



BOARD OF SUPERVISORS MEETING

Wednesday, July 17, 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, July 3, 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 June 2024 Building Inspection Report
- B. Distribution of the 2023 Annual Financial Report prepared by KerberRose

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Kristin Schroeder, Larsen Tavern
- B. New - Taylor Hamer

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Permit Application submitted by Jesse May for a proposed short-term rental accessory use on Tax ID #006-1708 addressed as 3623 Jadetree Terrace.
- B. Plan Commission Discussion: Town Board review & discussion on a Conditional Use Permit Application submitted by Rob & Carla Hackbarth for a proposed short-

term rental accessory use on Tax ID #006-1496 addressed as 7980 Coleman Ridge.

- C. Plan Commission Recommendation: Town Board review & consideration on a Certified Survey Map (CSM) Review Application submitted by Chris Perreault on behalf of Arden & Dorothy Eckstein for a proposed CSM dividing Tax ID #006-0572 (3960 Larsen Rd) into two (2) lots.
- D. Plan Commission Recommendation: Town Board review & consideration on a Certified Survey Map (CSM) Review Application submitted by McMahon Associates Inc, on behalf of Clayton Development Group, LLC to establish zero lot lines for the planned Twin Homes to be located on Tax ID #006-1805 (2642 and 2644 Princeton Dr) & Tax ID #006-1806 (2648 and 2650 Princeton Dr).
- E. Plan Commission Recommendation: Town Board review & consideration on a Preliminary Plat Review Application submitted by Davel Engineering on behalf of Jacobs Design Homes LLC for a Condominium Plat affecting Tax ID #006-1802 (2601 and 2603 St Thomas Ln).
- F. Plan Commission Recommendation: Town Board review & consideration on a Preliminary Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group LLC, for approval of revisions to Scholar Ridge Estates Plat, dividing Tax ID #006-0618-01(Marlo Ave / St Norbert Dr) & Tax ID #006-0632 into 106 lots intended for a combination of two-family residential & single-family residential uses.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Aug 7 & 21; Sept 4 & 18; Oct 2 & 16
- B. Plan Commission (6:30 pm start unless otherwise noted) - Aug 14; Sept 11; Oct 9
- C. Clayton Fire Rescue Touch A Truck - August 17 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, July 03, 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

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 19, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, June 19, 2024 Town Board Meeting.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN-RELATED MATTERS NOT ON THE AGENDA

Mark Ziebell, 3432 Syngentia Way, Neenah, addressed the Board with concerns for safety within his subdivision, stemming from a recent incident with a neighbor and their dogs.

CORRESPONDENCE

- A. Distribution of the Wis DOT Pre-Construction Agenda from June 24, 2024 regarding upcoming road construction on State Rd 76.

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. Renewal - Lexus Sommers, Willie Beamons

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Ordinance 2024-002 Repealing & Recreating Ordinance 2021-001 Establishing All-Terrain & Utility-Terrain Vehicle Routes.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Ordinance 2024-002 and direct Staff to publish and post accordingly.

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

Motion carried 5-0.

- B. Discussion/Action: Town Board review & consideration of the Planned Maintenance Agreement submitted by Cummins Sales & Service for maintenance on the Town Hall / Fire Station Generator in the amount of \$5,112.11.

MOTION

Motion made by unanimous consent to approve the Maintenance Agreement submitted by Cummins and authorize the Administrator to execute said agreement.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of Resolution 2024-003 A Resolution Approving an Intergovernmental Agreement to Satisfy Eligibility for a Recycling Consolidation Grant for Calendar Year 2025.

MOTION

Motion made by Supervisor Reif, **Seconded** by Supervisor Lettau to approve Resolution 2024-003 and direct Staff to submit the approved Resolution to Winnebago County Solid Waste Management Board.

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

Motion carried 5-0.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - July 17; Aug 7 & 21; Sept 4 & 18
- B. Plan Commission (6:30 pm start unless otherwise noted) - July 10; Aug 14; Sept 11

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:10 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

INTERMUNICIPAL REPORT JUNE 2024 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:													
6/5/2024	99-24-6P	TRAVIS PASCHEN	8453 WHISPERING MEADOWS	NSFD PLUMB	SBS PLUMB	\$ 35,000.00	\$ 461.52	\$369.22	Town of Clayton	\$ 2,232,387.00	\$ 23,309.74	\$ 18,647.79	\$ 54,140.70
6/5/2024	100-24-6H	RICK ENGEMAN	3116 BUTTERCUP	REPLACE A/C	BLACK-HAAK	\$ 6,000.00	\$ 75.00	\$60.00	Town of Winneconne	\$ 265,033.00	\$ 1,596.56	\$ 1,277.25	\$ 8,579.84
6/5/2024	101-24-6H	JEFF COULTHARD	3218 BREEZEWOOD	REPLACE A/C	BLACK-HAAK	\$ 5,000.00	\$ 75.00	\$60.00					
6/6/2024	102-24-6B	DENNIS THIEL BUILDERS	2665 LAWRENCE	NSFD	DENNIS THIEL BUILDERS	\$ 335,000.00	\$ 785.00	\$628.00					
6/6/2024	103-24-6B	DAVE KEBERLEIN	3166 LARSEN	DETACHED GARAGE	SELF	\$ 25,000.00	\$ 244.00	\$195.20	Full Burden Wage				\$ -
6/11/2024	104-24-6B	JASON NENONEN	9377 BROAD MEADOWS	NSFD	IKON CUSTOM HOMES	\$ 716,000.00	\$ 1,089.92	\$871.94					
6/12/2024	105-24-6E	TRAVIS PASCHEN	8453 WHISPERING MEADOWS	NSFD ELECT	TEAM SERVICES	\$ 34,700.00	\$ 461.52	\$369.22					
6/12/2024	106-24-6E	VANS REALTY	8364 ST NORBERTS	NSFD ELECT	QUANTUM ELECT	\$ 15,000.00	\$ 318.30	\$254.64					
6/12/2024	107-24-6P	PREMIER REAL EATATE	9119 N CLAYTON	WATER LINES FOR IRRIGATION	K KELLY	\$ 2,440.00	\$ 300.00	\$240.00					
6/12/2024	108-24-6H	JACOBS DESIGN	2601 & 2603 ST THOMAS	NSFD HVAC	HAAK HEATING	\$ 10,000.00	\$ 458.88	\$367.10					
6/12/2024	109-24-6H	VANS REALTY	8364 ST NORBERTS	NSFD HVAC	BLACK-HAAK	\$ 10,000.00	\$ 318.30	\$254.64					
6/12/2024	110-24-6P	VANS REALTY	8364 ST NORBERTS	NSFD PLUMB	TIM RAUSCH	\$ 12,000.00	\$ 318.30	\$254.64					
6/18/2024	111-24-6H	CLAYTON DEVELOPMENT	8437,8439,8441,8445,8447 MARLO	5 MULTI - FAMILY HVAC	K-KELLY INC	\$ 335,000.00	\$ 5,667.00	\$4,533.60					
6/18/2024	112-24-6P	CLAYTON DEVELOPMENT	8437,8439,8441,8445,8447 MARLO	5 MULTI - FAMILY PLUMB	K-KELLY INC	\$ 480,000.00	\$ 5,667.00	\$4,533.60					
6/18/2024	113-24-6E	CLAYTON DEVELOPMENT	8437,8439,8441,8554,8447, MARLO	5 MULTI - FAMILY ELECT	LEE MECHANICAL	\$ 160,000.00	\$ 5,667.00	\$4,533.60					
6/19/2024	114-24-6B	MIKE ZERNZACH	9086 OAKWOOD	DETACHED GARAGE	SELF	\$ 15,000.00	\$ 169.12	\$135.30					
6/24/2024	115-24-6E	LUEBKE ACRES	3905 CTY II #1	SERVICE	MR TEAS	\$ 800.00	\$ 100.00	\$80.00					
6/24/2024	116-24-6E	LUEBKE ACRES	3905 CTY II #3	SERVICE	MR TEAS	\$ 800.00	\$ 100.00	\$80.00					
6/24/2024	117-24-6E	LUEBKE ACRES	3905 CTY II #5	SERVICE	MR TEAS	\$ 800.00	\$ 100.00	\$80.00					
6/24/2024	118-24-6E	LUEBKE ACRES	3905 CTY II #7	SERVICE	MR TEAS	\$ 800.00	\$ 100.00	\$80.00					
6/24/2024	119-24-6E	LUEBKE ACRES	3905 CTY II #9	SERVICE	MR TEAS	\$ 800.00	\$ 100.00	\$80.00					
6/24/2024	120-24-6E	LUEBKE ACRES	3905 CTY II #11	SERVICE	MR TEAS	\$ 800.00	\$ 100.00	\$80.00					
6/26/2024	121-24-6P	JACOBS DESIGN	2601 & 2603 ST THOMAS	NSFD PLUMB	WATTERS PLUMB	\$ 25,548.00	\$ 458.88	\$367.10					
6/26/2024	122-24-6E	STEVEN SELJAN	8393 MOESER	GENERATOR INSTALL	ALANS ELECT	\$ 1,500.00	\$ 100.00	\$80.00					
6/26/2024	123-24-6H	JANICE LAMAIDE	7524 CTY T	REPLACE A/C	MODERN SHEET METAL	\$ 4,399.00	\$ 75.00	\$60.00					
								\$0.00					
					TOTALS	\$ 2,232,387.00	\$ 23,309.74	\$ 18,647.79					
TOWN OF WINNECONNE PERMITS:													
6/5/2024	51-24-6B	JAMIE PRANGE	5927 OAK	SIDING	SELF	\$ 6,000.00	\$ 50.00	\$ 40.00					
6/5/2024	52-24-6H	PAMELA JACOBSON	7092 JACOBSON	REPLACE A/C	BLACK-HAAK	\$ 4,000.00	\$ 40.00	\$ 32.00					
6/5/2024	53-24-6H	STEVE JOHNSON	6739 OLEN TR	REPLACE A/C	MODERN SHEET METAL	\$ 4,599.00	\$ 40.00	\$ 32.00					
6/13/2024	54-24-6B	GAY ANDERSON	5382 CTY G	ADDN	GRACE VALLEY BUILDERS	\$ 50,000.00	\$ 130.20	\$ 104.16					
6/13/2024	55-24-6E	GAY ANDERSON	5382 CTY G	ADDN ELECT	GRACE VALLEY BUILDERS	\$ 1,500.00	\$ 115.56	\$ 92.45					
6/17/2024	56-24-6E	ROD STOFFEL	7219 CLARKS PT	SERVICE	FOLSKE ELECT	\$ 9,475.00	\$ 60.00	\$ 48.00					
6/17/2024	57-24-6B	ED DOMBROWSKI	6075 NAPLES	REROOF	ALL-AMERICAN CONST	\$ 15,000.00		\$ -					
6/17/2024	58-24-6B	ROY BESCH	6709 WHITETAIL	REMOD	SELF	\$ 10,000.00	\$ 80.00	\$ 64.00					
6/17/2024	59-24-6E	ROY BESCH	6709 WHITETAIL	ELECT REMOD	BUSS ELECT	\$ 1,397.00	\$ 45.00	\$ 36.00					
6/17/2024	60-24-6B	MIKE STOPAR	7174 LA BELLE	REMOD	LONGWORTH CONST	\$ 10,000.00	\$ 160.00	\$ 128.00					
6/19/2024	61-24-6B	JEREMY MISCHKA	5171 N HARBOR	KITCHEN REMOD	DUFEK CONST	\$ 50,000.00	\$ 277.50	\$ 222.00					
6/19/2024	62-24-6P	VICKIE WOLOSEK	7102 SHORELINE	REPLACE WATER HEATER	INTEGRITY PLUMB	\$ 1,478.00	\$ 45.00	\$ 36.00					
6/26/2024	63-24-6B	CHRISTINA MILLARD	5811 CTY S	BASEMENT REMOD	PRECISION XTERIORS	\$ 35,000.00	\$ 121.00	\$ 96.80					
6/26/2024	64-24-6E	CHRISTINA MILLARD	5811 CTY S	BASEMENT REMOD ELECT	PRECISION XTERIORS	\$ 12,000.00	\$ 57.30	\$ 45.84					
6/26/2024	65-24-6P	CHRISTINA MILLARD	5811 CTY S	BASEMENT REMOD PLUMB	PRECISION XTERIORS	\$ 12,000.00	\$ 57.30	\$ 45.84					
6/26/2024	66-24-6E	ROBERTA MOWREY	5061 RIVERMOOR	GENERATOR INSTALL	FOLSKE ELECT	\$ 12,584.00	\$ 60.00	\$ 48.00					
6/24/2024	67-24-6E	TOM STARK	6473 PAULSON	NSFD ELECT	MK ELECT	\$ 30,000.00	\$ 257.70	\$ 206.16					
								\$ -					
					TOTALS	\$ 265,033.00	\$ 1,596.56	\$ 1,277.25					

To the Town Board
Town of Clayton
Winnebago County, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Clayton, Winnebago County, Wisconsin (Town) as of and for the year ended December 31, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to the audit.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America

As stated in our engagement letter dated February 2, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the schedules of employer's proportionate share of the net pension liability (asset) and employer contributions – Wisconsin Retirement System, schedule of budgetary comparison – budget and actual – general fund, and schedule of budgetary comparison – budget and actual – solid waste/recycling fund as indicated in the financial statement's table of contents, which supplement the basic financial statements, was to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI was not audited and, because the limited procedures did not provide us with sufficient evidence to express an opinion or provide any assurance, we did not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the combining balance sheet - nonmajor governmental fund and combining statement of revenues, expenditures, and changes in fund balances (deficit) – nonmajor governmental funds as indicated on the financial statements table of contents, which accompany the financial statements. Our responsibility for the supplementary information, as described by professional standards, was to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information was fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the schedule of detailed budgetary comparison revenues and other financing source – general fund, schedule of detailed budgetary comparison expenditures and other financing use – general fund, schedule of budgetary comparison – debt service fund, schedule of budgetary comparison – tax incremental district No. 1, and schedule of budgetary comparison – capital projects fund indicated in the financial statement's table of contents, which accompanies the financial statements. The other information is the responsibility of management. The other information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or, provide any assurance on it.

