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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

October 7, 2009
7:00 p.m. – 9:24 p.m.

I. Call to Order

MOTION: (Geise, Lettau) Reconvene from recess at 7:00 p.m.

CARRIED by voice vote.

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

Staff Present: Town Administrator Johnston, Clerk/Treasurer Nester-Huebner, Shop Foreman Pamerter, Town Engineer Schultz

Meeting properly posted; three locations in the Town.

II. Approval of Minutes

- Special Town Board Meeting (Budget Workshop) – September 14, 2009

MOTION: (Unanimous consent) Approve minutes of Special Town Board Meeting (Budget Workshop) of September 14, 2009.

CARRIED.

- Regular Town Board Meeting – September 16, 2009

MOTION: (Unanimous consent) Approve minutes of Regular Town Board Meeting of September 16, 2009.

CARRIED.

- Special Town Board Meeting (Budget Workshop) – September 21, 2009

MOTION: (Unanimous consent) Approve minutes of Special Town Board Meeting (Budget Workshop) of September 21, 2009.

CARRIED.

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

None.

IV. Correspondence

- Building Inspector – September, 2009, Permits Issued (Received 10/01/2009)
- Murphy Concrete & Construction – Notification of Blasting for October, 2009 (Received 9/29/2009)
- Public Service commission of Wisconsin – Investigation of Area Code Relief for the 715 and 920 Area Codes in Northern Wisconsin (Received 9/17/2009)
- Resident, 2617 Oakcrest, Neenah, WI 54956 – Thank You Letter for Animal Control Officer assistance (Received 9/28/2009)
- Residents of Windfield subdivision (several letters) – Intersection of State Road 76 & Windfield Drive (Several letters and a Thank You email from Bryce Adie)
- Winnebago County Zoning Department – Notice of no reviews for October County Public Hearing (Received 9/25/2009)
- Winneconne Community School District – Community Conversation request for time on agenda

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

- County Supervisor Report – Supervisor Joanne Sievert: Farmland Preservation seminar information; information meeting for Winnebago County for potential purchase of Oshkosh B'gosh building; discussion of potential demolition of Parkview and Pleasant Acres buildings; update on reconstruction of State Road 76 from Highway 10 to Highway 41 slated for Spring 2010; Cty Road T reconstruction from County Road G to County Road II is on a four to five-year plan where a portion of Pioneer Road just south of County Road II may be affected
- Winn. Cty. Sheriff's Dept. – Public Concerns and Issues – no deputy here
- Fire Department Report – Fire Chief present; 81 fire calls YTD; Fire Department budget will be presented at Monday night's Joint Fire Board Meeting
- Administration Comments – Clerk/Treasurer: Single Stream recycling update clarification; newsletter mailed out this week; Town Administrator: First Responder call with difficulty finding the address, asking to be on next Town Board agenda; Public Works Foreman: Truck 14 currently being repaired under warranty; ditch mowing approximately ¾ complete; Supervisor Lettau: attended Larsen-Winchester Sanitary District meeting, affect of metering flow has reduced domestic usage about 33%

VI. Business

A. Operator’s License

- New – Ann L. Hanson
MOTION: (Lettau, Kiesow) Deny operator license for Ann L. Hanson.
CARRIED by voice vote. (Geise = nay)

Mark Luebke excused himself from the Town Board for the Bryant W. Gasper license consideration. Vice-Chair Klingenberger chaired the Board for this item.

- New – Bryant W. Gasper
MOTION: (Geise, Lettau) Approve operator license for Bryant W. Gasper.
CARRIED by voice vote.

Mark Luebke returned to the Town Board as Chair.

- New – Stephanie J. Clauson
MOTION: (Kiesow, Klingenberger) Approve operator license for Stephanie J. Clauson.
CARRIED by voice vote. (Lettau = nay)
- New – Jeannie M. Peterson
MOTION: (Geise, Lettau) Approve operator license for Jeannie M. Peterson.
CARRIED by voice vote.
- New – Chad E. Tadych
MOTION: (Geise, Kiesow) Approve operator license for Chad E. Tadych.
CARRIED by voice vote.
- New – Melissa R. Mahlke
MOTION: (Geise, Kiesow) Approve operator license for Melissa R. Mahlke.
CARRIED by voice vote.
- New – Natalie E. Neibauer
MOTION: (Lettau, Klingenberger) Approve operator license for Natalie E. Neibauer.
CARRIED by voice vote.

