

DATE: 02/28/23

R E S O L U T I O N

No. 003

To The Board of Supervisors of Winnebago County, Wisconsin:

AMENDATORY ORDINANCE 02/003/23

WHEREAS, it is desirable to amend the Zoning Map of the TOWN OF CLAYTON in accordance with the petition of PAUL & JOLENE MORAN and

WHEREAS, said request is in compliance with the adopted Winnebago County Land Use Plan.

NOW, THEREFORE, the County Board of Supervisors of Winnebago County do ordain that the Zoning Ordinance and the Zoning Map of the TOWN OF CLAYTON, be and the same, are amended to provide that the attached described property be changed from the classification of **A-2 (General Agriculture District)** of said ordinance, which it now and heretofore had, to the zoned district of **R-2 (Suburban Residential District)**.

AND BE IT FURTHER RESOLVED, by the Winnebago County Board of Supervisors, that the enclosed Ordinance is hereby **ADOPTED** OR **DENIED**.

see attached
County Board Supervisor
(Town of Clayton)

PARCEL NO: **006-0652-03-01, 006-0652-03-02;** FROM **A-2** TO **R-2**

COUNTY DISCLAIMER:

County Board approval does not include any responsibility for County liability for the legality or effectiveness of the Town Zoning Amendment or the Town Zoning Ordinance.

APPROVED BY WINNEBAGO COUNTY EXECUTIVE THIS _____ DAY OF _____, 2023.

Jon Doemel

County Board Supervisory district **29 - YOUNGQUIST**



Winnebago County

Zoning Department

The Wave of the Future

MEMO FOR P & Z MEETING AGENDA OF FEBRUARY 3, 2023

TO: Planning & Zoning Committee

FM: Zoning Administrator *CAH*

RE: Review of Town Zoning Change(s)

1. Paul & Jolene Moran - Town Zoning Change (Tax ID No(s): 006-0652-03-01 & 006-0652-03-02) – Town of Clayton.

The town zoning change for Paul & Jolene Moran is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-2 (Suburban Residential District) and Winnebago County's future land use plan shows future land use as Residential.

RECOMMENDATION: Approve a motion to forward zone changes to County Board for action. *TE, SZ 5-0 approved*

2. Bret Blickhahn - Town Zoning Change (Tax ID No(s) 006-0816-01-03 & 006-0816-01-02) – Town of Clayton.

The town zoning change for Bret Blickhahn is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

RECOMMENDATION: Approve a motion to forward zone changes to County Board for action. *TE, MG 5-0 approved*

3. Kevin & Janna Fischer - Town Zoning Change (Tax ID No(s): 006-0279-01) – Town of Clayton.

The town zoning change for Kevin & Janna Fischer is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

RECOMMENDATION: Approve a motion to forward zone change to County Board for action. *MB, HM2 5-0 Approved*

4. Town of Clayton - Town Zoning Change (Tax ID No(s) 006-0328-03) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

RECOMMENDATION: Approve a motion to forward zone changes to County Board for action. *MB, HM2 5-0 Approved*

5. Town of Clayton - Town Zoning Change (Tax ID No(s): 006-0340-02-01) – Town of Clayton.

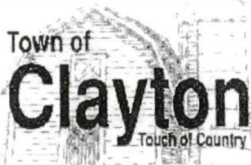
The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

RECOMMENDATION: Approve a motion to forward zone change to County Board for action. *MB, HM2 5-0 Approved*

6. Cody Robel - Town Zoning Change (Tax ID No(s) 006-0034-01) – Town of Clayton.

The town zoning change for Cody Robel is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from R-1 (Rural Residential District) and R-2 (Suburban Residential District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

RECOMMENDATION: Approve a motion to forward zone changes to County Board for action. *SZ, HM2 5-0 Approved*



Thursday, August 18, 2022

County Zoning Office
Attn: Cary A. Rowe
112 Otter Avenue
Oshkosh, WI 54901

Re: Town Board approved amendment to the Town's Zoning Code of Ordinances Map.

Mr. Cary A. Rowe:

Enclosed please find the material relative to the following amendment(s) to the Zoning Code of Ordinances, Zoning Map in the Town of Clayton:

A Re-zoning application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast ¼ of the Southwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The re-zoning of this lot from A-2 (General Agriculture District) to R-2 (Suburban Residential District).

Should you have any questions relative to this request please feel free to call or e-mail me.

Sincerely,

A handwritten signature in cursive script that reads "Tori Straw".

