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Town Office Building
8358 County Road T
Larsen, WI 54947

TOWN OF CLAYTON

Regular Meeting of the Town Board of Supervisors Meeting Minutes

January 6, 2010
7:00 p.m. – 9:11 p.m.

I. Call to Order

Called to order at 7:00 p.m. by Chairperson Luebke

Present: Town Chairperson Luebke, Supervisors Geise, Kiesow, Klingenberger, and Lettau

Staff Present: Town Administrator Johnston, Clerk/Treasurer Nester-Huebner, Public Works Foreman Pamerter

Absent: Town Engineer Schultz (Excused)

Meeting properly posted; three locations in the Town.

II. Approval of Minutes

- Regular Town Board Meeting – December 16, 2009

MOTION: (Unanimous consent) Approve December 16, 2009, Town Board meeting minutes as written.

III. Open Forum – Non-Agendized Town-related Matters

- William Rubick, 7853 County Road T, Larsen – Wanted to know why the entire town should have to pay for fire coverage in the Southeast section

IV. Correspondence – none

V. Discussion Items (No action will be taken.)

- Candidate for Judge of Circuit Court (Winnebago County) – Ed Jelinski present: Candidate for circuit Court Judge, Branch 5, February Primary, five (5) total candidates
- County Supervisor Report – Joanne Sievert present: County Road T project design work not yet scheduled, brief discussion regarding Outagamie County Board possibly discussing airport overlay in future
- Winnebago County Sheriff's Dept. – Public Concerns and Issues; house on corner of Center Rd & Larsen Rd broken into, a Jensen Rd house broken into; Deputy Ripple arrived at 7:30 pm: residential burglaries in Town of Clayton
- Clayton-Winchester Fire Chief Report – Fire Chief present; FD Election results – Chief Glen Mathison, 1st Assistant Chief Scott Mathison, 2nd Assistant Chief Eric Peterson, Captain/Secretary John Jesse, Captain/Treasurer Tim Voight, Captain 3 Dan Buser, Captain 4 Dave DeKeyser, 101 FD calls for 2009, 2 FD calls YTD, Joint Fire Board Meeting next week, Simulator update
- Administration Comments – Town Administrator: finished project of filing all property records; Clerk/Treasurer: Memo regarding Refunds for Overpayment of 2009 Taxes, Winnebago County Highway Committee Meeting to discuss the possibility of the Town of Clayton & Winnebago County transferring Part of CTH T & Pioneer Rd to each other, dates for Town Board payroll distributions, there will be a Primary Election on Tuesday, February 16, 2010; Supervisor Lettau: L-W Sanitary District ponds being used to approximately 60% capacity, ponds built in 1981, for first time ever they have sludge build-up in them which will be cleaned up, amount they assess for user fees is covering expenses, they did raise the taxes from \$2.00 per \$1000.00 value to \$2.50 per \$1,000.00 value.

VI. Business

- Operator's License
 - New – Ashley R. Warbelton

MOTION: (Geise, Kiesow) Approve operator license for Ashley R. Warbelton.
CARRIED by voice vote.

