.92									200.30	T. Algoma
T. Black Wolf	16.36	20.52	14.97	17.86									69.71	T. Black Wolf
T. Clayton	41.50	27.60	27.02	39.08									135.20	T. Clayton
V. Fox Crossing	118.23	100.41	96.94	101.86									417.44	V. Fox Crossing
T. Neenah	28.08	25.51	21.28	22.03									96.90	T. Neenah
T. Nekimi	9.23	6.70	6.89	8.52									31.34	T. Nekimi
T. Omro	12.75	7.45	7.95	11.16									39.31	T. Omro
T. Vinland	17.76	12.31	11.17	16.82									58.06	T. Vinland
T. Winchester	12.58	11.94	11.73	3.66									39.91	T. Winchester
T. Winneconne	17.27	21.21	20.41	15.06									73.95	T. Winneconne
T. Wolf River	9.05	6.95	6.25	5.86									28.11	T. Wolf River
V. Winneconne	13.28	13.59	14.89	11.72									53.48	V. Winneconne
C. Menasha	136.60	81.09	104.30	112.07									434.06	C. Menasha
C. Neenah	182.85	151.44	151.85	174.66									660.80	C. Neenah
C. Omro	12.75	21.42	21.10	18.48									73.75	C. Omro
C. Oshkosh	337.77	294.93	284.63	320.91									1238.24	C. Oshkosh
Other SS	257.02	235.29	276.81	333.12									1102.24	Other SS
TOTAL TONS	1271.86	1095.87	1133.28	1251.79									4752.80	TOTAL TONS

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
T. Algoma	6,939	57.73	T. Omro	2,375	33.10	C. Menasha	18,576	46.73
T. Black Wolf	2,422	57.56	T. Vinland	1,757	66.09	C. Neenah	27,560	47.95
T. Clayton	4,394	61.54	T. Winchester	1,784	44.74	C. Omro	3,629	40.64
V. Fox Crossing	19,113	43.68	T. Winneconne	2,637	56.09	C. Oshkosh	66,986	36.97
T. Neenah	3,669	52.82	T. Wolf River	1,210	46.46			
T. Nekimi	1,325	47.31	V. Winneconne	2,519	42.46	Total	166,895	43.75

MEMORANDUM

Plan Commission Recommendation

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a Conditional Use Permit Application submitted by Daniel & Shannon Allen for a proposed short-term rental accessory use on Tax ID #006-1505 addressed as 2746 Cassy Lane.

The draft minutes of the May 8, 2024, Plan Commission meeting are included in the packet. The Commissioners are recommending approval of the CUP.

SUGGESTED MOTION

Motion to approve the Conditional Use Permit Application submitted by Daniel & Shannon Allen with the sixteen (16) proposed Recommendations & Conditions.

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

Respectfully Submitted
Kelsey



PLAN COMMISSION

Wednesday, May 08, 2024 – 6:30 PM

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

MINUTES

CALL TO ORDER – Vice Chair Haskell called the meeting to order at 6:31 pm

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

PRESENT

Commissioner Haskell
 Commissioner Nemecek
 Commissioner Dorow
 Commissioner Hopkins
 Town Board Rep. Christianson

EXCUSED

Chair Knapinski
 Commissioner Ketter

STAFF

Administrator Wisnefske
 Clerk Faust-Kubale

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Plan Commission Public Hearing on a Conditional Use Application submitted by Daniel & Shannon Allen for a proposed short-term rental accessory use on Tax ID #006-1505 addressed as 2746 Cassy Lane.

Shannon Allen, 2746 Cassy Ln, Neenah spoke to the proposed use plan for their home as a short-term rental.

PUBLIC HEARING CLOSED AT 6:33 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, April 10, 2024 Plan Commission Meeting

MOTION

Motion made by Commissioner Hopkins, **Seconded** by Commissioner Nemecek to approve the Minutes of the Wednesday, April 10, 2024 Plan Commission meeting as presented.

Voting Yea: Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 5-0.

OPEN FORUM – Public comments addressed to the Plan Commission – NONE

CORRESPONDENCE

- A. Distribution of the April 2024 Building Inspection Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Permit Application submitted by Daniel & Shannon Allen for a proposed short-term rental accessory use on Tax ID #006-1505 addressed as 2746 Cassy Lane.

MOTION

Motion made by Commissioner Hopkins, **Seconded** by Town Board Rep. Christianson to recommend approval of the Conditional Use Permit Application submitted by Daniel & Shannon Allen with the following Staff Recommendations & Conditions:

1. If only portions of the residence are proposed to be rented, the applicant should submit a floor plan identifying which portions of the residence will be rented to verify the single-family residence is not being converted to a duplex.
2. Applicant and Building Inspector coordinate an inspection of the residence with re-inspections to occur every 5 years.
3. Applicant obtain a Winnebago County Health Department License and keep that License active for the duration of the short-term rental activity.
4. Any applicant that maintains, manages, and/or operates a short-term rental facility for more than 10 nights each year obtain a Tourist Rooming House License from the State Department of Agriculture, Trade, and Consumer Protection (DATCAP).
5. All short-term rental activities shall occur within a single-family residential dwelling.
6. All structures require a one-time Conditional Use Permit as an accessory use to a single-family residential as the Principal Use.
7. A Conditional Use Permit for short-term rentals be transferable between property owners.
8. The operator of a short-term rental facility maintains the single-family dwelling as their principal residence during the time period when rooms are offered.
9. The exterior appearance of the building shall not be altered from its single-family appearance.
10. All signage shall conform with the standards identified in the Conditional Use Permit, those being that the sign shall not exceed four (4) square feet in area.
11. No food preparation or cooking shall be allowed in guest rooms.
12. Meals shall only be offered to overnight guests.
13. Rentals shall not exceed 29 consecutive days.
14. Rentals shall be limited to 180 days within any 365-day period.
15. All parking (homeowner and renters) for the facility shall occur on site. No street parking is allowed.