Tori Straw
Town Administrator

CC County Clerk, Sue Ertmer

Town of Clayton

RE-ZONING APPLICATION

Mail: 8348 County Road T - Larsen, WI 54947
Phone - 920-836-2007 Fax - 920-836-2026 Email - tocadmin@new.rr.com

Property Owner(s): Paul & Jolene Moran

Address/Zip: 2741 Holiday Court

Phone: (920) 725-6304 Fax: _____ E-Mail: paulmoran@mac.com

Applicant: Jim Schloff, Davel Engineering & Environmental Inc.

Check: Architect ___ Engineer ___ Surveyor x Attorney ___ Agent ___ Owner ___

Address/City/Zip: Jim Schloff PLS Davel Engineering & Environmental, Inc. 1164 Province Terrace, Menasha

Phone: 920-560-6562 Fax: _____ E-Mail: jim@davel.pro

Describe the reason for the Re-Zoning: Proposed CSM with less than a 5 acre lot Therefor we are requesting a Rezone to R-2 Suburban Residential

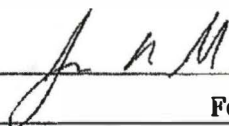
Re-Zoning Specifics:

No. of Lots: 1 Total Acreage: 3.14 Ac Tax Key No.: Part of 006-0662 - 03

Legal Description: Lot 2 of Proposed CSM being Part of Lot 3 of CSM 339 6 SE 1/4 of SW 1/4 Sec 25, T20N R16E

Current Zoning: General AG

I certify that the attached drawings are to the best of my knowledge complete and drawn in accordance with all Town of Clayton codes.

Applicant Signature:  Date: _____

| For Town Use Only | | | |
|---|----------------------|--------------------|---------------------|
| Fee (see Fee Schedule) | | | |
| Fee: <u>300</u> | Check # <u>14453</u> | Receipt <u>TWS</u> | Date <u>7/11/02</u> |
| Date Received Complete _____ | By _____ | App. No. _____ | |
| Review Meetings - Plan Comm _____ | Town Board _____ | | |
| Newspaper Publication Dates _____ | & _____ | Posting Date _____ | |
| 300' Neighborhood Notice Distribution _____ | | | |
| Re-Zoning is: Approved _____ | Denied _____ | | |
| Comments _____ | | | |

Notes: 1. Please notify utility companies regarding your proposed development. 2. A Re-Zoning approval does not constitute approval of a building permit or any required approval of a highway connection permit. 3. A Re-Zoning Application & Fee must be submitted 20 working days prior to meeting.

To print, click the disk icon below -> then PDF

1 of 1

Find | Next



Parcel Profile Report for 006065203

Real Estate Property & Tax Information

[Interactive Map](#)

This tax information was compiled on THURSDAY, AUGUST 4, 2022

[More Details](#)

Mailing Address:

MORAN, PAUL
MORAN, JOLENE
2741 HOLIDAY CT
NEENAH WI 54956

Owner(s):

MORAN, JOLENE
MORAN, PAUL

Tax Parcel Number:

006065203

Tax District:

006-TOWN OF CLAYTON

Acres:

9.37

School District:

3892-NEENAH JOINT SCHOOL DISTRICT

[Interactive Map](#)

Assessed Values

[More Assessment Details](#)

Land:

\$134,400

Improvements:

\$1,040,800

Total:

\$1,175,200

Brief Property Description (for a complete legal description, see recorded document):

PT SE SW DESC AS LOT 3 OF CSM-3396 9.37 A.

Document Number:

1876843

Site Address(es):

2741 HOLIDAY CT

NEENAH WI 54956

Public Land Survey System (PLSS) Information

[Interactive Map](#)

Physical Location(s):

SE 1/4, SW 1/4 of Section 25, T.20N. - R.16E., TOWN OF CLAYTON

General Zoning Information

District:

A-2
GENERAL AGRICULTURE
DISTRICT

Jurisdiction:

TOWN OF CLAYTON

[Interactive Map](#)

Extraterritorial:

CITY OF NEENAH

Shoreland:

NONE

[Interactive Map](#)

Navigable Stream and Surface Water Drainage Information

[Interactive Map](#)

Classification:

NONE

Source:

Type:

Surface Water Drainage Dist:

NONE

Airport Zoning and Height Limitation Information

Airport:

NONE

District(s):

Elevation Range:

816 - 842

Height Limitation(s):

NONE

Building Height:

County Floodplain and FEMA Special Flood Hazard Area (SFHA) Information

[Interactive Map](#)

County District:

NONE

SFHA Zone:

ZONE X

SFHA Zone Type:

OUTSIDE FLOODPLAIN

FIRM Panel:

55139C0095E

Map Effective Date:

MARCH 17, 2003

Wisconsin Wetland Inventory Information

[Interactive Map](#)

Area Code: Area Description:

A2/W0H AQUATIC BED, OPEN WATER

Source:

