



# TOWN OF CLAYTON

## Regular Meeting of the Town Board of Supervisors Meeting Minutes

February 17, 2010  
7:00 p.m. – 10:51 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, Town Engineer Schultz  
Meeting properly posted; three locations in the Town.

### II. Approval of Minutes

- Regular Town Board Meeting – February 3, 2010  
**MOTION:** (Unanimous consent) Approve February 3, 2010, Town Board meeting minutes as written.  
CARRIED by voice vote.

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

- William Rubick, 7853 County Road T, Larsen – asked if there was any money in the transportation budget to purchase cold patch for the craters on Larsen Road

### IV. Correspondence

- Town of Clayton Building Inspector – January 2010 Permit Report
- Winnebago County Solid Waste Management Board (received 2/11/2010) – January 2010 Tonnage Report

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

- County Supervisor Report – Joanne Sievert present: rescheduled County Board meeting to next week
- Winnebago County Sheriff's Dept. – Deputy Dallengare present: local break-ins update
- Clayton-Winchester Fire Chief Report – no report
- Administration Comments – Town Administrator: Automatic Aid Agreement with Town of Menasha is in progress, Town of Neenah contract in effect, we will be receiving IDB grant and will use the money to update the Town's website; Clerk/Treasurer: Spring Primary Election February 16, 2010, 231 voters, Supervisor 3 seat results – Don DeLapp = 73, James D. Valence = 71, Ann Schmidt = 78, there will be a recount, included a list of Plan Commission and Green Space Committee members whose appointments will end April 30, 2010; Shop Foreman: dip signs up; Town Engineer: Public Info Meeting regarding Larsen Road Reconstruction Project on February 18, 2010, 6:00 p.m. – 8:00 p.m. in the Town Municipal Building; Supervisor Kiesow: would like to see the Green Space Committee members on website

### VI. Zoning – Receipt of Information from Plan Commission

- Rezoning – Kay Lettau for the Lettau Family Trust, 3713 County Road II, Larsen (Tax Key 006-0557 and Tax Key 006-0560), from A-2 (General Agriculture) to A-1 (Exclusive Agriculture)
- Rezoning – Bruce Bondow, 3918 County Road II, Larsen (Tax Key 006-0442 and Tax Key 006-0446), from A-2 (General Agriculture) to A-1 (Exclusive Agriculture)
- Application by Ms. Holly Galassi, 29 Weatherstone Dr., Appleton, WI, for the extension of Darrow Road to the north in the existing dedicated road right-of-way (length = approximately 180 feet)

### VII. Business

- Operator's License
  - New – Amy M. Danke  
**MOTION:** (Lettau, Klingenberger) Deny operator license for Amy M. Danke.  
CARRIED by voice vote.

- B. **Discussion / Action** – Consideration & Approval of an original Class B Beer/Class B Liquor Retail License, in and for the Town of Clayton, effective February 22, 2010, through June 30, 2010, for Ann L. Hanson, 1475 McCarthy Road #12, Appleton, WI 54913.

**MOTION:** (Geise, Kiesow) Approve original Class B Beer/Class B Liquor Retail License, in and for the Town of Clayton, effective February 22, 2010, through June 30, 2010, for Ann L. Hanson, 1475 McCarthy Road #12, Appleton, WI 54913, for the Rodeo II Bar.  
CARRIED by voice vote.

*Supervisor Lettau removed herself from the Town Board for the next two agenda items.*

- C. **Discussion / Action** – Resolution 2010-005 A Resolution Recommending the Re-zoning of Properties known as Tax ID #s 006-0557 and 006-0560 in the Town of Clayton from A-2 (General Farming District) to A-1 (Agri-business District). Application made by the Lettau Family Trust, Kay Lettau, 3795 County Road II, Larsen, WI 54947, Trustee.

**MOTION:** (Geise, Klingenberger) Approve Resolution 2010-005 A Resolution Recommending the Re-zoning of Properties known as Tax ID #s 006-0557 and 006-0560, in the Town of Clayton, from A-2 (General Farming District) to A-1 (Agri-business District).  
CARRIED by voice vote.

- D. **Discussion / Action** – Resolution 2010-006 A Resolution Recommending the Re-zoning of Properties known as Tax ID #s 006-0442 and 006-0446 in the Town of Clayton from A-2 (General Farming District) to A-1 (Agri-Business District). Application made by Bruce Bondow, 3918 County Road II, Larsen, WI 54947, Owner.

**MOTION:** (Klingenberger, Kiesow) Approve Resolution 2010-006 A Resolution Recommending the Re-zoning of Properties known as Tax ID #s 006-0442 and 006-0446, in the Town of Clayton, from A-2 (General Farming District) to A-1 (Agri-Business District) for Bruce Bondow.  
CARRIED by voice vote.

*Supervisor Lettau returned to the Town Board for the remainder of the meeting.*

- E. **Discussion / Action** – Plan Commission Recommendation on an application by Ms. Holly Galassi for the extension of Darrow Road, approximately 180 feet to the north, in the existing road right-of-way.

**MOTION:** (Lettau, Kiesow) Approve application by Ms. Holly Galassi for the extension of Darrow Road, approximately 180 feet to the north, in the existing road right-of-way, along with staff recommendations and Plan Commission recommendations.  
CARRIED by voice vote.

Town Board Recommendation: Direct staff to draft an assessment policy.