To the Town Board
 Town of Clayton
 Page 2

Audit Scope, Significant Risks and Other

Our audit included examining on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures.

Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Any internal control related matters that are required to be communicated under professional standards are included later in this letter.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Clayton are described in Note 1 to the financial statements. As discussed in Note 1, the Town adopted the provisions of Governmental Accounting Standards Board Statement No. 96 – Subscription-Based Information Technology Agreements as of and for the year ended December 31, 2023. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town's financial statements were:

Management's estimate of the useful lives of the capital assets is based on industry standards. We evaluated the key factors and assumptions used to develop the estimated useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the net pension liability and related deferred outflows/inflows is based on an actuarial valuation. We evaluated the key factors and assumptions used to develop the net pension liability and related deferred outflows/inflows in determining that it is reasonable in relation to the financial statements as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statement were:

The disclosure of deposits and the related risks with them in Note 2 to the financial statements. The footnote was prepared based on the requirements of the Governmental Accounting Standards Board and is intended to inform readers as to the risks associated with the Town's cash.

The disclosure of net pension liability and related deferred outflows/inflows and the related risk associated with it in Note 8 to the financial statements. The footnote was prepared based on the requirements of the Governmental Accounting Standards Board and is intended to inform readers as to the risk associated with the Town's net pension liability and related deferred outflows/inflows.

The financial statement disclosures are neutral, consistent, and clear.

To the Town Board
Town of Clayton
Page 3

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial and communicate them to the appropriate level of management. We proposed adjustments to the Town's general ledger and management has corrected the misstatements, some of which were material. A list of correct misstatements is attached to this management letter.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter, dated June 13, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town of Clayton's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

To the Town Board
Town of Clayton
Page 4

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weakness or significant deficiencies and therefore, material weakness or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be a material weakness and others we consider to be significant deficiencies.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described below to be a material weakness.

Material Account Adjustments – During our audit, we proposed, and management accepted material adjustments to the Town's general ledger. The Town has a new administrator and treasurer, and we anticipate there will be a reduction in the number of material adjustments in 2024.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described below to be significant deficiencies.

Financial Reporting – One of the components of internal control over financial reporting is that staff of the Town be sufficiently knowledgeable to record the entity's financial transactions in accordance with generally accepted accounting principles (GAAP) and to prepare the entity's financial statements including the footnotes in accordance with those principles. The Town's staff does not have the training in GAAP to prepare financial statements including the related notes in accordance with GAAP. The Town's management does review the financial statements and footnotes and accepts responsibility for them. This matter is common in most small organizations since they do not have the resources to devote to this area of internal control.

Segregation of Duties – The Town has a limited number of people who are responsible for and perform substantially all of the bookkeeping and accounting functions. Good internal control requires a complete separation of duties with respect to the handling and recording of transactions. In order to provide for an adequate segregation of duties, additional personnel may have to be involved in the performance of the accounting and bookkeeping functions. We recognize that this may not be practical based on the size of the Town and limited resources. It is recommended that the Town have one of the board members review the bank statements and bank reconciliations on a monthly basis. Because some procedural controls do not exist, the board has compensating controls such as approval of invoices and review of receipts and revenues which allow it to rely on its knowledge of the Town's operations in order to safeguard assets.

Other Matters

In addition, we felt that other matters described in the following paragraphs were important to the operation of the Town. These matters may involve internal controls, general operations, recommendations for the adoption of policies and other such items that we feel will enhance the Town of Clayton.

To the Town Board
Town of Clayton
Page 5

Other Items

Governmental Fund Balances

Presented below is a summary of the Town's governmental fund balances on December 31, 2023 and 2022. This information is provided for assessing financial results for 2023 and indicating financial resources available at the start of the 2024 budget year.

	<u>12/31/2023</u>	<u>12/31/2022</u>
General Fund		
Nonspendable		
Advances to Other Funds	\$ 60,099	\$ 66,799
Delinquent Property Taxes	1,528	-
Prepaid Items	5,809	6,545
Committed for		
Cemetery Expenditures	-	42,451
Sick Leave and Vacation Payout	22,705	27,922
Unassigned	<u>976,527</u>	<u>710,761</u>
Total General Fund Balance	<u>1,066,668</u>	<u>854,478</u>
Debt Service Fund		
Restricted for Debt Service	<u>237,709</u>	<u>224,221</u>
Unassigned (Deficit) Nonmajor Governmental Funds	<u>-</u>	<u>(1,914)</u>
Special Revenue Funds		
Nonspendable		
Advances to Other Funds	57,544	63,944
Restricted for		
Park Improvements	55,787	37,637
Fire Department Improvements	152,477	90,264
Committed for		
Solid Waste and Recycling Expenditures	85,883	74,323
Cemetery	44,449	-
Total Special Revenue Funds	<u>396,140</u>	<u>266,168</u>
Capital Projects Funds		
Restricted for		
Tax Incremental District Activities	405,920	-
Committed for		
Capital Projects Fund	532,246	701,995
Unassigned (Deficit)	-	(285,934)
Total Capital Projects Funds	<u>938,166</u>	<u>416,061</u>
Total Governmental Fund Balances	<u>\$ 2,638,683</u>	<u>\$ 1,759,014</u>

The unassigned general fund balance increased \$265,766 from \$710,761 in 2022 to \$976,527 in 2023. The Town has a minimum fund balance policy of 16% of actual current year general fund expenditures, not including debt service. The Town's minimum fund balance calculated to \$392,400. The Town's unassigned fund balance at December 31, 2023 is above the minimum fund balance policy.

To the Town Board
Town of Clayton
Page 6

Update on Tax Incremental District No. 1

Presented below is the annual report for the Town's Tax Incremental District No. 1. This report is required to be sent to Winnebago County, School Districts of Neenah and Winneconne, Fox Valley Technical College and Larson Winchester Sanitary District.

Expenditures	Cumulative through	
	2023	2022
TID Organizational Costs	\$ 904,211	\$ 904,211
Project costs	19,637,362	17,769,536
Planning, administration and engineering	17,975	17,975
Interest and fiscal costs on debt	1,930,705	1,495,605
	<u>22,490,253</u>	<u>20,187,327</u>
Revenues		
Tax increments	861,021	470,637
Computer aid	4,681	4,681
Interest income	20,040	18,744
Premium on Debt Issued	569,093	565,993
	<u>1,454,835</u>	<u>1,060,055</u>
Net Unreimbursed Project Costs 12/31	<u>\$ 21,035,418</u>	<u>\$ 19,127,272</u>

Closing

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestion with various governmental unit personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

We thank you for allowing us to be of service to the Town of Clayton. We received complete cooperation and appreciated your consideration of our comments and your implementation of suggestions.

This information is intended solely for the use by the Town Board, management, and others within the Town and is not intended to be and should not be used by anyone other than these specified parties.

KerberRose SC

KerberRose SC
Certified Public Accountants
Green Bay, Wisconsin
June 13, 2024

TOWN OF CLAYTON

Year End: December 31, 2023

Adjusting Journal Entries

Date: 1/1/2023 To 12/31/2023

Number	Date	Name	Account No	Debit	Credit
AJE01	12/31/2023	PENSION ASSET	640-00-19100-000-000 STORMWATER		-50,399.00
AJE01	12/31/2023	DEF OUTFLOWS-PENSION	640-00-18800-000-000 STORMWATER		-316.00
AJE01	12/31/2023	DEF INFLOW-PENSION	640-00-26800-000-000 STORMWATER	63,718.00	
AJE01	12/31/2023	Net Pension Liability	640-00-29100-000-000 STORMWATER		-26,362.00
AJE01	12/31/2023	PENSION EXPENSE	640-00-53441-133-000 STORMWATER	13,359.00	
TO record CY WRS activity for Storm					
AJE02	12/31/2023	DEF OUTFLOWS-PENSION	620-00-19800-000-000 SEWER	38,576.00	
AJE02	12/31/2023	DEF INFLOW-PENSION	620-00-26800-000-000 SEWER		-20,849.00
AJE02	12/31/2023	Net Pension Liability	620-00-29100-000-000 SEWER		-9,887.00
AJE02	12/31/2023	PENSION EXPENSE	620-00-53610-133-000 SEWER		-5,840.00
To record CY WRS activity for Sanitary District					
AJE03	12/31/2023	A/D RIGHT TO USE ASSET	640-00-18910-000-000 STORMWATER	500.00	
AJE03	12/31/2023	STORMWATER DEPRECIATION	640-00-53441-900-000 STORMWATER		-500.00
To true up Stormwater depreciation					
AJE05	12/31/2023	CAPITAL LEASES PAYABLE	620-00-29150-000-000 SEWER	63,202.00	
AJE05	12/31/2023	SANITARY RENTS & LEASES	620-00-53610-530-000 SEWER		-63,202.00
to record Sanitary district lease payment					
AJE06	12/31/2023	CONSTRUCTION IN PROGRESS	640-00-18700-000-000 STORMWATER	206,922.00	
AJE06	12/31/2023	STORMWATER CONTRACT SERVICES	640-00-53441-290-000 STORMWATER		-206,922.00
to record Storm CIP					
AJE07	12/31/2023	ACCUM DEPR STORMWATER	640-00-18900-000-000 STORMWATER		-664.00
AJE07	12/31/2023	STORMWATER DEPRECIATION	640-00-53441-900-000 STORMWATER	664.00	
To adjust the acc dephn of Infrastructure and machinery					

AJE08	12/31/2023	ACCUM DEPR STORMWATER	620-00-18900-000-000 SEWER	-1,797.00
AJE08	12/31/2023	Depreciation Expense	620-00-53441-540-000 SEWER	1,797.00
to record Sanitary district deprec				
<hr/>				
AJE09	12/31/2023	FUND BALANCE	100-00-34300-000-000 GEN	-42,451.00
AJE09	12/31/2023	TRANSFER OUT SWR	100-00-59230-000-000 GEN	42,451.00
AJE09	12/31/2023	FUND BALANCE	240-00-34300-000-000 CEM	42,451.00
AJE09	12/31/2023	Transfer From Other Funds	240-00-49200-000-000 CEM	-42,451.00
To record transfer of equity for new Cemetery fund				
<hr/>				
				471,640.00 -471,640.00
<hr/>				
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TOWN OF CLAYTON

WINNEBAGO COUNTY, WISCONSIN

Annual Financial Report

December 31, 2023

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN

Table of Contents

December 31, 2023

	Page
INDEPENDENT AUDITORS' REPORT	1 - 3
BASIC FINANCIAL STATEMENTS	
Statement of Net Position	4
Statement of Activities	5 - 6
Balance Sheet – Governmental Funds	7 - 8
Reconciliation of the Balance Sheet – Governmental Funds to the Statement of Net Position	9
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficit) – Governmental Funds	10 - 11
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances (Deficit) – Governmental Funds to the Statement of Activities	12
Statement of Net Position – Proprietary Funds	13
Statement of Revenues, Expenses and Changes in Net Position – Proprietary Funds	14
Statement of Cash Flows – Proprietary Funds	15
Statement of Fiduciary Net Position – Fiduciary Fund	16
Statement of Changes in Fiduciary Net Position – Fiduciary Fund	17
Notes to Financial Statements	18 - 40
REQUIRED SUPPLEMENTARY INFORMATION	
Schedules of Employer's Proportionate Share of the Net Pension Liability (Asset) and Employer Contributions – Wisconsin Retirement System	41
Schedule of Budgetary Comparison – Budget and Actual – General Fund	42
Schedule of Budgetary Comparison – Budget and Actual – Solid Waste/Recycling Fund	43
Notes to Required Supplementary Information	44

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN

Table of Contents

December 31, 2023

SUPPLEMENTARY INFORMATION

Combining Balance Sheet – Nonmajor Governmental Funds	45
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances (Deficit) – Nonmajor Governmental Funds	46

OTHER INFORMATION

Schedule of Detailed Budgetary Comparison Revenues and Other Financing Sources – General Fund	47
Schedule of Detailed Budgetary Comparison Expenditures and Other Financing Use – General Fund	48
Schedule of Budgetary Comparison – Debt Service Fund	49
Schedule of Budgetary Comparison – Tax Incremental District No. 1	50
Schedule of Budgetary Comparison – Capital Projects Fund	51

INDEPENDENT AUDITORS' REPORT



INDEPENDENT AUDITORS' REPORT

To the Town Board
Town of Clayton
Winnebago County, Wisconsin

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Clayton, Wisconsin (Town), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town, as of December 31, 2023, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Clayton, Wisconsin and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

To the Town Board
Town of Clayton, Winnebago County, Wisconsin

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedules of employer's proportionate share of the net pension liability (asset) and employer contributions – Wisconsin Retirement System, the schedule of budgetary comparison – budget and actual – general fund, and the schedule of budgetary comparison – budget and actual – solid waste/recycling fund be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by the missing information.