WI DNR

Future Land Use Planning Information

| | | |
|--------------------|-------------------------------|--|
| County Use: | Municipal Planning Authority: | Municipal Use: |
| RESIDENTIAL | TOWN OF CLAYTON | RESIDENTIAL - SINGLE AND TWO FAMILY |

Elevation Information (NAV88, US Survey Feet)

[Interactive Map](#)

| | | |
|------------------|-------------------|------------|
| Range: | Elevation Change: | Average: |
| 816 - 842 | 26 | 829 |

Soil Survey Information

[Interactive Map](#)

| Symbol: | Name: | Drainage Class: | Farmland Class: | Hydrologic Group: |
|-------------|---|--------------------------------|-----------------|-------------------|
| HrB | Hortonville silt loam, 2 to 6 percent slopes | Well drained | II | C |
| HrC2 | Hortonville silt loam, 6 to 12 percent slopes, eroded | Well drained | III | C |
| MaA | Manawa silty clay loam, 0 to 3 percent slopes | Somewhat poorly drained | II | D |
| Pg | Pits, gravel | | VIII | |

Election Information

| | | |
|--|---|--------------|
| Type: | District: | Voting Ward: |
| WINNEBAGO COUNTY BOARD OF SUPERVISORS | 29 | 3 |
| Supervisor: | Polling Place: | |
| <u>RACHEL A. YOUNGQUIST</u> | CLAYTON MUNICIPAL BUILDING 8348 COUNTY RD. T | |

2010 United States Census Bureau Information

| | | | |
|--------------------------------|---------------|-------------|-------------------|
| State and County FIPS code(s): | Tract: | Block: | Total Population: |
| 55 139 | 002300 | 2027 | 175 |

Historical Photography Information

| | |
|--------------|--------------------------------|
| Flight Year: | File Name: |
| 1941 | <u>AIW-2B-8-41.tif</u> |
| 1957 | <u>AIW-1T-86-57.tif</u> |
| 1975 | <u>2016-75.tif</u> |
| 1981 | <u>I-3-81.tif</u> |

Special Casing Area Requirements for Arsenic Information

[Casing Map](#)

Special well casing depth area for Winnebago County - effective October 1, 2004

[More Details](#)



This report was created for use by the Winnebago County Geographic Information System project. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. Winnebago County disclaims all liability regarding fitness of the information for any use other than Winnebago County business.

Certified Survey Map No. _____

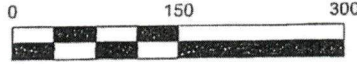
All of Lot 3, Certified Survey Map 3396 being part of the Southeast 1/4 of the Southwest 1/4, Section 25, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