- F. **Discussion / Action** – Transition to regular employment with a programmed wage adjustment following the end of a probationary period for the Town’s Deputy Clerk/Deputy Treasurer (Kim Weichart).

**MOTION:** (Lettau, Klingenberger) Transition to regular employment with a programmed wage adjustment following the end of a probationary period for the Town’s Deputy Clerk/Deputy Treasurer (Kim Weichart).  
CARRIED by voice vote.

- G. **Discussion / Action** – Replacement of the Town’s Optical Scan voting machine with a re-furbished unit.

**MOTION:** (Lettau, Geise) Replace the Town’s Optical Scan voting machine with a re-furbished unit for \$1500.  
CARRIED by voice vote.

- H. **Discussion / Action** – Review of a proposal from the RW Management Group, Inc., to update the Fire Response Time Analysis Study for the Town of Clayton and to provide the Town with a Fire Equipment Analysis.  
Ed Janke present to represent RW Management Group, Inc.

**MOTION:** (Geise, Kiesow) Push this back to get together the Fire Chief, town Board, Town Administrator, and RW Management to carefully review how we proceed in a more defined scope on what we expect from RW Management as to what they deliver to the Town Board.  
CARRIED by voice vote.

- I. **Discussion / Action** – Appointment of a Review Committee to make a recommendation to the Town Board on the Engineering Request For Qualifications (RFQ).  
**MOTION:** (Lettau, Geise) Appoint a Review Committee to make a recommendation to the Town Board on the Engineering Request For Qualifications (RFQ) and have the review committee be made up of Town Chair Mark Luebke, Supervisor Terry Klingenberger, and Plan Commission Chair Dick Knapinski.  
 CARRIED by voice vote.
- J. **Discussion / Action** – Green Space Committee recommendation on State Department of Natural Resources (DNR) Stewardship Grant compliant appraisals for the purchase of potential park development property.  
**MOTION 1:** (Kiesow, Geise) Approve appraisals of the two properties, the Sabee property on Shady Lane & STH “76” and the Tom Ruesch property west of the Clayton School on Fairview Road, and that the appraisals should not to exceed the limit of \$2,500.00 total.  
 FAILED by voice vote. (Yes = Kiesow, Geise)  
**MOTION 2:** (Luebke, Kiesow) Reconsider the previous motion that failed.  
 CARRIED by voice vote. (Nay = Klingenberger, Lettau)  
**MOTION 3:** (Kiesow, Geise) Approve appraisals of the two properties, the Sabee property on Shady Lane & STH “76” and the Tom Ruesch property west of the Clayton School on Fairview Road, and that the appraisals should not to exceed the limit of \$2,500.00 total.  
 CARRIED by roll call vote.  
 (Klingenberger – no, Kiesow – yes, Luebke – yes, Lettau – no, Geise – yes)
- K. **Discussion / Action** – Direction to staff relative to the Town’s membership in the Fox Cities Economic Development Partnership.  
**MOTION:** (Geise, Klingenberger) Approve renewal of the Town’s membership in the Fox Cities Economic Development Partnership for \$1,000.00.  
 CARRIED by voice vote.
- L. **Discussion / Action** – Withdrawal from the State Employee Health Insurance program and participation in the Teamsters Health and Welfare Fund Health Insurance program by the Town Administrator related compensation adjustment.  
**MOTION 1:** (Klingenberger, Lettau) Approve withdrawal from the State Employee Health Insurance program and participation in the Teamsters Health and Welfare Fund Health Insurance program by the Town Administrator and any non-represented employee wishing to participate.  
 CARRIED by voice vote.  
**MOTION 2:** (Lettau, Kiesow) Make our final decision at our next meeting and give back pay if necessary.  
 CARRIED by voice vote.
- M. **Discussion / Recommendation** – Direction to staff relative to the Development of the Town’s STH “10” and CTH “76” corridors.  
 Discussion  
*Supervisor Kiesow left the meeting at 10:46 p.m.*
- N. **Discussion / Recommendation** – Direction to staff relative to drafting an Internet Use Policy for the Town’s Home Page.  
**MOTION:** (Luebke, Lettau) Direct staff to draft an Internet Use Policy for the Town’s Home Page.  
 CARRIED by voice vote.
- O. **Discussion / Recommendation** – Direction to staff relative to proceeding with the design construction of a passing lane at the intersection of CTH “76” and Windfield Drive.  
**MOTION:** (Geise, Klingenberger) Direct staff to proceed with traffic counter and research aid options.  
 CARRIED by voice vote.

**VIII. Upcoming Meeting Attendance**

- Capitol Days – March
- March 1 – Working Lands initiative (Geise)

**IX. Board Member Requests for Future Agenda Items – no requests**

**X. Approval of Disbursements**

**MOTION:** (Lettau, Klingenberger) Approve refunds for overpayments of 2009 Taxes Payable in 2010, from January 1, 2010, through January 26, 2010.

CARRIED by voice vote.

**MOTION:** (Geise, Klingenberger) Approve disbursement to Chase Credit Card Services.

CARRIED by voice vote.

**MOTION:** (Klingenberger, Geise) Approve disbursement of garbage fees to Randall Samp.

CARRIED by voice vote.

**MOTION:** (Luebke, Lettau) Approve disbursements as presented.

CARRIED by voice vote.

**XI. Adjournment – 10:51p**

**MOTION:** (Unanimous consent) Adjourn.

CARRIED.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*