To the Town Board
Town of Clayton, Winnebago County, Wisconsin

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Clayton, Winnebago County, Wisconsin's basic financial statements. The combining balance sheet – nonmajor governmental funds and combining statement of revenues, expenditures, and changes in fund balances (deficit) – nonmajor governmental funds are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining balance sheet – nonmajor governmental funds and combining statement of revenues, expenditures, and changes in fund balances (deficit) – nonmajor governmental funds are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the schedule of detailed budgetary comparison revenues and other financing sources – general fund, schedule of detailed budgetary comparison expenditures and other financing use – general fund, schedule of budgetary comparison – debt service fund, schedule of budgetary comparison – tax incremental district No. 1, and schedule of budgetary comparison – capital projects fund but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

KerberRose SC

KerberRose SC
Certified Public Accountants
Green Bay, Wisconsin
June 13, 2024

BASIC FINANCIAL STATEMENTS

**TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN**

Statement of Net Position
As of December 31, 2023

	Governmental Activities	Business - Type Activities	Total
ASSETS			
Current Assets			
Cash and Investments	\$ 4,378,898	\$ 121,164	\$ 4,500,062
Taxes Receivable	1,824,999	76,862	1,901,861
Accounts Receivable	3,623	-	3,623
Accounts Receivable - Special Charges	195,388	226,354	421,742
Special Assessments	16,639	-	16,639
Delinquent Property Taxes Receivable	1,528	-	1,528
Internal Balances	117,643	(117,643)	-
Inventories	5,809	-	5,809
Total Current Assets	6,544,527	306,737	6,851,264
Noncurrent Assets			
Capital Assets - Nondepreciable	4,878,390	207,903	5,086,293
Capital Assets - Depreciable, Net	9,284,519	3,495,144	12,779,663
Total Noncurrent Assets	14,162,909	3,703,047	17,865,956
TOTAL ASSETS	20,707,436	4,009,784	24,717,220
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Outflows of Resources Related to Pension	650,140	134,100	784,240
LIABILITIES			
Current Liabilities			
Accounts Payable	87,947	7,541	95,488
Capital and Retainage Payable	598,845	179,142	777,987
Accrued Liabilities	40,670	1,499	42,169
Accrued Interest Payable	171,462	-	171,462
Deposits from Others	4,250	-	4,250
Current Portion Compensated Absences	17,051	-	17,051
Current Portion of Lease Liability	54,555	85,294	139,849
Current Portion of Long-Term Obligations	1,467,919	-	1,467,919
Total Current Liabilities	2,442,699	273,476	2,716,175
Noncurrent Liabilities			
Net Pension Liability	175,740	36,249	211,989
Compensated Absences	68,206	-	68,206
Lease Liability	-	1,496,277	1,496,277
Noncurrent Portion of Long-Term Obligations	26,644,662	-	26,644,662
Total NonCurrent Liabilities	26,888,608	1,532,526	28,421,134
TOTAL LIABILITIES	29,331,307	1,806,002	31,137,309
DEFERRED INFLOWS OF RESOURCES			
Taxes Levied for Subsequent Period	3,170,593	-	3,170,593
Special Charges	-	449,380	449,380
Deferred Inflows of Resources Related to Pension	370,589	76,439	447,028
Total Deferred Inflows of Resources	3,541,182	525,819	4,067,001
NET POSITION (DEFICIT)			
Net Investment in Capital Assets	2,937,549	1,942,334	4,879,883
Restricted	784,242	21,412	805,654
Unrestricted (Deficit)	(15,236,704)	(151,683)	(15,388,387)
TOTAL NET POSITION (DEFICIT)	\$ (11,514,913)	\$ 1,812,063	\$ (9,702,850)

See Accompanying Notes

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Statement of Activities
 For the Year Ended December 31, 2023

	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
GOVERNMENTAL ACTIVITIES				
General Government	\$ 818,010	\$ 286,870	\$ -	\$ -
Public Safety	505,569	61,293	28,064	426
Public Works	2,906,925	108,520	603,840	883
Health and Human Services	10,867	12,555	-	-
Culture, Recreation and Education	8,472	20,525	-	-
Conservation and Development	138,180	-	-	-
Interest and Fiscal Charges	597,823	-	-	-
Total Governmental Activities	4,985,846	499,763	631,904	1,309
BUSINESS-TYPE ACTIVITIES				
Stormwater Management Utility	251,704	348,058	-	-
Sanitary District #1	293,867	166,687	-	-
Total Business-Type Activities	545,571	514,745	-	-
TOTAL TOWN OF CLAYTON	\$ 5,531,417	\$ 1,014,508	\$ 631,904	\$ 1,309

GENERAL REVENUES

- Taxes:
 - Property Taxes, Levied for General Purposes
 - Property Taxes, Levied for Debt Service
 - Tax Increment
 - Other Taxes
- State and Federal Aids not Restricted to Specific Functions
- Interest and Investment Earnings
- Gain on Property Sales
- Miscellaneous
- Total General Revenues**

CHANGE IN NET POSITION

NET POSITION (DEFICIT) - BEGINNING OF YEAR

NET POSITION (DEFICIT) - END OF YEAR

(Expenses) Revenue and Changes in Net Position		
Governmental Activities	Business-Type Activities	Total
\$ (521,140)	\$ -	\$ (521,140)
(415,786)	-	(415,786)
(2,193,682)	-	(2,193,682)
1,688	-	1,688
12,053	-	12,053
(138,180)	-	(138,180)
(597,823)	-	(597,823)
<u>(3,852,870)</u>	<u>-</u>	<u>(3,852,870)</u>
-	96,354	96,354
-	(127,180)	(127,180)
-	(30,826)	(30,826)
<u>(3,852,870)</u>	<u>(30,826)</u>	<u>(3,883,696)</u>
942,459	-	942,459
1,249,599	-	1,249,599
390,384	-	390,384
14,190	-	14,190
203,076	-	203,076
175,864	-	175,864
140,639	-	140,639
23,818	-	23,818
<u>3,140,029</u>	<u>-</u>	<u>3,140,029</u>
(712,841)	(30,826)	(743,667)
<u>(10,802,072)</u>	<u>1,842,889</u>	<u>(8,959,183)</u>
<u>\$ (11,514,913)</u>	<u>\$ 1,812,063</u>	<u>\$ (9,702,850)</u>

**TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN**

Balance Sheet
Governmental Funds
As of December 31, 2023

	General	Solid Waste/ Recycling	Debt Service Fund
ASSETS			
Cash and Investments	\$ 1,429,005	\$ 277,082	\$ 739,471
Delinquent Property Taxes	1,528	-	-
Accounts Receivable	3,623	-	-
Property Taxes Receivable	625,769	-	934,016
Accounts Receivable - Special Charges	-	195,388	-
Special Assessments	16,639	-	-
Advances to Other Funds	60,099	57,544	-
Inventories	5,809	-	-
TOTAL ASSETS	\$ 2,142,472	\$ 530,014	\$ 1,673,487
LIABILITIES			
Accounts Payable	\$ 57,859	\$ 28,948	\$ -
Capital and Retainage Payable	-	-	-
Accrued Liabilities	40,261	409	-
Deposits from Others	4,250	-	-
Total Liabilities	102,370	29,357	-
DEFERRED INFLOWS OF RESOURCES			
Taxes Levied for Subsequent Period	963,495	363,630	1,435,778
Special Assessments and Charges	16,639	-	-
Total Deferred Inflows of Resources	980,134	363,630	1,435,778
FUND BALANCES			
Nonspendable	67,436	57,544	-
Restricted	-	-	237,709
Committed	22,705	79,483	-
Unassigned	969,827	-	-
Total Fund Balances	1,059,968	137,027	237,709
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 2,142,472	\$ 530,014	\$ 1,673,487

See Accompanying Notes

Tax Incremental District No. 1	Nonmajor Governmental Funds	Total Governmental Funds
\$ 1,148,381	\$ 784,959	\$ 4,378,898
-	-	1,528
-	-	3,623
265,214	-	1,824,999
-	-	195,388
-	-	16,639
-	-	117,643
-	-	5,809
<u>\$ 1,413,595</u>	<u>\$ 784,959</u>	<u>\$ 6,544,527</u>
\$ 1,140	\$ -	\$ 87,947
598,845	-	598,845
-	-	40,670
-	-	4,250
<u>599,985</u>	<u>-</u>	<u>731,712</u>
407,690	-	3,170,593
-	-	16,639
<u>407,690</u>	<u>-</u>	<u>3,187,232</u>
-	-	124,980
405,920	208,264	851,893
-	576,695	678,883
-	-	969,827
<u>405,920</u>	<u>784,959</u>	<u>2,625,583</u>
<u>\$ 1,413,595</u>	<u>\$ 784,959</u>	<u>\$ 6,544,527</u>

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Reconciliation of the Balance Sheet
 Governmental Funds to the Statement of Net Position
 As of December 31, 2023

Total Fund Balances - Governmental Funds **\$ 2,625,583**

Total net position reported for governmental activities in the statement of net position is different from the amount reported above as total governmental funds fund balance because:

Capital assets used in government activities are not financial resources and therefore are not reported in the fund statements. Amounts reported for governmental activities in the statement of net position:

Governmental Capital Assets	\$ 19,838,693	
Governmental Accumulated Depreciation	<u>(5,475,784)</u>	14,162,909

Some receivables that are not currently available are reported as deferred inflows of resources in the fund financial statements but are recognized as revenue when earned in the government-wide statements.

Special Assessments		16,639
---------------------	--	--------

The Town's proportionate share of the Wisconsin Retirement System pension plan is not a current financial resource; therefore, it is not reported in the fund financial statements.

Deferred Outflows Related to Pension	650,140	
Deferred Inflows Related to Pension	<u>(370,589)</u>	279,551

Net pension liability not payable in the current period therefore not reported in the fund financial statements

(175,740)

Noncurrent liabilities, including bonds, notes, and leases payable, are not due in the current period and therefore not reported in the fund statements.

Noncurrent liabilities reported in the statement of net position that are not reported in the funds balance sheet:

General Debt	(27,908,161)	
Lease Obligation	(54,555)	
Premium on Debt Issued	(204,420)	
Accrued Interest on General Obligation Debt	(171,462)	
Vested Employee Benefits	<u>(85,257)</u>	<u>(28,423,855)</u>

Total Net Position - Governmental Activities

\$ (11,514,913)

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**TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN**

Statement of Revenues, Expenditures and Changes in Fund Balances (Deficit)

Governmental Funds

For the Year Ended December 31, 2023

	General	Solid Waste/ Recycling	Debt Service Fund
REVENUES			
Taxes	\$ 956,649	\$ -	\$ 1,249,599
Special Assessments	3,328	-	74,660
Intergovernmental	311,400	7,188	-
Licenses and Permits	181,746	-	-
Public Charges for Services	12,414	372,701	-
Intergovernmental Charges for Services	137,942	-	-
Investment Income	171,194	-	3,374
Miscellaneous	11,431	-	-
Total Revenues	<u>1,786,404</u>	<u>379,889</u>	<u>1,327,633</u>
EXPENDITURES			
Current:			
General Government	630,072	-	-
Public Safety	401,306	-	-
Public Works	324,807	381,279	-
Health and Human Services	310	-	-
Culture, Recreation and Education	6,356	-	-
Conservation and Development	104,738	-	-
Debt Service:			
Principal Retirement	147,177	-	1,260,920
Interest and Fiscal Charges	30,196	-	211,225
Capital Outlay	807,540	-	-
Total Expenditures	<u>2,452,502</u>	<u>381,279</u>	<u>1,472,145</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>(666,098)</u>	<u>(1,390)</u>	<u>(144,512)</u>
OTHER FINANCING SOURCES (USE)			
Proceeds of Long-Term Debt	736,015	-	-
Sale of Materials	-	150	-
Sale of Capital Assets	178,024	-	158,000
Transfers In	-	-	-
Transfers Out	(42,451)	-	-
Total Other Financing Sources (Use)	<u>871,588</u>	<u>150</u>	<u>158,000</u>
NET CHANGE IN FUND BALANCES (DEFICIT)	205,490	(1,240)	13,488
FUND BALANCES - BEGINNING (DEFICIT)	<u>854,478</u>	<u>138,267</u>	<u>224,221</u>
FUND BALANCES - ENDING	<u>\$ 1,059,968</u>	<u>\$ 137,027</u>	<u>\$ 237,709</u>

See Accompanying Notes

Tax Incremental District No. 1	Nonmajor Governmental Funds	Total Governmental Funds
\$ 390,384	\$ -	\$ 2,596,632
-	-	77,988
-	145,000	463,588
-	-	181,746
-	89,373	474,488
-	-	137,942
1,296	-	175,864
3,100	10,392	24,923
<u>394,780</u>	<u>244,765</u>	<u>4,133,471</u>
82,811	-	712,883
-	2,149	403,455
-	-	706,086
-	10,557	10,867
-	-	6,356
20,249	-	124,987
-	-	1,408,097
435,100	-	676,521
1,764,766	370,443	2,942,749
<u>2,302,926</u>	<u>383,149</u>	<u>6,992,001</u>
<u>(1,908,146)</u>	<u>(138,384)</u>	<u>(2,858,530)</u>
2,600,000	-	3,336,015
-	-	150
-	52,910	388,934
-	42,451	42,451
-	-	(42,451)
<u>2,600,000</u>	<u>95,361</u>	<u>3,725,099</u>
691,854	(43,023)	866,569
<u>(285,934)</u>	<u>827,982</u>	<u>1,759,014</u>
<u>\$ 405,920</u>	<u>\$ 784,959</u>	<u>\$ 2,625,583</u>

See Accompanying Notes

**TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN**

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances (Deficit)
Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2023

Net Changes in Fund Balances (Deficit)- Total Governmental Funds		\$ 866,569
<i>Amounts reported for governmental activities in the statement of activities are different because:</i>		
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital outlay reported in governmental fund statements	\$ 1,222,402	
Depreciation expense reported in the statement of activities	<u>(591,685)</u>	
Amount by which capital outlays are greater than depreciation in the current period.		630,717
The Town disposed of assets resulting in a reduction of capital assets and recapture of prior year depreciation expense reported on the statement of activities as a net gain and has no affect on the governmental funds balance sheet.		
The value of Land Sold		(249,550)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenue in the funds.		
Special Assessments		(63,056)
Amounts related to the pension that affect the statement of activities but not the fund financial statements.		
		(58,920)
Vested employee benefits are reported in the government funds when amounts are paid. The statement of activities reports the value of benefits earned during the year. This year the accrual of these benefits was less than the amount paid.		
		10,619
Repayment of principal on long-term debt is reported in the governmental funds as an expenditure, but is reported as a reduction in long-term debt in the statement of net position and does not affect the statement of activities. The amount of long-term debt principal payments in the current year is:		
		1,355,681
Debt incurred in governmental funds is reported as an other financing source, but is reported as an increase in outstanding long-term debt in the statement of net position, and does not affect the statement of activities.		
		(3,336,015)
Payment of a lease obligation is reported in the governmental funds as an expenditure, but is reported as a reduction in lease obligation in the statement of net position and does not affect the statement of activities.		
		52,416
Interest payments on outstanding debt are reported in the governmental funds as an expenditure when paid, in the statement of activities interest is reported as it accrues.		
		(48,831)
Debt premium, discount and amortization are allocated over the period the debt is outstanding and is reported as amortization revenue/expense in the statement of activities. The activity for the current year is as follows:		
Amortization		<u>127,529</u>
Change in Net Position - Governmental Activities		<u><u>\$ (712,841)</u></u>

**TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN**

Statement of Net Position
Proprietary Funds
As of December 31, 2023

	Stormwater Management Utility	Sanitary District No. 1	Totals
ASSETS			
Current Assets:			
Cash and Investments	\$ 121,164	\$ -	\$ 121,164
Accounts Receivable - Special Charges	226,354	-	226,354
Taxes Receivable	-	76,862	76,862
Due from Other Funds	172,696	-	172,696
Total Current Assets	<u>520,214</u>	<u>76,862</u>	<u>597,076</u>
Noncurrent Assets:			
Land	981	-	981
Construction Work in Progress	206,922	-	206,922
Right To Use Asset	95,000	1,704,657	1,799,657
Infrastructure	1,934,653	174,656	2,109,309
Machinery and Equipment	242,706	-	242,706
Accumulated Depreciation	(535,847)	(120,681)	(656,528)
Total Noncurrent Assets	<u>1,944,415</u>	<u>1,758,632</u>	<u>3,703,047</u>
TOTAL ASSETS	<u>2,464,629</u>	<u>1,835,494</u>	<u>4,300,123</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Outflows of Resources Related to Pension	97,524	36,576	134,100
CURRENT LIABILITIES			
Accounts Payable	1,910	5,631	7,541
Capital and Retainage Payable	179,142	-	179,142
Accrued Liabilities	1,090	409	1,499
Advance from Other Funds	117,643	-	117,643
Due to Other Funds	-	172,696	172,696
Current Portion of Lease Liability	19,724	65,570	85,294
Total Current Liabilities	<u>319,509</u>	<u>244,306</u>	<u>563,815</u>
NONCURRENT LIABILITIES			
Net Pension Liability	26,362	9,887	36,249
Lease Liability	20,508	1,475,769	1,496,277
Total Noncurrent Liabilities	<u>46,870</u>	<u>1,485,656</u>	<u>1,532,526</u>
TOTAL LIABILITIES	<u>366,379</u>	<u>1,729,962</u>	<u>2,096,341</u>
DEFERRED INFLOWS OF RESOURCES			
Special Charges on Subsequent Year Tax Roll	349,380	100,000	449,380
Deferred Inflows of Resources Related to Pension	55,590	20,849	76,439
Total Deferred Inflows of Resources	<u>404,970</u>	<u>120,849</u>	<u>525,819</u>
NET POSITION			
Net Investment in Capital Assets	1,904,183	217,293	2,121,476
Restricted	15,572	5,840	21,412
Unrestricted (Deficit)	(128,951)	(201,874)	(330,825)
TOTAL NET POSITION	<u>\$ 1,790,804</u>	<u>\$ 21,259</u>	<u>\$ 1,812,063</u>

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2023

	Stormwater Management Utility	Sanitary District No. 1	Totals
OPERATING REVENUES			
Charges for Services			
Culvert and Access Permits	\$ 4,650	\$ -	\$ 4,650
Stormwater Drainage Fees	343,408	-	343,408
Sewer	-	66,687	66,687
Charges for Services	-	100,000	100,000
Total Operating Revenues	<u>348,058</u>	<u>166,687</u>	<u>514,745</u>
OPERATING EXPENSES			
Operation and Maintenance	180,690	187,153	367,843
Depreciation	68,664	44,414	113,078
Total Operating Expenses	<u>249,354</u>	<u>231,567</u>	<u>480,921</u>
OPERATING INCOME (LOSS)	<u>98,704</u>	<u>(64,880)</u>	<u>33,824</u>
NONOPERATING EXPENSE			
Interest and Fiscal Charges	(2,350)	(62,300)	(64,650)
INCOME (LOSS) BEFORE TRANSFERS	<u>96,354</u>	<u>(127,180)</u>	<u>(30,826)</u>
TRANSFERS OUT	<u>-</u>	<u>-</u>	<u>-</u>
CHANGE IN NET POSITION	96,354	(127,180)	(30,826)
NET POSITION - BEGINNING	<u>1,694,450</u>	<u>148,439</u>	<u>1,842,889</u>
NET POSITION - ENDING	<u>\$ 1,790,804</u>	<u>\$ 21,259</u>	<u>\$ 1,812,063</u>

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2023

	Stormwater Management Utility	Sanitary District No. 1	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash Received from User Charges	\$ 325,538	\$ 144,832	\$ 470,370
Paid to Suppliers for Goods and Services	(58,098)	(150,687)	(208,785)
Paid to Employees for Operating Payroll	(113,838)	(42,802)	(156,640)
Net Cash Flows From Operating Activities	153,602	(48,657)	104,945
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES			
Due To/From Other Funds	(185,796)	172,696	(13,100)
Transfer to Other Funds	-	-	-
Net Cash Flows From Noncapital Financing Activities	(185,796)	172,696	(13,100)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Acquisition of Capital Assets	(27,780)	-	(27,780)
Principal Payments on Lease Liability	(18,971)	(63,202)	(82,173)
Interest and Fiscal Charges	(2,350)	(62,300)	(64,650)
Net Cash Flows From Capital and Related Financing Activities	(49,101)	(125,502)	(174,603)
CHANGE IN CASH AND INVESTMENTS	(81,295)	(1,463)	(82,758)
CASH AND INVESTMENTS - BEGINNING	202,459	1,463	203,922
CASH AND INVESTMENTS - ENDING	\$ 121,164	\$ -	\$ 121,164
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FLOWS FROM OPERATING ACTIVITIES:			
Operating Income (Loss)	\$ 98,704	\$ (64,880)	\$ 33,824
Adjustments to Reconcile Operating Income to Net Cash Flows from Operating Activities:			
Depreciation	68,664	44,414	113,078
Changes in Assets and Liabilities:			
Special Charges Receivable	(41,833)	-	(41,833)
Taxes Receivable	-	(21,855)	(21,855)
Net Pension Asset	50,399	-	50,399
Deferred Outflows Related to Pension	316	(36,576)	(36,260)
Accounts Payable	(4,605)	(496)	(5,101)
Net Pension Liability	26,362	9,887	36,249
Deferred Special Charges Receivable	19,313	-	19,313
Deferred Inflows Related to Pension	(63,718)	20,849	(42,869)
Net Cash Flows From Operating Activities	\$ 153,602	\$ (48,657)	\$ 104,945
NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES			
Capital and Retainage Payable	\$ 179,142	\$ -	\$ 179,142

**TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN**
Notes to Financial Statements
December 31, 2023

Note 1 - Summary of Significant Accounting Policies

This summary of significant accounting policies of the Town of Clayton, Winnebago County, Wisconsin (Town) is presented to assist in understanding the Town's financial statements. The financial statements and notes are representations of the Town's management who is responsible for the integrity and objectivity of the financial statements. These accounting policies conform to generally accepted accounting principles (GAAP) and have been consistently applied in the preparation of the financial statements. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the Town are discussed below.

Reporting Entity

The Town is a municipal corporation governed by an elected five member board. In accordance with GAAP, the basic financial statements are required to include the Town and any separate component units that have a significant operational or financial relationship with the Town. The Town has identified a component unit, Sanitary District No. 1 that is required to be included in the basic financial statements as a blended component unit in accordance with standards established.

In 1972, the Town Board formed the Town of Clayton Sanitary District No. 1 to provide water and sewer services to a portion of the Town. Subsequently in 2014, the Town Board amended the boundaries of the sanitary district and appointed the Town Board as the governing body of the sanitary district. All legal, planning and engineering costs of the sanitary district and future water and sewer infrastructure incurred to-date have been financed directly by the Town's General Fund, Capital Projects Fund and Tax Incremental District No.1.

Government-Wide Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Town. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, 2) operating grants and contributions, and 3) capital grants and contributions. Taxes and other items not properly included as program revenues are reported instead as general revenues.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments for charges which would distort the direct costs and program revenues reported for the various functions concerned.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds and the fiduciary fund, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major proprietary funds are reported as separate columns in the fund financial statements.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Notes to Financial Statements
 December 31, 2023

Note 1 - Summary of Significant Accounting Policies (Continued)

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Town's proprietary funds are charges to customers for services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Fund financial statements of the reporting entity are organized into individual funds each of which are considered to be separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenses/expenditures.

Funds are organized as major funds or nonmajor funds within the governmental and proprietary statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the Town or meets the following criteria:

- a. Total assets plus deferred outflows of resources, liabilities plus deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or proprietary fund are at least 10 percent of the corresponding total for all funds of that category or type and
- b. The same element that met the 10 percent criterion in (a) is at least 5 percent of the corresponding element total for all governmental and proprietary funds combined.
- c. In addition, any other governmental fund that the Town believes is particularly important to financial statement users may be reported as a major fund.

Governmental Funds

Governmental funds are identified as either general, special revenue, debt service or capital projects funds based upon the following guidelines.

General Fund

The general fund is the primary operating fund of the Town and is always classified as a major fund. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.

Debt Service Fund

This fund accounts for resources accumulated and payments made for principal and interest on long-term general obligation debt of the governmental funds.

Capital Project Funds

Capital project funds are used to account for property tax, bond proceeds, and other financial resources available to implement the Town's capital improvement plans.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 1 - Summary of Significant Accounting Policies (Continued)

Proprietary Funds

Proprietary Funds may be used to account for activities where a fee is charged to external users for goods and services. Enterprise activities must include operations (a) that are financed with debt that is secured solely by the pledge of the net revenues of the fund, or (b) where laws or regulations require that the costs of the activity be recovered with fees and charges, or (c) where the fees and charges are priced in a way designed to recover the costs of the activity. The Town presents two major proprietary funds – the stormwater management utility fund and sanitary district no. 1.

Fiduciary Fund

Fiduciary funds are used to report assets held in a trustee or custodial capacity for others and therefore are not available to support Town programs. The reporting focus is on net position and changes in net position and are reported using the full accrual method of accounting. Because by definition these assets are being held for the benefit of a third party (other local governments) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

The Town follows the presentation requirements of accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board Statement No. 84, *Fiduciary Activities*. This statement revised the criteria of whether the government is controlling the assets of the fiduciary activity and the beneficiaries with whom a fiduciary relationship exists. An activity meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. Four types of fiduciary funds that should be reported, if applicable, include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and custodial funds. The Town reports the Tax Collection Fund as a custodial fund.

Major Funds

The Town reports the following major governmental funds:

- The *General Fund*, which accounts for the Town’s primary operating activities.
- The *Solid Waste/Recycling Fund* is used to account for financial resources to be used for collection and disposal of refuse and recyclable items. Significant revenues are charges for services.
- The *Debt Service Fund*, which accounts for the Town’s governmental principal and interest payments.
- The *Tax Increment District No. 1 Fund*, which accounts for the Town’s capital projects for economic development activities.

The Town reports the following major proprietary funds:

- The *Stormwater Management Utility*, which operates the stormwater collection system.
- The *Sanitary District No. 1*, accounts for the activities of operating the Town’s sewer activities.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 1 - Summary of Significant Accounting Policies (Continued)

Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources (current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources) or economic resources (all assets, deferred outflows of resources, all liabilities, and deferred inflows of resources). The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements, proprietary fund statements and fiduciary fund statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Cash and Investments

Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. For purposes of the statement of cash flows, all cash deposits and highly liquid investments (including restricted assets) with a maturity of three months or less from the date of acquisition are considered to be cash equivalents.

Accounts Receivable

Accounts receivables are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the financial statements.

Special Assessments

Assessments against property owners for public improvements are generally not subject to full settlement in the year levied. Special assessments are placed on tax rolls on an installment basis. Revenue from special assessments recorded in governmental funds is recognized as collections are made or as current installments are placed on tax rolls. (Installments placed on the 2022 tax roll are recognized as revenue in 2023.)

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 1 - Summary of Significant Accounting Policies (Continued)

Capital Assets

The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements and used in governmental fund operations.

Government-Wide Statements

Capital assets, which include property, plant and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial, individual cost of \$5,000 or higher and an estimated useful life in excess of one year.

Capital assets are reported at actual or estimated historical cost. Donated assets are reported at estimated acquisition cost at the time received. The cost of infrastructure assets constructed prior to 2004 have not been determined and are, therefore, not included in the financial statements.

Depreciation is used to allocate the actual or estimated historical cost of all capital assets over their estimated useful lives.

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Property, plant and equipment of the Town are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years	
	Governmental Activities	Business-Type Activities
Right to Use Assets	5 - 10	5 - 10
Buildings	40	40
Land Improvements	25	25
Vehicles	4 - 15	4 - 15
Machinery and Equipment	5 - 15	5 - 10
Infrastructure	25 - 75	40

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense) until then. The Town has one item that qualifies for reporting in this category. Accordingly, deferred outflows related to pension are reported in the statements of net position.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 1 - Summary of Significant Accounting Policies (Continued)

Deferred Outflows/Inflows of Resources (Continued)

In addition to liabilities, the balance sheet and/or statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, represents an acquisition of net position or fund balance that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time.

The government-wide financial statement has three items that qualify for reporting in this category. Accordingly, taxes levied for subsequent year, deferred inflows related to pension, and special charges are reported in the statement of net position. The Town has an additional type of deferred inflow that arises under the modified accrual basis of accounting – special assessments are reported on the government fund financial balance sheet.