Right to Farm Statement

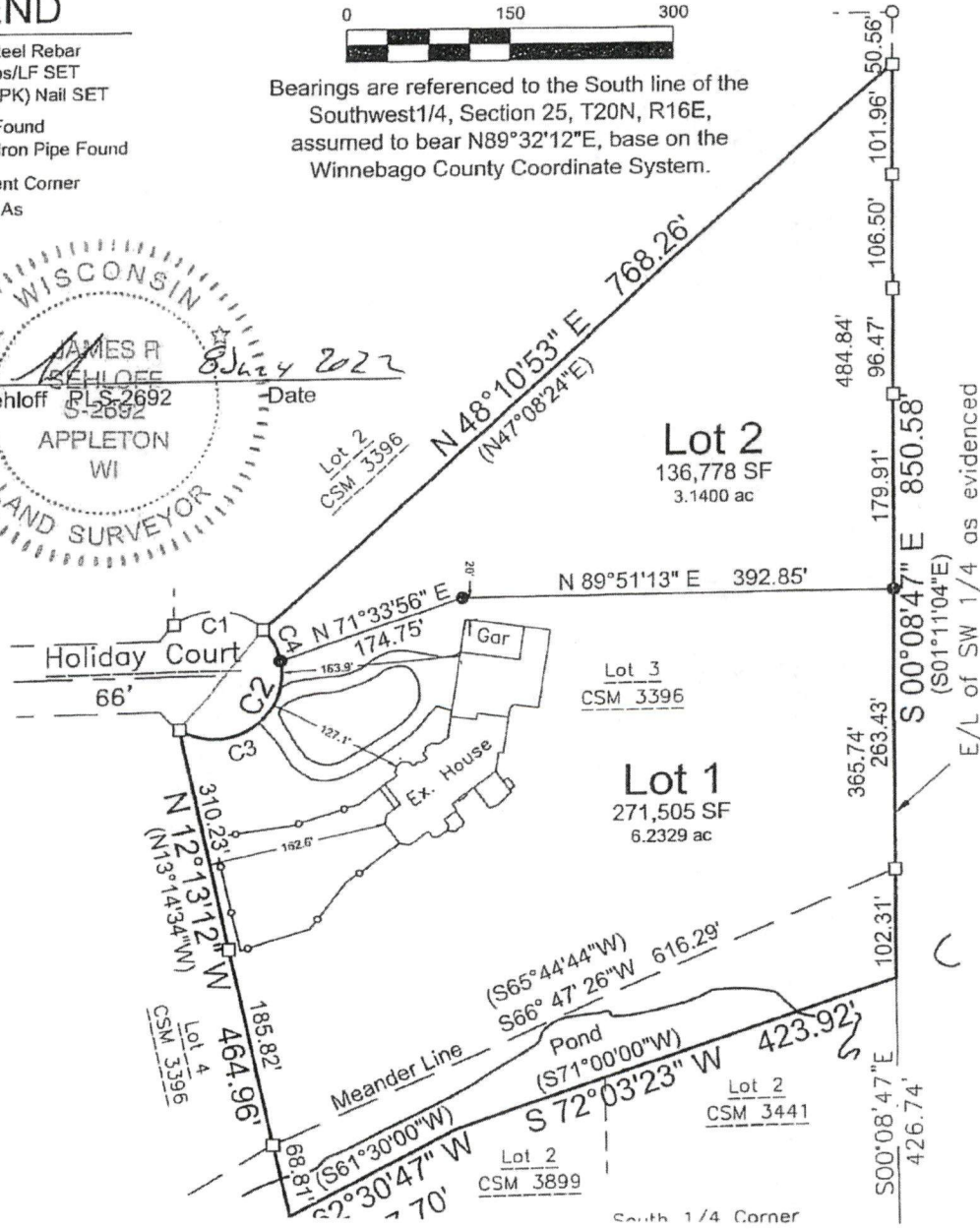
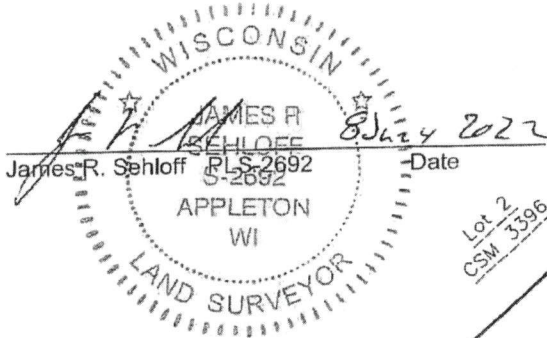
The Lot created on the Certified Survey Map is adjacent to properties that, as of this document, are being used for agricultural purposes. Some individuals believe that the activities associated with the agricultural use constitute a nuisance or conflict with the quiet enjoyment of their property. This statement is intended to provide third parties with notice that agricultural activities may exist on the adjacent properties.

LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- Masonry (PK) Nail SET
- 3/4" Rebar Found
- 1.3" O.D. Iron Pipe Found
- ⊕ Government Corner
- () Recorded As



Bearings are referenced to the South line of the Southwest 1/4, Section 25, T20N, R16E, assumed to bear N89°32'12"E, base on the Winnebago County Coordinate System.



E/L of SW 1/4 as evidenced Unplatted Lands
Donald E. & Patricia Prellwitz

South 1/4 Corner

TOWN OF CLAYTON
Board of Supervisors
Meeting Minutes
Wednesday, August 17, 2022
7:00 P.M.

Town Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order: Town Board Chair Geise called the meeting to order at 7:00 p.m.

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

- a. Board of Supervisors
 - Chair Geise PRESENT
 - Supervisor Lettau PRESENT
 - Supervisor Grundman PRESENT
 - Supervisor Reif EXCUSED
 - Supervisor Christianson PRESENT
- b. Staff
 - Administrator Straw PRESENT
 - Clerk Faust-Kubale PRESENT
 - Engineer Hamblin PRESENT
 - Town Attorney LaFrombois ARRIVED 7:24 PM

II. Public Hearing(s) and/or Public Information Meeting(s):

A. No Public Hearings.

III. Approval of Minutes:

A. Approval of the Minutes of the Wednesday, August 3, 2022 Town Board Meeting.

MOTION:

Motion made by unanimous consent to approve the August 3, 2022 Meeting Minutes as presented.

Motion carried.

IV. Open Forum – Town-related matters not on the agenda: NONE

V. Correspondence:

- A. Distribution of the August 9, 2022 Neenah Public Library Board Meeting Minutes.
- B. Distribution of the July/August 2022 Boardman and Clark Municipal Law Newsletter.
 - Chair Geise noted that in the newsletter it was reported that the WI Supreme Court ruled election drop boxes to be illegal and ballots need to be mailed or dropped off by the voter.