16. All local, state, and federal taxes must be filed with the appropriate agencies. Short-term rental facilities must comply with the provisions of Section 9.1 of the Town of Clayton Municipal Code pertaining to hotel and motel room tax.

Voting Yea: Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 5-0.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - June 12; July 10; Aug 14
- B. Town Board (6:30 pm start unless otherwise noted) - May 15; June 5 & 19; July 3 & 17
- C. Board of Review - May 28 starting at 10 am

ADJOURNMENT

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Town Board Rep. Christianson to adjourn at 6:41 pm.

Voting Yea: Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 5-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

MEMORANDUM

Business Item A

From: Administrator/Staff
 To: Town Board
 Re: Town Board review & consideration of the Retail Sales of Fireworks License Application submitted by Charles Krause for Fireworks Mart located at 2896 Breezewood Lane, Neenah, WI 54956.

Included in the packet is a copy of the Retail Sales of Fireworks License Application. The applicant has had sales sites in the Town and has kept the Breezewood sales site for several years. The application fees have been paid, but as of this writing the following item is **still pending**:

- Inspection of sales site by Clayton Fire Rescue Fire Chief for compliance with NFTP Code 1124 (as amended)

As of this writing, the property taxes on this parcel (Tax ID #006-0901-03-01) have not been paid. While the application does not expressly state this as a requirement for granting a license, other licenses granted by the Town (i.e., Alcohol & Tobacco/Vape) do require that no taxes, real or personal property, be delinquent as a condition of granting.

One of the conditions of approval the Board placed on the applicant in 2023 for granting the license was that “the Applicant abides by the Town’s Sign Ordinance for any and all signage for their site(s)”. At this time, the Administrator has notified the Applicant that there is non-conforming signage that will need to be removed, among other Zoning Ordinance violations.

SUGGESTED MOTION(S):

Motion to approve/deny the application submitted by Charles Krause for Fireworks Mart, located at 2896 Breezewood Ln.

Motion to approve the application submitted by Charles Krause for Fireworks Mart, located at 2896 Breezewood Ln with the following conditions:

- Inspection of sales site by Clayton Fire Rescue Fire Chief for compliance with NFTP Code 1124 (as amended)*
- Removal of any/all non-conforming signage in violation of the Town of Clayton Sign Ordinance*
- Tax ID #006-0901-03-01 becomes fully compliant with the Town of Clayton Zoning Ordinance*

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 & consideration of payment of Invoice #366629 from KerberRose S.C. in the amount of \$12,500.00 for the final billing for the 2023 audit and preparation of Form C.

The Board had approved the quote from KerberRose to complete the 2023 audit at the February 7, 2024 meeting. KerberRose has submitted its final invoice for the audit.

SUGGESTED MOTION

Motion to approve payment of invoice #366629 in the amount of \$12,500.00 to KerberRose.

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

Respectfully Submitted
Kelsey

KerberRose S.C.

Certified Public Accountants

487 Riverwood Lane

Green Bay, WI 54313

Billing Department 715-526-0217

Town of Clayton
8348 Cty Rd T
Larsen, WI 54947

Invoice No. 366629

Date: 05/03/2024

Client No. 0775698520

Final Billing for audt of the financial statements for the year ended December 31, 2023 and Form C	\$12,500.00
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Current Amount Due	\$12,500.00
Prior Balance	\$0.00
Total Amount Due	\$12,500.00

Visit www.kerberrose.com/pay-online/ to make an online payment.

Due to increasing Credit Card fees, a 3% convenience fee will be added to Credit Card Payments. No fees for ACH transactions.

TERMS: DUE UPON RECEIPT; INVOICES 30 DAYS PAST DUE WILL RECEIVE A LATE CHARGE OF 1%

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of the insurance quote for renewal of the Town's insurance provided by The Horton Group, Inc. in the amount of \$36,477.00.

Included in the packet is a copy of the Insurance Quote for renewal of the Town's Insurance. The policy renews each year on June 4th. The costs of the insurance for the last several years are:

2022 – \$31,789.00

2023 – \$33,540.00

2024 – \$36,477.00

This year's increase, other than expected premium increases, is due to a correction of the insurance on the Booster Pump Station.

SUGGESTED MOTION:

Motion to approve the insurance quote for renewal of the Town's insurance provided by The Horton Group, Inc. in the amount of \$36,477.00.

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

Respectfully Submitted
Kelsey

Town of Clayton: Town of Clayton Sanitary District #1

All coverage information detailed in the preceding pages is based on information provided by the insured and subject to the terms, conditions, exclusions, and limitations contained in the policies. Please read your policies for a complete explanation. Property limits are flexible and chosen by the insured. Additional limits of liability may be available upon request.

Premium Summary:

Coverage:	Premium:
Commercial Package	\$36,477
Total Premium	\$36,477

Workers Compensation	\$14,712
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**Cyber Liability Options—Lexington Insurance Company—Non-Admitted:
Coverage & Limit Election (select one)**

- | | |
|--|------------|
| <input type="checkbox"/> \$100,000 Limit | \$900.22 |
| <input type="checkbox"/> \$1,000,000 Limit | \$4,253.90 |
| <input type="checkbox"/> Coverage Declined | |

Signature & Title

Date