B. Report on First Responder and Fire Department status to the Town Board
Chief Mathison provided the following updates:

- Electrocutation Clark Road
- MABAS system – TOC approved, TOW denied
- Command vehicle – denial of purchase, overview of truck committee hours donated/paid, engine type/manufacturer
- Annual fund raiser mailing
- Certifications/licensures for fire fighters

C. Building Inspection – CY 2010 Permits and Fees

Discussed the following permits, as the State Uniform Dwelling Code (UDC) has requirements

- Raze permit – triggers taking the improvement off assessment roll
- Run-off permit – construction site erosion control and construction site stabilization; controls long-term stormwater management control (run-off, erosion) for the property
- Erosion control – Winnebago County currently takes ownership and enforcement of this permit; this permit would require additional certification for our Town Building Inspector if he would take ownership and enforcement of this permit
- Occupancy permits – triggers adding residence to garbage/recycling service, adding fire number identification, and identifies structure occupancy for emergency services
- HVAC systems permit(s)
- Siding/Roofing/Window Replacement permit(s)

D. Request by Administration to close the lower parking lot of Clayton Park for the year
Purpose of closing lower parking lot is to keep vehicles off fresh pavement

MOTION: (Kiesow, Lettau) Close lower parking lot of Clayton Park effective immediately.
CARRIED by voice vote.

- E. Scheduling Town Administrator performance evaluation
Town Administrator’s one-year anniversary date is November 5th.
Chair Luebke and Supervisor Lettau will complete performance evaluation and bring recommendation back to Town Board
- F. Attendance at the Towns’ Association Annual Conference by the Town Board and Staff
Board members interested in attending will sign up with Clerk/Treasurer
- G. Neighborhood Trails – what / how much / how often we mow
Staff to research/investigate developers’ agreements with respect to trail designations
- H. Private Road Garbage/Recycling Collection
Private road = road that serves multiple homes/dwellings but is not owned/serviced by the Town
Residence = Single driveway access from a town road to a single home/dwelling

MOTION: (Geise, Kiesow) Deny Veolia’s request as presented and direct staff to write a letter to the property owners indicating they need to comply with the Town’s ordinance.
Mark Luebke removed himself from voting on this item.
CARRIED by voice vote. (Klingenberger = nay)
- I. Tree Removal from Right-of-Way – Pioneer Road, south of County Road II
MOTION: (Klingenberger, Lettau) Accept low bid for removing tree from right-of-way address to be done after leaves are off other trees.
CARRIED by voice vote.

VII. Upcoming Meeting Attendance

- A. Green Space Committee (October 8, 2009) – Park & Open Space Plan
- B. Wisconsin Towns Association 52nd Annual Convention (October 11-14, 2009) – Stevens Point
- C. Plan Commission (October 14, 2009) – Park & Open Space Plan; Official Map Ordinance; Comprehensive Plan
- D. Town Board (October 21, 2009) – Park & Open Space Plan; Official Map Ordinance; Comprehensive Plan
- E. Public Forum / Information Session (November 16, 2009) – Park & Open Space Plan; Official Map Ordinance; Comprehensive Plan
- F. Public Hearing (December 2, 2009) – Park & Open Space Plan; Official Map Ordinance; Comprehensive Plan
- G. Town Board (December 16, 2009) – Adopt the following: Park & Open Space Plan; Official Map Ordinance; Comprehensive Plan

VIII. Board Member Requests for Future Agenda Items

Luebke – Animals picked up in town and request representation from Neenah Animal Welfare Shelter.

IX. Approval of Disbursements

MOTION: (Lettau, Klingenberger) Approve bills as presented.
CARRIED by voice vote.

X. Adjournment (9:24p)

MOTION: (Unanimous consent) Adjourn.
CARRIED.

Respectfully Submitted,
Susan Nester-Huebner, Clerk