VI. Discussion Items (No action will be taken):

- A. County Supervisor Report - NONE
- B. Winnebago County Sheriff's Department: Public Concerns and Issues - NONE
- C. Department of Public Safety - NONE
- D. Larsen/Winchester Sanitary District - NONE
- E. Administration Comments
 - Chair Geise reported there was a second meeting regarding the Winneconne Joint Municipal Court. At that meeting, the Town Chairs present discussed the possibility of sharing a Code Enforcement Officer and are planning to set another meeting with Village of Winneconne in the next few weeks to continue discussions.
 - Chair Geise also noted in response to comments made at the Public Hearings at the last Town Board meeting, that the 2020 Census estimate numbers show the Town has had an increase in population of 46 persons and is second in size only to Town of Algoma. Chair Geise hoped that these facts would help correct the assertions made residents are leaving the Town because of taxes.
 - Administrator Straw also reminded that the Fire Department Touch A Truck event is this weekend and encouraged all to attend.

VII. The Operator Licenses Issued by the Town Clerk:

- A. New:
 - a. Mary Meyer
- B. Renewal:
 - a. None

VIII. Business referred by the Plan Commission:

- A. Plan Commission review and recommendation on the Conditional Use Application submitted by Robert Ketter & Mary Platt for property located at 2682 Megan Way, Neenah, WI 54956, specifically described as Tax ID #006-1526, Breaker Ridge Plat Lot 37 and being part of the Northeast ¼ of the Northwest ¼ and the Northwest ¼ of the Northeast ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Conditional Use Application is Short-term Rental of their Single-Family Primary Residence.
 - Chair Knapinski noted this item did have a Public Hearing, and after discussion by the Commissioners, was tabled.
- B. Plan Commission review and recommendation on the Conditional Use Application submitted by Joe & Christy Pitsch for property located at 3620 Park Lane Dr., Neenah, WI 54956, specifically described as Tax ID # 006-1174, being part of the Southwest ¼ of the Northwest ¼ of Section 10, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Conditional Use Application is for Backyard Chickens.
 - Chair Knapinski noted the Commissioners recommended approval of this item and the owners were amenable to all conditions.

- C. Plan Commission review and recommendation on a Re-zoning Application submitted by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904, for property owned by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904 and located at 7379 Jensen Road, Oshkosh, WI 54904, specifically described as Tax Id # 006-0816-01, Lots 2 & 3 of proposed CSM, being part of the Northwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 32, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Re-zoning is from A-2 (General Agriculture District) to R-1 (Rural Residential District).
- Chair Knapinski reminded the Board that the CSM was approved last month, and the re-zone application was required because Lots 2 & 3 of the CSM are under the 5-acre minimum.
- D. Plan Commission review and recommendation on a Certified Survey Map Review Application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Chair Knapinski noted that this CSM is to subdivide a large lot and it is at the end of a cul-de-sac. Chair Knapinski noted there was some concern over the narrow drive on the new parcel, but it does meet the requirements so the Commission recommends approval.
- E. Plan Commission review and recommendation on a Re-zoning application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The re-zoning of this lot from A-2 (General Agriculture District) to R-2 (Suburban Residential District).
- Chair Knapinski noted this corresponds with the CSM in item D and the application is required as the new lot is under the 5-acre minimum.
- F. Plan Commission review and recommendation on a Sign Review Application submitted by Fox Cities Sign, 1125D Tuckaway Ln, Menasha, WI 54952 for property owned by Dale Mart, LLC, 8510 State Road 76, Neenah, WI 54956, specifically described as Tax ID 006-0361, being part of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 13, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Chair Knapinski noted this item was tabled by the Commissioners due to some confusion over the sign and conflicting applications received.
- G. Plan Commission review and recommendation on a Sign Review Application submitted by Nicolet Lumber Company, 4050 Nicolet Drive, Green Bay, WI 54311 for property owned by Premier Clayton, LLC, 9105-9121 Clayton Ave, Neenah, WI 54956, specifically described as Tax ID 006-0329, being part of the Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Chair Knapinski noted this is for an entry sign to the new apartment complex, and the condition added by the Commissioners was that it be added at least 10 feet off the Right of Way which the builders have assured it will be.
- H. Plan Commission review and recommendation on appointing members to an Ad Hoc Committee to review/update/recreate the Town's Site Plan Review Procedures and Requirements.
- Chair Knapinski noted the list was approved with Commissioner Haskell volunteering to be the Commission representative for this committee. Administrator Straw clarified no Board action is needed on this item.
- I. Plan Commission review and discussion on Farm-Raised Fish/Fish Farming in the Suburban Residential (R-2) District.
- Chair Knapinski noted this request came about because a resident has a pond and wanted to stock fish for private use and there was no other category that was applicable.
 - Chair Geise asked if this would be similar to a koi pond, and Engineer Hamblin noted that those would be technically considered landscaping.
- IX. Business referred by the Parks & Trails Committee:
- A. Parks & Trails review and discussion of a future location for the addition of Pickle Ball Court(s).
- Chair Geise noted this was a discussion only item and no recommendations are before the Board.
- B. Parks & Trails review and discussion to update Part 3 of the Town of Clayton Comprehensive Plan: "Park and Open Space Plan 2016-2020".
- Chair Geise noted this was a discussion only item and no recommendations are before the Board.
- X. Business:
- A. Discussion/Action: Town Board review and consideration of the Conditional Use Application submitted by Joe & Christy Pitsch for property located at 3620 Park Lane Dr., Neenah, WI 54956, specifically described as Tax ID # 006-1174, being part of the Southwest ¼ of the Northwest ¼ of Section 10, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Conditional Use Application is for Backyard Chickens.