Pensions

Pensions. The fiduciary net position of the Wisconsin Retirement System (WRS) has been determined using the flow of economic resources measurement focus and accrual basis of accounting. This includes for purposes of measuring the following:

- Net Pension Liability (Asset)
- Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions
- Pension Expense

Information about the fiduciary net position of the WRS and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by the WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Long-Term Obligations

In the government-wide and proprietary fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount.

Long-term debt for the governmental funds is not reported as a liability in the governmental fund financial statements. The debt proceeds and premium are reported as another financing source, and payments of principal and interest as expenditures. In governmental funds and government-wide statements, debt issuance costs are reported as expenditures/expenses.

Compensated Absences

It is the Town's policy to permit employees to accumulate earned but unused vacation and sick leave benefits in accordance with employee handbook policies and/or bargaining unit agreements. All vacation and sick leave is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds in the fund financial statements only if they have matured, for example, as a result of employee resignations and retirements.

**TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN**
Notes to Financial Statements
December 31, 2023

Note 1 - Summary of Significant Accounting Policies (Continued)

Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" and "due to other funds" in the fund financial statements. Noncurrent portions of the interfund receivables for the governmental funds are reported as "advances to other funds" and are offset by nonspendable fund balance since they do not constitute expendable available financial resources and therefore are not available for appropriation.

Interfund Transactions

During the course of normal operations, the Town has various transactions between funds, including expenditures and transfers of resources to provide services, construct assets and service debt. The governmental funds generally record such transactions as operating transfers if within governmental funds. Transactions between governmental and proprietary funds are usually recorded as revenues and either expenditures or expenses of the respective funds.

Leases

The Town follows GASB Statement No. 87 which requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. This statement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. A lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources.

Subscription-Based Information Technology Agreements

The Town adopted GASB Statement No. 96 for the year ended December 31, 2023, which requires recognition in the financial statement of certain subscription-based information technology agreements (SBITAs). A SBITA is any contract conveying control of the right to use another party's information technology software. This statement requires the Town to report a right-to-use subscription asset and corresponding subscription liability for any SBITAs. The Town had no material SBITAs that were required to be disclosed.

Claims and Judgments

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncement are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental fund types. If they are not to be liquidated with expendable available financial resources, no liability is recognized in the governmental fund statements. The related expenditure is recognized when the liability is liquidated. Claims and judgments are recorded in the government-wide and proprietary funds statements as expenses when the related liabilities are incurred. There were no significant claims or judgments at year end.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Notes to Financial Statements
 December 31, 2023

Note 1 - Summary of Significant Accounting Policies (Continued)

Equity Classifications

Government-Wide Statements

Equity is classified as net position and displayed in three components.

- Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- Restricted component of net position – Consists of resources with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- Unrestricted component of net position – Net amount that does not meet the definition of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the Town’s policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Financial Statements

Fund balance is classified as either 1) nonspendable, 2) restricted, 3) committed, 4) assigned, or 5) unassigned.

Nonspendable fund balance represents amounts that cannot be spent due to form (such as inventories and prepaid amounts), or amounts that must be maintained intact legally or contractually (such as the principal of a permanent fund).

Restricted fund balance represents amounts constrained for a specific purpose by external parties, constitutional provision or enabling legislation.

Committed fund balance represents amounts constrained for a specific purpose by a government using its highest level of decision-making authority. It would require action by the same group to remove or change the constraints placed on the resources. The action to constrain resources must occur prior to year-end; however, the amount can be determined in the subsequent period. The Town Board is the decision-making authority that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance.

Assigned fund balance, in the general fund, represents amounts constrained by the Town Board for a specific intended purpose. The Town has not delegated that authority to others. Assigned fund balance in all other governmental funds represents any positive remaining amount after classifying nonspendable, restricted or committed fund balance.

Unassigned fund balance, in the general fund, represents amounts not classified as nonspendable, restricted, committed or assigned. The general fund is the only fund that would report a positive amount in the unassigned fund balance.

The Town, unless otherwise required by law or agreements, spends funds in the following order: restricted first, then committed, then assigned, and lastly unassigned.

The Town has adopted a minimum fund balance policy as stated in Note 7.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Notes to Financial Statements
 December 31, 2023

Note 1 - Summary of Significant Accounting Policies (Continued)

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts and disclosures in the financial statements. Actual results may differ from those estimates and such differences may be material.

Note 2 - Cash and Investments

The Town is authorized to invest its funds in accordance with Wisconsin Statutes. Allowable investments are as follows:

- Time deposits in any credit union, bank, savings bank or trust company maturing in three years or less.
- Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state. Also, bonds issued by a local exposition district, local professional baseball park district, or the University of Wisconsin Hospitals and Clinics Authority.
- Bonds or securities issued or guaranteed by the federal government.
- The Local Government Investment Fund and the Wisconsin Investment Trust.
- Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
- Securities of an open-end management investment company or investment trust subject to various conditions and investment options.
- Repurchase agreements with public depositories, with certain conditions.

Additional restrictions could arise from local charters, ordinances, resolutions and grant regulations of the Town.

At December 31, 2023, the Town's bank balance of cash was \$5,853,116. The Town maintains its cash accounts at two financial institutions. Custodial credit risk for deposits is the risk that in the event of a bank failure, the Town's deposits may not be returned. The Town does not have a deposit policy for custodial credit risk.

Deposits in each bank are insured by the FDIC up to \$250,000 for the combined amounts of all time and savings accounts (including NOW accounts) and up to \$250,000 for the combined amount of all interest and noninterest bearing demand deposit accounts.

The following represents a summary of deposits as of December 31, 2023:

Fully Insured Deposits	\$	285,072
Uninsured and Uncollateralized		5,568,044
		5,853,116
Total	\$	5,853,116

The difference between the bank balance and carrying value is due to outstanding checks and advance tax collection deposits in transit at December 31, 2023.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 3 - Property Taxes

The Town bills and collects its own property taxes and also levies for the School Districts of Neenah and Winneconne, Fox Valley Technical College, Larson Winchester Sanitary District and Winnebago County.

Property taxes consist of taxes on real estate and personal property. They are levied during December and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes are payable on or before January 31 in full. Real estate taxes are payable in full by January 31, or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by July 31 are assumed by the County as part of the August tax settlement. Delinquent personal property taxes remain the collection responsibility of the Town.

Under 2011 Wisconsin Act 32, in 2011 and all future years, a municipality is allowed to increase its levy over the amount it levied in the prior year by the percentage increase in equalized value from net new construction or zero percent. Changes in debt service from one year to the next are generally exempt from this limit.

Note 4 - Interfund Receivables, Payables, Advances, and Transfers

Interfund receivables, payables and advances at December 31, 2023 are as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	Stormwater Management Utility	\$ 60,099	Long-Term Advance to Finance Operating Deficits
Solid Waste/Recycling	Stormwater Management Utility	57,544	Long-Term Advance to Finance Operating Deficits
Stormwater Management Utility	Sanitary District No. 1	172,696	Year End Cash Flow Timing
		<u>\$ 290,339</u>	

The Town Board approved a repayment plan in the 2023 budget. The stormwater management utility will repay the advances over ten years, beginning with the year ending December 31, 2023.

The interfund transfers between funds for the year ended December 31, 2023 are as follows:

<u>Fund</u>	<u>Transfer In</u>	<u>Transfer Out</u>
General Fund	\$ -	\$ 42,451
Cemetery Fund	42,451	-
	<u>\$ 42,451</u>	<u>\$ 42,451</u>

Transfers are used to: 1) move unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations; 2) move revenues from the fund that is required to collect them to the fund that is required or allowed to expend them; and 3) move receipts restricted to or allowed for debt service from the funds collecting the receipts to the debt service funds as debt service payments become due.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Notes to Financial Statements
 December 31, 2023

Note 5 - Capital Assets

Capital asset balances and activity for the year ended December 31, 2023 were as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Governmental Activities				
Capital Assets not Being Depreciated				
Land and Improvements	\$ 3,757,613	\$ -	\$ 249,550	\$ 3,508,063
Construction in Progress	610,029	1,099,837	339,539	1,370,327
Total Capital Assets Not Being Depreciated	4,367,642	1,099,837	589,089	4,878,390
Capital Assets Being Depreciated				
Right to Use Assets	230,944	-	-	230,944
Land Improvements	266,928	-	-	266,928
Buildings and Improvements	1,429,033	-	-	1,429,033
Machinery and Equipment	2,019,989	64,856	-	2,084,845
Infrastructure	10,351,305	397,248	-	10,748,553
Total Capital Assets Being Depreciated	14,298,199	462,104	-	14,760,303
Accumulated Depreciation				
Right to Use Assets	(102,642)	(25,660)	-	(128,302)
Land Improvements	(87,174)	(10,677)	-	(97,851)
Buildings and Improvements	(451,653)	(34,813)	-	(486,466)
Machinery and Equipment	(918,787)	(141,796)	-	(1,060,583)
Infrastructure	(3,323,843)	(378,739)	-	(3,702,582)
Total Accumulated Depreciation	(4,884,099)	(591,685)	-	(5,475,784)
Total Capital Assets Being Depreciated, Net of Depreciation	9,414,100	(129,581)	-	9,284,519
Governmental Activities Capital Assets, Net of Accumulated Depreciation	\$ 13,781,742	\$ 970,256	\$ 589,089	\$ 14,162,909

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 5 - Capital Assets (Continued)

	Beginning Balances	Increases	Decreases	Ending Balances
Business-Type Activities				
Stormwater				
Capital Assets not Being Depreciated				
Land	\$ 981	\$ -	\$ -	\$ 981
Construction in Progress	-	206,922	-	206,922
Total Capital Assets Not Being Depreciated	981	206,922	-	207,903
Capital Assets Being Depreciated				
Right To Use Assets	95,000	-	-	95,000
Machinery and Equipment	242,706	-	-	242,706
Infrastructure	1,934,653	-	-	1,934,653
Total Capital Assets Being Depreciated	2,272,359	-	-	2,272,359
Accumulated Depreciation				
Right to Use Assets	(23,750)	(9,500)	-	(33,250)
Machinery and Equipment	(133,402)	(16,171)	-	(149,573)
Infrastructure	(310,031)	(42,993)	-	(353,024)
Total Accumulated Depreciation	(467,183)	(68,664)	-	(535,847)
Total Capital Assets Being Depreciated, Net of Depreciation	1,805,176	(68,664)	-	1,736,512
Stormwater Capital Assets Net of Accumulated Depreciation	\$ 1,806,157	\$ 138,258	\$ -	\$ 1,944,415
	Beginning Balances	Increases	Decreases	Ending Balances
Business-Type Activities				
Sanitary District No. 1				
Capital Assets Being Depreciated				
Right to Use Assets	\$ 1,704,657	\$ -	\$ -	\$ 1,704,657
Infrastructure	174,656	-	-	174,656
Total Capital Assets Not Being Depreciated	1,879,313	-	-	1,879,313
Accumulated Depreciation				
Right to Use Assets	(71,027)	(42,617)	-	(113,644)
Infrastructure	(5,240)	(1,797)	-	(7,037)
Total Accumulated Depreciation	(76,267)	(44,414)	-	(120,681)
Sanitary District No. 1 Capital Assets Net of Accumulated Depreciation	\$ 1,803,046	\$ (44,414)	\$ -	\$ 1,758,632

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Notes to Financial Statements
 December 31, 2023

Note 5 - Capital Assets (Continued)

Depreciation expense was charged to functions as follows:

Governmental Activities:	
General Government	\$ 37,261
Public Safety	59,248
Public Works	478,490
Culture and Recreation	3,493
Culture, Recreation and Education	13,193
Total Depreciation Expense - Governmental Activities	\$ 591,685
Business-Type Activities:	
Stormwater Management Utility	\$ 68,664
Sanitary District No. 1	44,414
Total Depreciation Expense - Business-Type Activities	\$ 113,078

Note 6 - Long-Term Obligations

The following is a summary of changes in long-term obligations of the Town for the year ended December 31, 2023:

	Beginning Balances	Increases	Decreases	Ending Balances	Due Within One Year
Governmental Activities					
Direct Borrowings :					
G.O. Obligation Notes	\$ 9,320,000	\$ 736,015	\$ 802,177	\$ 9,253,838	\$ 871,338
State Trust Fund Loans	1,242,827	2,600,000	353,504	3,489,323	596,581
Total Direct Borrowings	10,562,827	3,336,015	1,155,681	12,743,161	1,467,919
Note Anticipation Notes	15,365,000	-	200,000	15,165,000	-
Adjustments For					
Issuance Premiums	331,949	-	127,529	204,420	-
Lease Liability	106,971	-	52,416	54,555	54,555
Compensated Absences	95,876	40,906	51,525	85,257	17,051
Total Governmental Activity					
Long-Term Liabilities	\$ 26,462,623	\$ 3,376,921	\$ 1,587,151	\$ 28,252,393	\$ 1,539,525
	Beginning Balance	Increase	Decrease	Ending Balance	Due Within One Year
Business-Type Activities					
Lease Liability	\$ 1,663,744	\$ -	\$ 82,173	\$ 1,581,571	\$ 85,294

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 6 - Long-Term Obligations (Continued)

The Town's outstanding general obligation notes from direct borrowings of \$9,253,838 contain a provision that in an event of default, outstanding amounts shall at the option of the lender, without notice, mature and become immediately payable.

The Town's outstanding state trust fund loans from direct borrowings of \$3,489,323 are subject to a statutory provision that in an event of late or non-payment, a one percent per month penalty will be charged and the payment will be collected through a reduction in payments from the State of Wisconsin.

Interest paid during the year on long-term debt totaled \$741,171.