- B. **Discussion / Action** – Resolution 2010-001: A Resolution Entering Into an Automatic Aid Agreement for Fire Protection In A Designated Area With the Town of Neenah
MOTION: (Klingenger, Lettau) Approve Resolution 2010-001: A Resolution Entering Into an Automatic Aid Agreement for Fire Protection in a Designated Area With the Town of Neenah.
CARRIED by 5-0 roll call vote.
(Geise = yes, Lettau = yes, Luebke = yes, Kiesow = yes, Klingenger = yes)
- C. **Discussion / Recommendation** – Authorization to request a quote for an update to the RW Management Group Inc., Fire Response Time Analysis Study for the Town of Clayton.
MOTION: (Klingenger, Geise) Direct staff to request a quote for an update to the RW Management Group, Inc., for an update to the Fire Response Time Analysis Study and an updated quote for a Risk Analysis for the Town of Clayton or for the entire Clayton-Winchester Fire Department service area.
CARRIED by voice vote.
- D. **Discussion / Action** – Approval of a revised Intergovernmental Agreement to Operate a Regional Driver Simulator for the Clayton/Winchester Fire Department.
MOTION: (Unanimous Consent) Approve a revised Intergovernmental Agreement to Operate a Regional Driver Simulator for the Clayton-Winchester Fire Department.
CARRIED.
- E. **Discussion / Action** – Staff request for authorization to purchase a budgeted 15” capacity brush chipper for the Town’s Public Works Department.
MOTION: (Lettau, Kiesow) Authorize the purchase the budgeted 15” capacity Vermeer BC 1500 15” brush chipper for the Town’s Public Works Department at a cost not to exceed \$31,000.00, with funding for the purchase from the Town’s CY 2010 Capital Budget.
CARRIED by voice vote.
- F. **Discussion / Action** – Staff request for authorization to purchase a budgeted 96” Offset Flail Mower for the Town’s Public Works Department.
MOTION: (Geise, Lettau) Authorize the purchase of a budgeted 96” Offset Flail Mower, Tiger Heavy Duty 96” Offset Flail Mower, Model TRF-96, at a cost not to exceed \$9,200.00, with funding for the purchase from the Town’s CY 2010 Capital Budget, for the Town’s Public Works Department.
CARRIED by voice vote.
- G. **Discussion / Action** – Staff request for authorization to purchase a salt brine spray unit for the Town’s Public Works Department.
MOTION: (Klingenger, Lettau) Authorize the purchase of the Carefree Lawn Center ICS-200, 200-gallon Skid Unit with Pump and Spray Bar, at a cost not to exceed \$2,500.00, with funding for the purchase from the surplus in the Town’s CY 2010 Capital Budget.
CARRIED by voice vote.
- H. **Discussion / Action** – Staff request for authorization to purchase a snow blower for use in the Town’s Cemeteries by the Town’s Public works Department.
Staff directed to price out a new snow blower, price out a rental snow blower, and to look into if there is a used one.
- I. **Discussion / Action** – Staff request for authorization to purchase budgeted office equipment for the Town Hall.
MOTION: (Klingenger, Kiesow) Authorize staff to purchase budgeted office equipment including three (3) file cabinets.
CARRIED by voice vote.

- J. **Discussion / Recommendation** – Direction to staff on a request by the Winnebago County, Planning and Zoning Department relative to the State’s New Farmland Preservation Program.

MOTION: (Geise, Kiesow) Direct staff to have the County put together the ordinance for the Farmland Preservation Program and those areas under County shoreland zoning.
CARRIED by voice vote.

- K. **Discussion / Recommendation** – Direction to staff relative to updating the Town’s Employee Manual.

MOTION: (Klingenger, Kiesow) Direct staff to update the Town’s Employee Manual, send it to the attorney for his opinion, and bring it back to the Town Board for final approval.
CARRIED by voice vote.

VII. Upcoming Meeting Attendance

- WTA District Meeting at the Town of Vinland
- Winnebago County Highway Committee Meeting regarding County Road T / Pioneer Road on February 1, 2010
- Fire Department Annual Banquet – January 23, 2010
- Joint Fire Board, Larsen-Winchester Sanitary District (1st Wed. of the month at 4p in the Winchester Town Hall, Larsen Drainage District (February Annual Meeting, November Budget Meeting)

VIII. Board Member Requests for Future Agenda Items – none

IX. Approval of Disbursements

MOTION: (Geise, Klingenger) Approve payment of the refunds for overpayment of 2009 Taxes Payable in 2010.
CARRIED by voice vote.

MOTION: (Unanimous consent) Approve disbursements.
CARRIED.

X. Adjournment – 9:11p

MOTION: (Unanimous consent) Adjourn.
CARRIED.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*