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. The Plan Commission did recommend approval.

MOTION:

Motion made by unanimous consent to approve the Conditional Use Application submitted by Joe & Christy Pitsch for property located at 3620 Park Lane Dr., Neenah, WI 54956,

specifically described as Tax ID # 006-1174, being part of the Southwest ¼ of the Northwest ¼ of Section 10, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin for backyard chickens with all Staff and Plan Commission recommendations.

Motion carried.

- B. Discussion/Action: Town Board review and consideration of a Re-zoning Application submitted by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904, for property owned by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904 and located at 7379 Jensen Road, Oshkosh, WI 54904, specifically described as Tax Id # 006-0816-01, Lots 2 & 3 of proposed CSM, being part of the Northwest ¼ of the Southeast ¼ of Section 32, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Re-zoning is from A-2 (General Agriculture District) to R-1 (Rural Residential District).

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. The Plan Commission did recommend approval.

MOTION:

Motion made by unanimous consent to approve the Re-zoning Application submitted by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904, for property owned by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904 and located at 7379 Jensen Road, Oshkosh, WI 54904, specifically described as Tax Id # 006-0816-01, Lots 2 & 3 of proposed CSM, being part of the Northwest ¼ of the Southeast ¼ of Section 32, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin to re-zone Lots 2 & 3 of the proposed CSM from A-2 (General Agriculture District) to R-1 (Rural Residential District).

Motion carried.

- C. Discussion/Action: Town Board review and consideration of a Certified Survey Map Review Application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast ¼ of the Southwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. The Plan Commission did recommend approval.

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Motion carried.

D. Discussion/Action: Town Board review and consideration of a Re-zoning application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast ¼ of the Southwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The re-zoning of this lot from A-2 (General Agriculture District) to R-2 (Suburban Residential District).

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MOTION:

 **Motion made** by unanimous consent to approve the Re-zoning application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast ¼ of the Southwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin to re-zone Lot 2 of the proposed CSM from A-2 (General Agriculture District) to R-2 (Suburban Residential District).

Motion carried.

E. Discussion/Action: Town Board review and consideration of a Sign Review Application submitted by Nicolet Lumber Company, 4050 Nicolet Drive, Green Bay, WI 54311 for property owned by Premier Clayton, LLC, 9105-9121 Clayton Ave, Neenah, WI 54956, specifically described as Tax ID 006-0329, being part of the Southeast ¼ of the Northeast ¼ of Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. The Plan Commission did recommend approval.

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Motion made by unanimous consent to approve the Sign Review Application submitted by Nicolet Lumber Company, 4050 Nicolet Drive, Green Bay, WI 54311 for property owned by Premier Clayton, LLC, 9105-9121 Clayton Ave, Neenah, WI 54956, specifically described as Tax ID 006-0329, being part of the Southeast ¼ of the Northeast ¼ of Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Motion carried.

F. Discussion/Action: Town Board review and consideration of Resolution 2022-015 A Resolution Authorizing a Referendum for the Town of Clayton to Allow the Town to Exceed the State Imposed Levy Limit beginning with the 2022 Levy (Collected in 2023).

The Board reviewed a copy of Resolution 2022-015. The Town Board held the Public Hearing for this item at the August 03, 2022 Board Meeting. At the Public Hearing, the residents that were in attendance expressed their desire to not have a Police Officer at this time. However, they did express a desire to allow the Board to exceed the Levy Limit based on the need for additional staff.

Because the Resolution was based on exceeding the Levy Limit with the full \$250,000.00, the Administration respectfully requested the Board table approving the Resolution until the Staff could correct it with the appropriate numbers and language.