	<u>Dates of Issuance</u>	<u>Final Maturities</u>	<u>Interest Rates</u>	<u>Original Indebtedness</u>	<u>Balances 12/31/23</u>
Governmental Activities					
Long-Term Obligations					
General Obligation Notes	09/08/14	03/01/24	2.00% - 2.60%	\$ 2,300,000	\$ 255,000
State Trust Fund Loan	06/26/17	03/15/27	3.50%	1,100,000	441,158
State Trust Fund Loan	10/23/17	03/15/27	3.50%	600,000	293,532
General Obligation Taxable Notes	12/06/17	03/01/27	3.00% - 3.25%	2,000,000	1,795,000
Note Anticipation Note	05/24/20	05/01/25	2.50%	8,565,000	8,565,000
State Trust Fund Loan	12/14/20	03/15/25	3.00%	300,000	154,633
General Obligation Taxable Notes	06/03/21	09/01/36	2.81%	3,600,000	3,215,000
Note Anticipation Note	06/03/21	06/01/26	2.00%	6,900,000	6,600,000
General Obligation Taxable Notes	08/03/21	09/01/36	2.81%	3,400,000	3,400,000
State Trust Fund Loan	07/24/23	07/23/43	5.00%	2,600,000	2,600,000
Truck Note	04/11/23	10/11/27	2.72%	736,015	588,838
Total Governmental Activities Long-Term Obligations					<u>\$ 27,908,161</u>

Debt service requirements to maturity are as follows:

	<u>Governmental Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 1,467,919	\$ 708,670	\$ 2,176,589
2025	10,020,438	586,133	10,606,571
2026	10,747,374	323,595	11,070,969
2027	1,084,874	192,874	1,277,748
2028	318,703	168,461	487,164
2029-2033	1,820,078	689,944	2,510,022
2034-2038	1,560,736	378,127	1,938,863
2039-2043	888,039	137,639	1,025,678
	<u>\$ 27,908,161</u>	<u>\$ 3,185,443</u>	<u>\$ 31,093,604</u>

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Notes to Financial Statements
 December 31, 2023

Note 6 - Long-Term Obligations (Continued)

Legal Margin for Debt

The 2023 equalized valuation of the Town as certified by the Wisconsin Department of Revenue is \$781,140,900. The legal debt limit and margin of indebtedness as of December 31, 2023, in accordance with Section 67.03 of the Wisconsin Statutes is as follows:

Equalized valuation of the Town		\$ 781,140,900
Statutory limitation percentage		<u>5%</u>
General obligation debt limitation, per Section 67.03 of the Wisconsin Statutes		39,057,045
Total outstanding general obligation debt applicable to debt limitation	\$ 12,743,161	
Less: Amounts available for financing general obligation debt		
Debt service fund net of accrued interest	<u>66,247</u>	
Net outstanding general obligation debt applicable to debt limitation		<u>12,676,914</u>
Legal margin for new debt		<u>\$ 26,380,131</u>

Note 7 - Net Position and Fund Balances

Net position reported on the government-wide statement of net position at December 31, 2023 includes the following:

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
Net Investment in Capital Assets			
Net Capital Assets	\$ 14,162,909	\$ 3,703,047	\$ 17,865,956
Less: Long-Term Debt	(27,908,161)	-	(27,908,161)
Less: Issuance Premium	(204,420)	-	(204,420)
Less: Lease Liability	(54,555)	(1,581,571)	(1,636,126)
Less: Capital Accounts Payable	(598,845)	(179,142)	(777,987)
Add: Noncapital related debt	17,540,621	-	17,540,621
Total Net Investment in Capital Assets	<u>2,937,549</u>	<u>1,942,334</u>	<u>4,879,883</u>
Restricted			
Pension	103,811	21,412	125,223
Park Improvements	55,787	-	55,787
Fire Department Improvements	152,477	-	152,477
Debt Service	66,247	-	66,247
Capital Projects	405,920	-	405,920
Total Restricted	<u>784,242</u>	<u>21,412</u>	<u>805,654</u>
Unrestricted (Deficit)	<u>(15,236,704)</u>	<u>(151,683)</u>	<u>(15,388,387)</u>
Total Government-Wide Activities Net Position (Deficit)	<u>\$ (11,514,913)</u>	<u>\$ 1,812,063</u>	<u>\$ (9,702,850)</u>

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 7 - Net Position and Fund Balances (Continued)

Fund balances reported on the governmental funds balance sheet at December 31, 2023 are classified as follows:

Nonspendable	
General Fund	
Inventories	\$ 5,809
Delinquent Property Taxes	1,528
Advances to Other Funds	60,099
Total General Fund Nonspendable	<u>67,436</u>
Special Revenue Funds:	
Solid Waste/Recycling Fund	
Advances to Other Funds	57,544
Total Nonspendable Fund Balance	<u>\$ 124,980</u>
Restricted	
Debt Service	\$ 237,709
Capital Projects	405,920
Park Improvements	55,787
Fire Department Improvements	152,477
Total Restricted Fund Balance	<u>\$ 851,893</u>
Committed	
General Fund:	
Sick Leave and Vacation Payout	\$ 22,705
Special Revenue Funds:	
Solid Waste/Recycling Fund	79,483
Cemetery Fund	44,449
Total Special revenue Funds Comitted	<u>123,932</u>
Capital Projects Fund	<u>532,246</u>
Total Committed Fund Balance	<u>\$ 678,883</u>

Minimum General Fund Balance Policy

The Town Board has also adopted a minimum fund balance policy of 16% of actual current year general fund expenditures, not including debt service. The minimum fund balance is maintained for cash flow and working capital purposes. The minimum fund balance is calculated as follows:

Actual 2023 General Fund Expenditures	\$ 2,275,129
Minimum Fund Balance %	(x) 16%
Minimum Fund Balance Amount	<u>\$ 364,021</u>

The Town's unassigned general fund balance of \$969,827 is above the minimum fund balance amount.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 8 - Defined Benefit Pension Plan

General Information About the Pension Plan

Plan Description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government, and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

Vesting. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided. Employees who retire at or after age 65 (54 for protective occupations and 62 for elected officials and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments. The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 8 - Defined Benefit Pension Plan (Continued)

The Core and Variable annuity adjustments granted during recent years are as follows:

<u>Year</u>	<u>Core Fund Adjustment</u>	<u>Variable Fund Adjustment</u>
2013	(9.6) %	9%
2014	4.7	25
2015	2.9	2
2016	0.5	(5)
2017	2.0	4
2018	2.4	17
2019	0.0	(10)
2020	1.7	21
2021	5.1	13
2022	7.4	15

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for General category employees, including Teachers, Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$41,842 in contributions from the Town.

Contribution rates as of December 31, 2023 are:

Employee Category	Employee	Employer
General (including teachers, executives, and elected officials)	6.80%	6.80%
Protective with social security	6.80%	13.20%
Protective without social security	6.80%	18.10%

Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2023, the Town reported a liability of \$211,989 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2021, rolled forward to December 31, 2022. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Town's proportion of the net pension liability was based on the Town's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2022, the Town's proportion was 0.00400154%, which was a decrease of 0.00014086% from its proportion measured as of December 31, 2021.

For the year ended December 31, 2023, the Town recognized pension expense of \$108,358.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 8 - Defined Benefit Pension Plan (Continued)

At December 31, 2023, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between projected and actual experiences	\$ 337,633	\$ 443,575
Changes in assumptions	41,685	-
Net differences between projected and actual earnings on pension plan investments	360,122	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	2,958	3,453
Employer contributions subsequent to the measurement date	41,842	-
Total	<u>\$ 784,240</u>	<u>\$ 447,028</u>

The \$41,842 reported as deferred outflows related to pension resulting from the WRS employer's contributions subsequent to the measurement date will be recognized as an adjustment to the net pension liability (asset) in the year ending December 31, 2024. Other amounts reported as deferred outflows of resources related to pension will be recognized in pension expense as follows:

<u>Year Ending December 31,</u>	<u>Net Deferred Outflows (Inflows) of Resources</u>
2024	\$ 13,049
2025	60,905
2026	61,961
2027	159,455
	<u>\$ 295,370</u>

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 8 - Defined Benefit Pension Plan (Continued)

Actuarial Assumptions. The total pension liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2021
Measurement Date of Net Pension Liability (Asset):	December 31, 2022
Experience Study:	January 1, 2018 – December 31, 2020 Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate:	6.8%
Salary Increases:	
Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	2020 WRS Experience Mortality Table
Post-retirement Adjustments*	1.7%

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the postretirement discount rate.

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The total pension liability for December 31, 2022 is based upon a roll-forward of the liability calculated from the December 31, 2021 actuarial valuation.

Long-term Expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Allocation Targets and Expected Returns¹
As of December 31, 2022

Core Fund Asset Class	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return % ²
Global Equities	48%	7.6%	5.0%
Fixed Income	25	5.3	2.7
Inflation Sensitive Assets	19	3.6	1.1
Real Estate	8	5.2	2.6
Private Equity/Debt	15	9.6	6.9
Total Core Fund ³	115% *	7.4%	4.8%
Variable Fund Asset Class			
U.S. Equities	70%	7.2%	4.6%
International Equities	30	8.1	5.5
Total Variable Fund	100%	7.7%	5.1%

¹Asset Allocations are managed within established ranges; target percentages may differ from actual monthly allocations

²New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.5%.

³The investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. This results in an asset allocation beyond 100%. Currently, an asset allocation target of 15% policy leverage is used, subject to an allowable range of up to 20%.

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 8 - Defined Benefit Pension Plan (Continued)

Single Discount Rate. A single discount rate of 6.8% was used to measure the total pension liability for the current and prior year. The discount rate is based on the expected rate of return on pension plan investments of 6.8% and a municipal bond rate of 4.05% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of December 31, 2022. In describing this index, Fidelity notes that the municipal curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.). Because of the unique structure of WRS, the 6.8% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the municipal bond rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Town's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate. The following presents the Town's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.80 percent, as well as what the Town's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.80 percent) or 1-percentage-point higher (7.80 percent) than the current rate:

	1% Decrease to Discount Rate <u>(5.80%)</u>	Current Discount Rate <u>(6.80%)</u>	1% Increase to Discount Rate <u>(7.80%)</u>
Town's proportionate share of the net pension liability (asset)	\$ 703,587	\$ 211,989	\$ (126,187)

Pension Plan Fiduciary Net Position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://ef.wi.gov/about-ef/reports-and-studies/financial-reports-and-statements>.

Payables to the Pension Plan. The Town is required to remit the monthly required contribution for both the employee and Town portions by the last day of the following month. The amount due to WRS as of December 31, 2023 is \$5,986 for December payroll.

Note 9 - Leases

The Town is obligated under three leases accounted for as a lease obligation that was used to finance the acquisition of a dump truck, which is recorded in the general fund. The Town also has leases for the acquisition of a John Deere tractor and a sewer collection system, which are recorded in the stormwater management utility fund and the Sanitary District No. 1 fund, respectively.

At December 31, 2023, the Town has recognized a right to use asset related to the dump truck of \$230,944 and a lease liability of \$54,555 related to this lease. During the current fiscal year, the Town recorded \$25,660 as depreciation expense and \$128,302 as total accumulated depreciation related to this right to use asset.

**TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN**
Notes to Financial Statements
December 31, 2023

Note 9 - Leases (Continued)

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amount Due Within One Year</u>
Governmental Activities					
Lease Liability	\$ 106,971	\$ -	\$ 52,416	\$ 54,555	\$ 54,555

The interest paid on this lease liability during the year ended December 31, 2023, was \$4,364.

The remaining obligation associated with this lease at December 31, 2023, is as follows:

<u>Year Ending December 31,</u>	<u>Prinipal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 54,555	\$ 2,226	\$ 56,781

At December 31, 2023, the Town has recognized a right to use asset related to the John Deere Tractor of \$95,000 and a lease liability of \$40,232 related to this lease. During the current fiscal year, the Town recorded \$9,500 as depreciation expense and \$33,250 as total accumulated depreciation related to this right to use asset.

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amount Due Within One Year</u>
Stormwater Management Utility					
Lease Liability	\$ 59,203	\$ -	\$ 18,971	\$ 40,232	\$ 19,724

The interest paid on this lease liability during the year ended December 31, 2023, was \$2,350.

The remaining obligation associated with this lease at December 31, 2023, is as follows:

<u>Year Ending December 31,</u>	<u>Prinipal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 19,724	\$ 1,597	\$ 21,321
2025	20,508	814	21,322
	<u>\$ 40,232</u>	<u>\$ 2,411</u>	<u>\$ 42,643</u>

At December 31, 2023, the Town has recognized a right to use asset related to the sewer collection system of \$1,704,657 and a lease liability of \$1,541,339 related to this lease. During the current fiscal year, the Town recorded \$42,617 as depreciation expense and \$113,644 as total accumulated depreciation related to this right to use asset.

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amount Due Within One Year</u>
Sanitary District No. 1					
Lease Liability	\$ 1,604,541	\$ -	\$ 63,202	\$ 1,541,339	\$ 65,570

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Financial Statements
December 31, 2023

Note 9 - Leases (Continued)

The interest paid on this lease liability during the year ended December 31, 2023, was \$62,300.

The remaining obligation associated with this lease at December 31, 2023, is as follows:

Year Ending December 31,	Principal	Interest	Total
2024	\$ 65,570	\$ 59,932	\$ 125,502
2025	1,475,769	47,762	1,523,531
	<u>\$ 1,541,339</u>	<u>\$ 107,694</u>	<u>\$ 1,649,033</u>

Note 10 - Tax Incremental Districts (TID)

The Town established a capital projects fund for Tax Incremental District No. 1 during 2019, which was created by the Town in accordance with Wisconsin Statutes. At the time the District were created, the property tax base within the District was "frozen" and increment taxes resulting from increases to the property tax base are used to finance such improvements, including principal and interest on long-term debt issued by the Town to finance such improvements. The Statutes allow eligible project costs to be incurred up to five years prior to the maximum termination date.

Since creation of the above District, the Town has provided various financing sources to the TID. The foregoing amounts are not recorded as liabilities in the TID capital project fund but can be recovered by the Town from any future excess tax increment revenues. As of December 31, 2023, the Town has net unreimbursed costs from future excess tax increment revenues of the following:

	Unreimbursed Costs
TID No. 1	<u>\$ 21,035,418</u>

The intent of the Town is to recover the above amounts from future TID surplus funds, if any, prior to termination of the District. Unless terminated by the Town prior thereto, TID No. 1 has a statutory termination year of 2039.

Note 11 - Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employee health claims; unemployment compensation claims; and environmental damage for which the Town purchases commercial insurance. There has been no reduction in insurance coverage from the prior year. Insurance settlements for claims resulting from the risks covered by commercial insurance have not exceeded the insurance coverage in the past year.

Note 12 - Contingencies

From time to time the Town is involved in legal actions and claims, most of which normally occur in governmental operations. In the opinion of Town management, these issues, and any other proceedings known to exist at December 31, 2023, are not likely to have a material adverse impact on the Town's financial position.

Funds for the operating budget of the Town comes from many sources, including property taxes, grants and aids from other units of government, user fees, fines and permits, and other miscellaneous revenues. The State of Wisconsin provides a variety of aid and grant programs which benefit the Town. Those aid and grant programs are dependent on continued approval and funding by the Wisconsin governor and legislature, through their budget processes. Any changes made by the State to funding or eligibility of local aid programs could have a significant impact on the future operating results of the Town.

REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN

Schedule of Employer's Proportionate Share of the Net Pension Liability (Asset)
Wisconsin Retirement System (WRS)

WRS Fiscal Year End Date (Measurement Date)	Town's Proportion of the Net Pension Asset/Liability	Town's Proportionate Share of the Net Pension (Asset)/Liability	Town's Covered Payroll	Town's Proportionate Share of the Net Pension Asset/Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
12/31/2022	0.00400154%	\$ 211,989	\$ 572,022	37.06%	95.72%
12/31/2021	0.00414240%	(333,885)	646,429	51.65%	106.02%
12/31/2020	0.00389920%	(243,432)	663,836	36.67%	105.26%
12/31/2019	0.00341428%	(110,091)	558,825	19.70%	102.96%
12/31/2018	0.00298010%	106,022	470,520	22.53%	96.45%
12/31/2017	0.00255519%	(75,866)	420,575	18.04%	102.93%
12/31/2016	0.00210694%	17,366	360,414	4.82%	99.12%
12/31/2015	0.00181343%	29,468	288,315	10.22%	98.20%
12/31/2014	0.00170112%	(41,784)	242,794	17.21%	102.74%

Schedule of Employer Contributions
Wisconsin Retirement System (WRS)

Town Year End Date	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/2023	\$ 41,842	\$ 41,842	\$ -	\$ 545,440	7.67%
12/31/2022	41,177	41,177	-	572,022	7.20%
12/31/2021	48,224	48,224	-	646,429	7.46%
12/31/2020	41,842	41,842	-	663,836	6.30%
12/31/2019	40,902	40,902	-	558,825	7.32%
12/31/2018	33,961	33,961	-	470,520	7.22%
12/31/2017	30,763	30,763	-	420,575	7.31%
12/31/2016	24,498	24,498	-	360,414	6.80%
12/31/2015	19,605	19,605	-	288,315	6.80%

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Schedule of Budgetary Comparison
 Budget and Actual
 General Fund
 For the Year Ended December 31, 2023

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes	\$ 955,611	\$ 956,649	\$ 1,038
Special Assessments	-	3,328	3,328
Intergovernmental	308,317	311,400	3,083
Licenses and Permits	87,550	181,746	94,196
Public Charges for Services	7,200	12,414	5,214
Intergovernmental Charges for Services	148,500	137,942	(10,558)
Investment Income	2,000	171,194	169,194
Miscellaneous	3,500	11,431	7,931
Total Revenues	1,512,678	1,786,404	273,726
EXPENDITURES			
Current:			
General Government	576,102	630,072	(53,970)
Public Safety	402,859	401,306	1,553
Public Works	404,635	324,807	79,828
Health and Human Services	469	310	159
Culture, Recreation and Education	6,550	6,356	194
Conservation and Development	65,763	104,738	(38,975)
Capital Outlay	49,400	807,540	(758,140)
Debt Service	-	177,373	(177,373)
Total Expenditures	1,505,778	2,452,502	(946,724)
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	6,900	(666,098)	(672,998)
OTHER FINANCING SOURCES (USES)			
Sale of Capital Assets	-	178,024	178,024
Transfers In	6,700	-	(6,700)
Proceeds on Long-Term Debt	-	736,015	736,015
Transfers Out	(13,600)	(42,451)	(28,851)
Total Other Financing Sources (Uses)	(6,900)	871,588	878,488
NET CHANGE IN FUND BALANCE	-	205,490	205,490
FUND BALANCE - BEGINNING	854,478	854,478	-
FUND BALANCE - ENDING	\$ 854,478	\$ 1,059,968	\$ 205,490

See Accompanying Notes to Required Supplementary Information

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Schedule of Budgetary Comparison
 Budget and Actual
 Solid Waste/Recycling Fund
 For the Year Ended December 31, 2023

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 7,100	\$ 7,188	\$ 88
Public Charges for Services	380,000	372,701	(7,299)
Miscellaneous	4,000	-	(4,000)
Total Revenues	<u>391,100</u>	<u>379,889</u>	<u>(11,211)</u>
EXPENDITURES			
Public Works	414,297	381,279	33,018
DEFICIENCY OF REVENUES UNDER EXPENDITURES			
	<u>(23,197)</u>	<u>(1,390)</u>	<u>21,807</u>
OTHER FINANCING SOURCES			
Sale of Materials	-	150	150
Transfers In	20,000	-	(20,000)
Total Other Financing Sources	<u>20,000</u>	<u>150</u>	<u>(19,850)</u>
NET CHANGE IN FUND BALANCE	(3,197)	(1,240)	1,957
FUND BALANCE - BEGINNING	<u>138,267</u>	<u>138,267</u>	<u>-</u>
FUND BALANCE - ENDING	<u>\$ 135,070</u>	<u>\$ 137,027</u>	<u>\$ 1,957</u>

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
Notes to Required Supplementary Information
December 31, 2023

Defined Benefit Pension Plan

Changes of benefit terms. There were no changes of benefit terms for any participating employer in WRS.

Changes of assumptions.

Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021, including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

Budgetary Process

The Town follows these procedures in establishing the budgetary data:

- During October, Town management submits to the Town Board a proposed operating budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After submission to the governing body, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by Town Board action.
- Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the general fund and certain other funds. Budget is defined as the originally approved budget plus or minus approved amendments. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.
- During the year, formal budgetary integration is employed as a management control device for the general fund and the solid waste/recycling fund.
- Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each activity or department of the Town. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the Town Board.

Excess of Actual Expenditures Over Budget in Individual Funds

The Town had the following functions with an excess of actual expenditures over budget for the year ended December 31, 2023.

<u>General Fund</u>	<u>Excess Expenditures</u>
General Government	\$ 53,970
Conservation and Development	38,975
Capital Outlay	758,140
Debt Service	177,373

SUPPLEMENTARY INFORMATION

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN

Combining Balance Sheet
 Nonmajor Governmental Funds
 As of December 31, 2023

	Park Impact Fees	Fire Impact Fees	Fire Donations	Cemetery	Capital Projects Fund	Total Nonmajor Governmental Funds
ASSETS						
Cash and Investments	\$ 55,787	\$ 148,932	\$ 3,545	\$ 44,449	\$ 532,246	\$ 784,959
FUND BALANCES						
Restricted	\$ 55,787	\$ 148,932	\$ 3,545	\$ -	\$ -	\$ 208,264
Committed	-	-	-	44,449	532,246	576,695
Total Fund Balances	\$ 55,787	\$ 148,932	\$ 3,545	\$ 44,449	\$ 532,246	\$ 784,959

**TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN**

Combining Statement of Revenues, Expenditures and Changes in Fund Balances (Deficit)
Nonmajor Governmental Funds
For the Year Ended December 31, 2023

	Park Impact Fees	Fire Impact Fees	Fire Donations	Cemetery	Capital Projects Fund	Total Nonmajor Governmental Funds
REVENUES						
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ 145,000	\$ 145,000
Charges for Services	18,150	58,668	-	12,555	-	89,373
Donations	-	-	9,137	-	-	9,137
Miscellaneous	-	-	1,255	-	-	1,255
Total Revenues	18,150	58,668	10,392	12,555	145,000	244,765
EXPENDITURES						
Current:						
Public Safety	-	-	2,149	-	-	2,149
Health and Human Services	-	-	-	10,557	-	10,557
Capital Outlay	-	-	2,784	-	367,659	370,443
Total Expenditures	-	-	4,933	10,557	367,659	383,149
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	18,150	58,668	5,459	1,998	(222,659)	(138,384)
OTHER FINANCING SOURCES						
Sale of Capital Assets	-	-	-	-	52,910	52,910
Transfers In	-	-	-	42,451	-	42,451
Total Other Financing Sources	-	-	-	42,451	52,910	95,361
NET CHANGE IN FUND BALANCES	18,150	58,668	5,459	44,449	(169,749)	(43,023)
FUND BALANCES (DEFICIT) - BEGINNING	37,637	90,264	(1,914)	-	701,995	827,982
FUND BALANCES - ENDING	\$ 55,787	\$ 148,932	\$ 3,545	\$ 44,449	\$ 532,246	\$ 784,959

OTHER INFORMATION

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Schedule of Detailed Budgetary Comparison Revenues and Other Financing Sources
 General Fund
 For the Year Ended December 31, 2023

	Original and Final Budget	Actual Amounts	Variance Favorable (Unfavorable)
TAXES			
General Property Taxes	\$ 942,461	\$ 942,459	\$ (2)
Mobile Home	11,800	12,779	979
Managed Forest Land Taxes	1,000	1,264	264
Room Tax	350	147	(203)
Total Taxes	<u>955,811</u>	<u>956,649</u>	<u>1,038</u>
SPECIAL ASSESSMENTS			
	-	3,328	3,328
INTERGOVERNMENTAL			
State Aids			
Shared and Utility Taxes	53,668	51,735	(1,933)
Fire Insurance Dues	25,000	28,064	3,064
General Transportation Aids	223,922	223,951	29
Forest Crop Land	27	(3,001)	(3,028)
Aid in Lieu of Taxes	5,700	9,342	3,642
Motor Tax Fuel Refund	-	426	426
Other Intergovernmental Revenues	-	883	883
Total Intergovernmental	<u>308,317</u>	<u>311,400</u>	<u>3,083</u>
LICENSES AND PERMITS			
Licenses			
Liquor and Malt Beverage Operators, Cigarette and Other Licenses	5,000	5,510	510
Cable Franchise Fees	2,200	1,995	(205)
Dog Licenses	29,000	22,717	(6,283)
	1,500	1,561	61
Permits			
Building	35,000	59,223	24,223
Electrical	5,000	18,157	13,157
Plumbing	3,000	25,702	22,702
Heating	3,000	16,910	13,910
Zoning	3,000	16,505	13,505
Other	850	13,466	12,616
Total Licenses and Permits	<u>87,550</u>	<u>181,746</u>	<u>94,196</u>
FINES, FORFEITURES AND PENALTIES			
Court Penalties and Fees	-	300	300
PUBLIC CHARGES FOR SERVICES			
General Government	5,200	7,534	2,334
Fire and First Responders	-	2,325	2,325
Public Works	-	180	180
Parks	2,000	2,375	375
Total Public Charges for Services	<u>7,200</u>	<u>12,414</u>	<u>5,214</u>
INTERGOVERNMENTAL CHARGES FOR SERVICES			
Building Permit/Inspection Contract	55,000	36,590	(18,410)
Sanitation	14,000	14,000	-
Highway	8,500	16,352	7,852
Interdepartmental Charges	71,000	71,000	-
Total Intergovernmental Charges for Services	<u>148,500</u>	<u>137,942</u>	<u>(10,558)</u>
MISCELLANEOUS			
Investment Income	2,000	171,194	169,194
Rent of Town Property	2,500	5,321	2,821
Miscellaneous	1,000	5,135	4,135
Donations	-	975	975
Total Miscellaneous	<u>5,500</u>	<u>182,625</u>	<u>177,125</u>
OTHER FINANCING SOURCES			
Sale of Property and Equipment	-	178,024	178,024
Proceeds from Long-Term Debt	-	736,015	736,015
Transfer In	6,700	-	(6,700)
Total Other Financing Sources	<u>6,700</u>	<u>914,039</u>	<u>907,339</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 1,519,378</u>	<u>\$ 2,700,443</u>	<u>\$ 1,181,065</u>

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Schedule of Detailed Budgetary Comparison Expenditures and Other Financing Use
 General Fund
 For the Year Ended December 31, 2023