The numbers, calculations, and language has been corrected with the \$100,000.00 increase in the levy, as agreed upon by the electors present at the Public Hearing.

- Chair Geise noted that the public comment coming out of the Public Hearing was taken into consideration in revising the Resolution to reflect only the need for additional staff, and thanked the residents that participated. Chair Geise questioned if the action needed to state the dollar amount of the Resolution and Attorney LaFrombois did not feel it needed to be expressly called out since it is in the Resolution document.

MOTION:

Motion by: Supervisor Grundman
Second by: Supervisor Christianson

Motion made to approve the Resolution 2022-015 A Resolution Authorizing a Referendum for the Town of Clayton to Allow the Town to Exceed the State Imposed Levy Limit beginning with the 2022 Levy (collected in 2022/2023) and direct staff to provide the County Clerk a certified copy to ensure the referendum question will be placed on the November 8, 2022 election ballot for all wards within the Town.

ROLL CALL:

| | |
|---------------------|-----|
| Supervisor Lettau | Aye |
| Supervisor Grundman | Aye |
| Chair Geise | Aye |

Supervisor Christianson Aye

Motion carried 4-0.

G. Discussion/Action: Town Board review and consideration of a Continuing Disclosure Master Agreement for Ehlers, Inc., N21W23350 Ridgeview Pkwy, Waukesha, WI 53188 to engage their services for Municipal Debt Issuance and Management.

The Board reviewed will a copy of the Continuing Disclosure Master Agreement with Ehlers to engage their services for Municipal Debt Issuance and Management.

Brian Roemer, Municipal Advisor, with Ehlers will be at the meeting to introduce himself and Ehlers to the Board. The Town's previous Financial Advisor, Jeff Belongia, will no longer be working with the Town. The Staff and Administration have not been pleased with Mr. Belongia's approach to Municipal General Obligation Debt. Mr. Belongia and the previous Administration, has placed the Town in a precarious position with GO Debt.

With the help of Ms. Ginny Hinz, the Town's Financial Advisor, and the help of Ehlers, the Administration and Staff have been working on a financial plan that will enable the Town to grow without putting the Town into financial situation that cannot be reversed.

- Chair Geise noted that the previous firm was not doing a good job for the Town and now looking to make a change.
- Lisa Tuchatoski, representing Ehlers, noted that the firm is a financial advisor for municipalities and would have a fiduciary duty to the Town if they are contracted.
- Brian Roemer spoke that Ehlers is certified to opine on debt and issuance of debt and is the only independent firm and represents many towns throughout the state. Mr. Roemer noted that the main focuses they are proposing for the Town are for issuance, management, and continuing disclosure & arbitrage. Mr. Roemer also noted the firm can help with reporting requirements.
- Supervisor Grundman asked where they are based and Mr. Roemer replied Waukesha but travel throughout the state and have other clients in Winnebago County as well.
- Chair Geise asked if this will be replacing the current Financial Advisor Ginny Hinz and Administrator Straw noted they will be working in conjunction as Ms. Hinz cannot provide some of the services that Ehlers does and they would be filling those gaps.

MOTION:

Motion made by unanimous consent to approve the Continuing Disclosure Master Agreement for Ehlers, Inc. to engage their services for Municipal Debt Issuance and Management and direct Staff to sign the agreement and return the signed document to the appropriate persons.

Motion carried.

H. Discussion/Action: Town Board review and consideration of appointing Rob Ketter to Plan Commission for the remainder of Brian White's 3-year term ending April 30, 2025.

Brian White expressed his desire to leave the Plan Commission with the caveat that he would remain a Commissioner until his replacement could be found.

Brian served as a Commissioner from May 1, 2019 until present and has served the Plan Commission well. We will be sorry to see him go, but welcome Mr. Ketter.

- Chair Geise asked how long Mr. Ketter has been a resident of the Town, and Mr. Ketter replied about a year. Chair Geise expressed his thanks for becoming more involved with the Town.

MOTION:

Motion made by unanimous consent to appoint Rob Ketter to the Plan Commission for the remainder of Brian White's 3-year term ending April 20, 2025 and direct staff to notify the appropriate personnel of the change.

Motion carried.

- I. Discussion/Action: Town Board review and consideration of Clayton Fire Rescue Standard Operating Policy Staff Vehicle Use.

The Board reviewed a copy of Clayton Fire Rescue Standard Operating Policy Staff Vehicle Use. For the past several months, there have been reports that the Department of Public Safety Vehicle has been used for personal use, rather than Town Business.

The Administration and Staff spoke with the Town Chair regarding this matter and resolved to create a policy for the use of Command 43, so that when reports come in, the policy can be referred to.

MOTION:

Motion made by unanimous consent to approve the Clayton Fire Rescue Standard Operating Policy: Staff Vehicle.

Motion carried.

- J. Discussion/Action: Town Board review and consideration of consideration of the Town Administrator Contract for the remainder of CY 2022 through December 2023.

The Board reviewed a copy of the Town Administrator Contract and background check for Kelly Wisnefske. As approved at the August 3, 2022 Board meeting, Kelly will be starting as the Town Administrator on September 6, 2022 with Tori taking on the role of Interim Treasurer until a Treasurer can be found. At that time, Tori will be training new office staff for the remainder of her contract.

The Contract contains all items agreed upon by the Board during the deliberation on Friday, July 29, 2022.

MOTION:

Motion made by unanimous consent to approve the Town Administrator Contract for the remainder of CY 2022 through December 2023 with an official start date for Ms. Wisniewski of September 6, 2022.

Motion carried.

K. Discussion/Action: Town Board review and consideration of the Agreement for Professional Services submitted by McMahon Engineering for Construction Engineering and Staking Services for Phase 1 American Drive Extension for a cost of \$27,500.00.

The Board reviewed a copy of the Agreement for Professional Services submitted by McMahon Engineering for Construction Engineering and Staking Services for Phase 1 American Drive Extension. This agreement has come in considerably lower than first anticipated with a cost of \$27,500.

MOTION:

Motion made by unanimous consent to approve the Agreement for Professional Services submitted by McMahon Engineering for Construction Engineering and Staking Services for Phase 1 American Drive Extension for a cost not to exceed \$27,500.00.

Motion carried.

L. Discussion/Action: Town Board review and consideration of increasing the purchase power of the Administrator to \$5,000.00.

The Board reviewed a copy of the amended Town of Clayton Town Purchasing Procedures Policy.

The Board approved an increase of the purchasing authorization for the Town Administrator on April 7, 2021 from \$1,500 to \$2,500 for routine purchases for the Town. In July, 2021, the Board approved an increase of the purchasing authorization for the Town Department Heads from \$500 to \$1,000.

As prices continue to rise, and the Town's equipment continue to age, the Town Administration and Staff are requesting the Board increase the purchasing authorization for the Town Administrator to reduce the amount of time required to have routine maintenance and repairs done to the equipment.

- Chair Geise noted this has been a contentious issue as things have become more expensive, especially repairs to Town equipment, the current limit of \$2,500.00 is no longer sufficient. Chair Geise noted there are work arounds, but that causes potentially more costly delays as multiple purchase orders need to be issued over multiple days, with Public Works being the most affected by the current limit.
- Administrator Straw cited the example of the new disc golf baskets having to go before the Board multiple times because of the cost.

MOTION:

Motion made by unanimous consent to approve the amended Town of Clayton Town Purchasing Procedures Policy showing the increase of the purchasing power of the Administrator to \$5,000.00.

Motion carried.

M. Discussion/Action: Town Board review and consideration of the Amendment to the Offer to Purchase for Parcel #006-0340-02-01 for \$425,555.00.

The Board reviewed a copy of the Amendment to the Offer to Purchase for Town-owned property on the Northeast corner of the future West American Drive & Eagle Heights, specifically described as Tax ID #006-0340-02-01 in the amount of \$425,555.000.

This item was on the July 20, 2022 Board meeting. During the discussion the Town's Attorney requested the item be tabled until the Attorney had a chance to look at the document. The document is showing the Attorney's amendments to the original Offer to Purchase.

- Chair Geise noted this was part of the land the Town purchased to fight annexation attempts. The land was purchased for between \$27,000 and \$29,000 per acre and will be selling for approximately \$63,000 per acre.
- Dennis Jochman, Town Broker, noted the purchase agreement includes paying full price for the land, a special assessment for W American Dr, and utilities for Eagle Heights.
- Supervisor Grundman questioned if the Town still has more parcels to sell, and Administrator Straw noted there are approximately 80 acres still owned by the Town across several parcels.

MOTION:

Motion made by unanimous consent to approve the Amendment to the Offer to Purchase for Parcel #006-0340-02-01 for \$425,555.00 as presented.

Motion carried.

- Mr. Jochman began recounting to the Board other Town owned parcel related business, and Attorney LaFrombois advised this was not the appropriate time to speak on other Town business, as there is no corresponding agenda item.

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance
 - Plan Commission Comprehensive Plan Meeting August 24, 2022 at 7 pm
- XIV. Board Member Requests for Future Agenda Items
- XV. Adjournment by unanimous consent at 8:08 p.m.

Respectfully Submitted,
Kelsey Faust-Kubale, Town Clerk

DRAFT