	Original and Final Budget	Actual Amounts	Variance Favorable (Unfavorable)
GENERAL GOVERNMENT			
Town Board	\$ 36,801	\$ 36,601	\$ 200
Elections	8,092	6,453	1,639
Legal	40,000	50,894	(10,894)
Administrator	115,273	115,416	(143)
Treasurer	82,623	78,954	3,669
Clerk	73,709	73,244	465
Administrator Support	-	3,752	(3,752)
Assessor	20,100	20,158	(58)
Information Technology	41,500	58,206	(16,706)
General Office Operation	34,719	39,538	(4,819)
Accounting	17,500	12,550	4,950
Town Hall	43,085	50,788	(7,703)
Insurance	57,700	44,160	13,540
Contingency	5,000	39,358	(34,358)
Total General Government	<u>576,102</u>	<u>630,072</u>	<u>(53,970)</u>
PUBLIC SAFETY			
Police Department	3,700	3,370	330
Fire Department	278,275	276,137	2,138
Inspection	118,384	119,717	(1,333)
Emergency Government	2,500	2,082	418
Total Public Safety	<u>402,859</u>	<u>401,306</u>	<u>1,553</u>
PUBLIC WORKS			
Wages	157,753	105,936	51,817
Operations	18,800	19,462	(662)
Contracted Services and Other	214,082	188,420	25,662
Street Lighting	11,000	10,989	11
Weed and Nuisance Control	3,000	-	3,000
Total Public Works	<u>404,635</u>	<u>324,807</u>	<u>79,828</u>
HEALTH AND HUMAN SERVICES			
Animal Control	469	310	159
CULTURE, RECREATION AND EDUCATION			
Clayton Town Park	6,550	6,101	449
Friendship Trail	-	255	(255)
Total Culture, Recreation and Education	<u>6,550</u>	<u>6,356</u>	<u>194</u>
CONSERVATION AND DEVELOPMENT			
Planning and Zoning	5,000	1,793	3,207
Economic Development	55,844	102,822	(46,978)
Green Space	4,919	123	4,796
Total Conservation and Development	<u>65,763</u>	<u>104,738</u>	<u>(38,975)</u>
DEBT SERVICE			
Principal Retirement	-	147,177	(147,177)
Interest and Fiscal Charges	-	30,196	(30,196)
Total Debt Service	<u>-</u>	<u>177,373</u>	<u>(177,373)</u>
CAPITAL OUTLAY			
General Government	-	56,522	(56,522)
Public Safety	14,400	751,018	(736,618)
Public Works	10,000	-	10,000
Culture, Recreation and Education	25,000	-	25,000
Total Capital Outlay	<u>49,400</u>	<u>807,540</u>	<u>(758,140)</u>
OTHER FINANCING USE			
Transfers Out	13,600	42,451	(28,851)
TOTAL EXPENDITURES AND OTHER FINANCING USE	<u>\$ 1,519,378</u>	<u>\$ 2,494,953</u>	<u>\$ (975,575)</u>

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Schedule of Budgetary Comparison
 Budget and Actual
 Debt Service Fund
 For the Year Ended December 31, 2023

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes	\$ 1,249,599	\$ 1,249,599	\$ -
Special Assessments	14,932	74,660	59,728
Investment Income	2,314	3,374	1,060
Total Revenues	<u>1,266,845</u>	<u>1,327,633</u>	<u>60,788</u>
EXPENDITURES			
Debt Service:			
Principal Retirement	1,260,971	1,260,920	51
Interest and Fiscal Charges	207,874	211,225	(3,351)
Total Expenditures	<u>1,468,845</u>	<u>1,472,145</u>	<u>(3,300)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>(202,000)</u>	<u>(144,512)</u>	<u>64,088</u>
OTHER FINANCING SOURCE			
Sale of Capital Assets	-	158,000	158,000
NET CHANGE IN FUND BALANCE	(202,000)	13,488	57,488
FUND BALANCE - BEGINNING	<u>224,221</u>	<u>224,221</u>	<u>63,944</u>
FUND BALANCE - ENDING	<u>\$ 22,221</u>	<u>\$ 237,709</u>	<u>\$ 121,432</u>

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Schedule of Budgetary Comparison
 Budget and Actual
 Tax Incremental District No. 1
 For the Year Ended December 31, 2023

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes	\$ 400,000	\$ 390,384	\$ (9,616)
Intergovernmental Revenues	4,681	-	(4,681)
Investment Income	3,000	1,296	(1,704)
Miscellaneous	-	3,100	3,100
Total Revenues	<u>407,681</u>	<u>394,780</u>	<u>(12,901)</u>
EXPENDITURES			
General Government	59,500	82,811	(23,311)
Conservation and Development	8,081	20,249	(12,168)
Debt Service:			
Interest and Fiscal Charges	435,100	435,100	-
Capital Outlay	1,760,000	1,764,766	(4,766)
Total Expenditures	<u>2,262,681</u>	<u>2,302,926</u>	<u>(40,245)</u>
DEFICIENCY OF REVENUES UNDER EXPENDITURES	<u>(1,855,000)</u>	<u>(1,908,146)</u>	<u>(53,146)</u>
OTHER FINANCING SOURCE			
Proceeds from Long-Term Debt	1,820,000	2,600,000	780,000
NET CHANGE IN FUND BALANCE	(35,000)	691,854	726,854
FUND BALANCE - BEGINNING (DEFICIT)	<u>(285,934)</u>	<u>(285,934)</u>	<u>-</u>
FUND BALANCE - ENDING (DEFICIT)	<u>\$ (320,934)</u>	<u>\$ 405,920</u>	<u>\$ 726,854</u>

TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN
 Schedule of Budgetary Comparison
 Budget and Actual
 Capital Projects Fund
 For the Year Ended December 31, 2023

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ -	\$ 145,000	\$ 145,000
EXPENDITURES			
Capital Outlay	2,140,000	367,659	1,772,341
DEFICIENCY OF REVENUES UNDER EXPENDITURES	<u>(2,140,000)</u>	<u>(222,659)</u>	<u>1,917,341</u>
OTHER FINANCING SOURCES			
Proceeds of Long-Term Debt	1,100,000	-	(1,100,000)
Sale of Equipment and Property	-	52,910	52,910
Transfers In	750,116	-	(750,116)
Total Other Financing Sources	<u>1,850,116</u>	<u>52,910</u>	<u>(1,797,206)</u>
NET CHANGE IN FUND BALANCE	(289,884)	(169,749)	120,135
FUND BALANCE - BEGINNING	701,995	701,995	-
FUND BALANCE - ENDING	<u>\$ 412,111</u>	<u>\$ 532,246</u>	<u>\$ 120,135</u>

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MEMORANDUM

Business Referred by Plan Commission

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration on a Conditional Use Application submitted by Jesse May for a proposed short-term rental accessory use on Tax ID #006-1708 addressed as 3623 Jadetree Terrace.

SUGGESTED MOTION(S):

Motion to approve the Conditional Use Application submitted by Jesse May for a proposed short-term rental accessory use with the sixteen (16) listed Conditions, and that all the conditions are met and acknowledged within 30 days of Town Board approval.

Re: Town Board review & discussion on a Conditional Use Permit Application submitted by Rob & Carla Hackbarth for a proposed short-term rental accessory use on Tax ID #006-1496 addressed as 7980 Coleman Ridge.

DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN

Re: Town Board review & consideration on a Certified Survey Map (CSM) Review Application submitted by Chris Perreault on behalf of Arden & Dorothy Eckstein for a proposed CSM dividing Tax ID #006-0572 (3960 Larsen Rd) into two (2) lots.

SUGGESTED MOTION(S):

Motion to approve the CSM Review Application submitted by Chris Perreault on behalf of Arden & Dorothy Eckstein with the three (3) listed Conditions.

Re: Town Board review & consideration on a Certified Survey Map (CSM) Review Application submitted by McMahon Associates Inc, on behalf of Clayton Development Group, LLC to establish zero lot lines for the planned Twin Homes to be located on Tax ID #006-1805 (2642 and 2644 Princeton Dr) & Tax ID #006-1806 (2648 and 2650 Princeton Dr).

SUGGESTED MOTION(S):

Motion to approve the CSM Review Application submitted by McMahon Associates Inc, on behalf of Clayton Development Group, LLC with the three (3) listed Conditions.

Re: Town Board review & consideration on a Preliminary Plat Review Application submitted by Davel Engineering on behalf of Jacobs Design Homes LLC for a Condominium Plat affecting Tax ID #006-1802 (2601 and 2603 St Thomas Ln).

SUGGESTED MOTION(S):

Motion to approve the Preliminary Plat Review Application submitted by Davel Engineering on behalf of Jacobs Design Homes LLC with the three (3) listed Conditions.

Re: Town Board review & consideration on a Preliminary Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group LLC, for approval of revisions to Scholar Ridge Estates Plat, dividing Tax ID #006-0618-01 (Marlo Ave / St Norbert Dr) & Tax ID #006-0632 into 106 lots intended for a combination of two-family residential & single-family residential uses.

SUGGESTED MOTION(S):

Motion to approve the Preliminary Plat Review Application submitted by McMahon Associates Inc. on behalf of Clayton Development Group with the eleven (11) listed Conditions.

Respectfully Submitted
Kelsey



PLAN COMMISSION

Wednesday, July 10, 2024 – 6:30 PM

Item A.

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

MINUTES

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

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

PRESENT

Chair Knapinski
Commissioner Haskell
Commissioner Nemecek
Commissioner Ketter
Commissioner Hopkins
Town Board Rep. Christianson

EXCUSED

Commissioner Dorow

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Planner Jaworski
Code Administrator Greenberg

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Plan Commission Public Hearing on a Conditional Use Application submitted by Jesse May for a proposed short-term rental accessory use on Tax ID #006-1708 addressed as 3623 Jadetree Terrace.

NO PUBLIC COMMENT - HEARING CLOSED AT 6:32 PM

- B. Plan Commission Public Hearing on a Conditional Use Application submitted by Rob & Carla Hackbarth for a proposed short-term rental accessory use on Tax ID #006-1496 addressed as 7980 Coleman Ridge.

NO PUBLIC COMMENT - HEARING CLOSED AT 6:33 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 12, 2024 Plan Commission Meeting

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Ketter to approve the Minutes of the Wednesday, June 12, 2024 Plan Commission Meeting. **Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson
Motion carried 6-0.

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

CORRESPONDENCE

- A. Distribution of the June 2024 Building Inspection Report
- B. Distribution of an article dated July 2, 2024, reporting on a short-term rental incident in Juneau County

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Permit Application submitted by Jesse May for a proposed short-term rental accessory use on Tax ID #006-1708 addressed as 3623 Jadetree Terrace.

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Ketter to recommend approval of the Conditional Use Permit Application submitted by Jesse May with the following 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: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson.

Motion carried 6-0.

- B. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Permit Application submitted by Rob & Carla Hackbarth for a proposed short-term rental accessory use on Tax ID #006-1496 addressed as 7980 Coleman Ridge.

**APPLICANT WITHDREW APPLICATION PRIOR TO MEETING.
DISCUSSION ITEM ONLY - NO ACTION TAKEN**

- C. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Chris Perreault on behalf of Arden & Dorothy Eckstein for a proposed CSM dividing Tax ID #006-0572 (3960 Larsen Rd) into two (2) lots.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the CSM Review Application submitted by Chris Perreault on behalf of Arden & Dorothy Eckstein with the following Recommendations:

1. The surveyor's certificate shall be signed and sealed with the same revision dates on all pages.
2. All existing buildings and structures shall be added to the CSM.
3. The subdivider's address shall be added to the CSM.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 6-0.

- D. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by McMahon Associates Inc, on behalf of Clayton Development Group, LLC to establish zero lot lines for the planned Twin Homes to be located on Tax ID #006-1805 (2642 and 2644 Princeton Dr) & Tax ID #006-1806 (2648 and 2650 Princeton Dr).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the CSM Review Application submitted by McMahon Associates Inc, on behalf of Clayton Development Group, LLC with the following Recommendations:

1. Dwelling units in a Twin Home shall be subject to a joint cross-access and maintenance agreement as approved by the Zoning Administrator. The written agreement required by Chapter 9.08-256 of the Zoning Ordinance shall be recorded with each lot in the office of the Register of Deeds for Winnebago County.
2. The surveyor's certificate shall be signed and sealed with the same revision date on all pages.
3. The required side yard and rear yard notes be removed.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 6-0.

- E. Review/Recommendation: Plan Commission review & recommendation on a Preliminary Plat Review Application submitted by Davel Engineering on behalf of Jacobs Design Homes LLC for a Condominium Plat affecting Tax ID #006-1802 (2601 and 2603 St Thomas Ln).

MOTION

Motion made by Town Board Rep. Christianson, **Seconded** by Commissioner Nemecek to recommend approval of the Preliminary Plat Review Application submitted by Davel Engineering on behalf of Jacobs Design Homes LLC with the following Recommendations:

1. The specific references to the areas identified as "unit" and "limited common element" are unclear and shall be revised and/or clarified. Unit labels shall be placed on top of the respective features.
2. The North / South line bisecting the plat is unclear and shall be removed or clarified. A Condo Plat cannot be utilized to divide lands.
3. Right to Farm language shall be added to the plat per the Town's Subdivision Ordinance.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 6-0.

- F. Review/Recommendation: Plan Commission review & recommendation on a Preliminary Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group LLC, for approval of revisions to Scholar Ridge Estates Plat, dividing Tax ID #006-0618-01 (Marlo Ave / St Norbert Dr) & Tax ID #006-0632 into 106 lots intended for a combination of two-family residential & single-family residential uses.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to recommend approval of the Preliminary Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group LLC with the following Recommendations:

1. Environmental Corridor setback provisions shall be noted on the plat.

2. Stormwater management plans are required to be provided to the Town in conjunction with Winnebago County requirements. This shall include drainage, grading, storm sewer plans and profile drawings prior to final plat approval.
3. Drainage easement restrictions, and grading & drainage notes shall be noted on the plat prior to final plat approval.
4. Detailed road, sanitary sewer, and water main plans and profile drawings shall be provided to the Town for review prior to final plat approval.
5. Boundary amendment to Clayton Sanitary District #1 is required prior to final plat approval.
6. Road dedications shall be explicitly stated on the plat, and ownership and intended use of all outlots shall be stated on the plat prior to final plat approval.
7. Existing zoning on the adjacent lots are incorrect and should be corrected prior to final plat approval.
8. Right to Farm language shall be added to the plat prior to final plat approval.
9. Since there are no longer any wetlands within the plat boundary, the wetlands reference should be removed from the legend prior to final plat approval.
10. Per WI Chapter 236, the exact width of the drainage easement running with the intermittent stream must be noted on the plat prior to final plat approval.
11. Prior to final plat submittal, documentation shall be provided to the Town indicating the drain tile, intake structure, and multiple rock wall / dam structures identified in the WDNR navigability letter have been removed and/or adequately addressed.

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

Voting Nay: Commissioner Ketter

Motion carried 5-1.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Aug 14; Sept 11; Oct 9
- B. Town Board (6:30 pm start unless otherwise noted) - July 17; Aug 7 & 21; Sept 4 & 18

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:39 pm.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 6-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk