

TOWN OF CLAYTONRegular Meeting of the Town Board of Supervisors
Meeting MinutesMarch 16, 2011
7:00 p.m. – 8:48 p.m.

8358 County Road T Larsen, WI 54947

I. Call to Order

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

Roll: Town Board

Chairperson Luebke	PRESENT
Supervisor Lettau	PRESENT
Supervisor Klingenberg	PRESENT (Arrived at 7:13pm)
Supervisor Schmidt	PRESENT
Supervisor Geise	PRESENT

Roll: Staff

Administrator Johnston	PRESENT
Clerk Nester-Huebner	PRESENT
Public Works Foreman Pamerter	PRESENT
Town Engineer Madsen	PRESENT

Meeting properly posted; three locations in the Town.

II. Approval of Minutes

- Regular Town Board Meeting – March 2, 2011
MOTION: (unanimous consent) Approve Regular Town Board Meeting Minutes from March 2, 2011, as written.
CARRIED.

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

- Daniel Bissett (5199 High Point Drive, Winneconne) – Judicial Election (Branch 6)
- Ed Jelinski (2780 CTH JJ, Neenah) – Running for Judge (Branch 6)

IV. Correspondence – none**V. Discussion Items (No action will be taken.)**

- County Supervisor Report – Supervisor Joanne Sievert, District 29, present: nothing to report
- Winnebago County Sheriff's Dept. – Deputy Sleeter present: speed on CTH T, community policing form

Supervisor Klingenberg arrived at 7:13pm

- Clayton-Winchester Fire Chief Report – Fire Chief Mathison not present: Fire Department has received 23 calls year-to-date, upcoming fundraiser
- Administration Comments –
Town Administrator: Legislative Fiscal Bureau documents regarding loss of revenue 35,000-40,000 initially and most likely will be more, employees to pay 5.8% of retirement
Clerk: Revised Operator License Application; Alcohol Sales Compliance Checks
Town Engineer: 2011 paving program out to bid opening bids April 1 10:00am, lighted stop signs up on STH 76 & Larsen Road

VI. Zoning – Receipt of Information from Plan Commission

- Plan Commission review of the Outagamie County's Airport Zoning Overlay Ordinance, the Overlay Ordinance Map, and the Overlay Ordinance Implementation Matrix with affected property owners in the Town of Clayton and Outagamie County Planning staff and the Town of Clayton Assessor.
Plan Commission Chair Knapinski presented a brief overview of the meeting.

VII. Licenses

- A. **Discussion / Action** – Consideration and approval of Operator Licenses:
 - New – Nicole M. Sumnicht
 - New – Kayla E. Anderson
 - New – Steven F. Wamsley
 - New – Peter B. Moeller

MOTION: (Unanimous consent) Approve Operator License for Nicole M. Sumnicht. CARRIED.

MOTION: (Lettau, Klingenberger) Deny Operator License for Kayla E. Anderson. CARRIED by unanimous voice vote.

MOTION: (Unanimous consent) Approve Operator License for Steven F. Wamsley. CARRIED.

MOTION: (Unanimous consent) Approve Operator License for Peter B. Moeller. CARRIED.

VIII. Business

- A. **Discussion / Action** – Town Board appointment of Larsen area resident Mike Pfankuch as the Town of Clayton’s representative to the Larsen-Winchester Sanitary District Board.

The Town Chair asked that this appointment to the Larsen-Winchester Sanitary District be placed on the Board’s agenda. The Chair has indicated that he would like to appoint Mike Pfankuch as the Town of Clayton’s representative to the Sanitary District. In conversation, Supervisor Lettau has indicated that there has been some informal discussion about appointing a Town Board member as the representative to the Sanitary District from the respective Towns. Administration feels that the Board needs to be comfortable with the individual appointment and set some standards for reporting to the Board on the Sanitary District’s activities.

Should the Board wish to appoint Mr. Pfankuch, the Administration would recommend that the appointee report to the Board verbally or in writing following all Sanitary District Board meetings. Mr. Pfankuch will be in attendance at the Board’s meeting to answer any questions the Board may have of him.

Present: Mike Pfankuch (4556 Grandview Rd., Larsen)

MOTION: (Geise, Lettau) Recommend appointment of Mike Pfankuch as the Town of Clayton representative to the Larsen-Winchester Sanitary District Board. CARRIED by unanimous voice vote.

- B. **Discussion / Action** – Town Board review of staff’s proposals to update the Town’s 5-Year Infrastructure Capital Construction Plan.

Administration has a map identifying staff recommendations relative to updating the Town’s 5-Year Capital Plan. Staff has added Ridge Trail, Rocky Road, and the Jensen Road as its recommendation for the CY 2016 capital projects. Additionally, staff is recommending Shady Lane from Center Road to Pioneer Road, Pioneer Road from Winnegamie Drive to Medina Junction Road, and Medina Junction Road from the railroad tracks to North Loop Road as the Town’s CY 2012 double chip seal projects. The Town has traditionally placed \$250,000.00 in its annual Capital Reconstruction Project Budget; staff has some concerns relative to the amount of work it has recommended for the annual capital projects and the funding available.

Although Staff has sufficient experience with capital construction projects to create a good estimating tool for the costs of projects in general, that experience is not relative to the idiosyncratic history of the Town of Clayton’s capital projects. Given that lack of historical knowledge and the resulting less accurate estimating tool, along with limited funding, the Board may have to break projects into their components and complete the work over a 2-year period.

As we generate a good history of project costs, this should be less of a problem. However, funding increases are going to be difficult and cost increases are out of the Town’s control.

Relative to the Town’s CY 2012 Capital Projects, the Administration would like to recommend that Braun Court be moved to CY 2012 and that Winncrest Road and Acorn Road be moved to CY 2014.

This recommendation is based upon the condition of the respective roads and the related drainage problems in the area. Staff presented a large-scale map of the 5-Year Capital Plan project recommendations.

Switch Winncrest Road from CY 2012 to CY 2013 and Braun Court from CY 2013 to CY 2012.

MOTION: (Klingenger, Geise) Approve 5-year Capital Plan with the change of Winncrest Road from CY 2012 to CY 2013, and Braun Court from CY 2013 to CY 2012.
CARRIED by unanimous voice vote.

C. **Discussion / Action** – Town Board review and consideration of the Town’s CY 2011 Line Striping and Crack Filling projects.

The following are staff’s recommendations relative to line striping and crack-filling for CY 2011:

Crack-Filling –

1. Pioneer Road from CTH “II” to Medina Junction Road
2. Medina Junction Road from Pioneer Road to the WIOUWASH Trail
3. Shady Lane from Center Road to STH “76”
4. Timber Ridge Road in its entirety
5. Lind Lane from STH “76” to Winnegamie Drive
6. West American Drive in its entirety
7. Oakwood Road from CTH “II” to Larsen Road
8. Oakridge Road from STH “76” to Joseph Peters Drive
9. Breaker Ridge subdivision
10. Grandview from Moeser Lane to the west Town Line
11. Joseph Peters Drive from STH “76” to Oakridge Road
12. Holiday Court in its entirety
13. Carden Drive in its entirety

Administration believes that the Town’s CY 2011 funding may not be sufficient to complete all of the listed work. For that reason, the Town’s RFP will list the items as individual projects with the option to select the work based upon the available funding. When we did this in CY 2010, the Town was able to complete all of the projects with Fox Valley Asphalt.

Line Striping –

1. Pioneer Road rail crossing
2. Medina Junction rail crossing
3. Oakwood Road from Larsen Road to Oakridge Road (after the chip seal project is completed)
4. Center Road from Larsen Road to Breezewood Lane (after the chip seal project is completed)

The Board has funded these projects at \$7,500.00 each in the Town’s CY 2011 Budget. Staff will prepare and issue two Requests For Proposal (RFP) for the work and present the results and project award recommendation to the Board at the Wednesday, May 4, 2011, meeting.

MOTION: (Geise, Klingenger) Approve going forward with the RFP for the Town’s CY 2011 Line Striping and Crack Filling projects as presented.
CARRIED by unanimous voice vote.

D. **Discussion / Action** – Town Board Review and direction to staff relative to the engineering for the Town’s CY 2012 Capital Projects.

The Town’s policy has been to complete the engineering for its capital construction projects the year prior to scheduling the construction work. This process allows the Board and staff to seek input from affected residents on the design and construction schedule prior to finalizing design and bidding the project. The Town’s Engineer has asked the Administration to place this item on the Board’s agenda

in order to receive clarification and direction on the project from the Board. The Town's CY 2012 capital projects consist of rebuilding the following roads:

1. Ridgeway Drive
2. East Ridge Place
3. Westfield Ridge
4. Quail Point Road
5. Braun Court

Administration has recommended postponing the reconstruction of Winncrest Road and Acorn Road and moving up the reconstruction of Braun Court. Additionally, staff has some concerns relative to the funding for the projected costs of the projects. Staff may recommend breaking up the projects into two years. Braun Court, Westfield Ridge, and Quail Point Road would be completed in CY 2012 and the rest of the work would be scheduled in CY 2013. If the 20-year process is needed, staff would have to recommend drastic revisions to the Town's 5-year Capital Plan in CY 2012.

Administration and the Town's Engineer recommend that the projects be engineered as a single process, and, if needed, be broken into a 2-year project. Additionally, the Town's Engineer is recommending that the Town contract for soil borings for this project. Staff would concentrate soil borings on Ridgeway Drive and Westfield Ridge because they are the older roads in the neighborhood and portions of Westfield Ridge have collapsed. Should the Board agree with staff recommendations, a motion to approve a request for proposals from the Town Engineer for the engineering work and the soil borings would be in order. These proposals would be brought before the Board at its first meeting in April.

MOTION: (Klingenberger, Schmidt) Direct Town Engineer to proceed with the request for proposals from the Town Engineer for the engineering work and soil borings for the Town's CY 2012 Capital Projects.

CARRIED by unanimous voice vote.

- E. **Discussion / Action** – Town Board review of proposed drainage system corrections for the north and south side ditches on Larsen Road between Clayton Avenue and the Westridge Golf Course.

The Town Engineer submitted two options for resolving the issues with the ditch on the north side of Larsen Road between the golf course and Clayton Avenue. The first option is a geotextile fabric-lined gravel channel in the bottom of the ditch with vegetated slopes. The second option is a 4-inch perforated drain tile buried 4 inches deep. Administration's recommendation is to use the geotextile fabric-lined gravel channel in the bottom of the ditch with vegetated slopes. This recommendation is based upon the scouring effect of the water running down the steep slopes of Larsen Road. The gravel channel should deal with the scouring effect of the water while a drain tile will deal with the water flow but not the scouring effect of the water from a storm flow.

Additionally, the Board will need to provide staff direction relative to the removal of some or all of the storm water system on the intersection of Larsen Road and Clayton Avenue. The Town Engineer will be available to explain the process and what his recommendation for removal is. Administration recommends that the storm water system pipe in the ditch on the south side of Larsen Road be removed and that any removal of the storm water system pipe be accomplished with force account labor.

Staff has had preliminary conversations with the golf course managers relative to cost-sharing the installation of the ditch improvements on the north side of Larsen Road between Clayton Avenue and the Westridge Golf Course.

MOTION: (Geise, Schmidt) Move ahead with Option A (geotextile fabric-lined gravel channel in the bottom of the ditch with vegetated slopes) for proposed drainage system corrections for the north and south side ditches on Larsen Road between Clayton Avenue and the Westridge Golf Course, cost-sharing with Westridge Golf Course for the installation of the ditch improvements on the north side of Larsen Road between Clayton Avenue and the Westridge Golf Course.

CARRIED by unanimous voice vote.

Board direction: Get clarification on the issue of the storm water system pipe in the ditch on the south side of Larsen Road on the intersection of Larsen Road and Clayton Avenue.

- F. **Discussion / Action** – Town Board review and consideration of staff proposed changes to the Town’s Purchasing Policy to include a purchase order system.

The revised Town Purchasing Policy consists of adding the use of a purchase order system. Staff has been using a purchase order system for the past few months. The trial period has given staff time to finalize the process. Staff is now comfortable with the idea that the process will allow the Town’s Treasurer to better track and encumber funds before they are spent.

With this process, Administration will be able to generate, on a weekly basis, a document that represents the actual balance in a budgetary line item. With accurate information, staff will no longer overspend a budget line item without prior approval by the Town Board. If the Board is comfortable with the new process, a motion to approve the revised Town Purchase Policy would be in order.

MOTION: (Klingenberger, Schmidt) Approve the proposed changes to the Town’s Purchasing Policy to include a purchase order system.
 CARRIED by unanimous voice vote.

- G. **Discussion/Recommendation:** – Town Board review and direction to staff relative to signing a letter of support for the State’s recycling program drafted by the Council on Recycling, Wisconsin Counties Solid Waste Management Association (WCSWMA), and the Solid Waste Association of North America (SWANA) – Badger Chapter. The listed associations intend to send the letter to the State’s Governor and Legislature.

The Town received a letter from the above-referenced organizations. These organizations are asking the Responsible Unit (RU), in this case the Town, for support in advocating for the State’s recycling program. Administration is not comfortable independently advocating for an issue that is the purview of the Governing Body. Should the Board wish, staff will sign the letter and forward it to the Governor and State Legislators.

Board direction: Nothing has changed with respect to recycling in the Town of Clayton – recycling goes on just as we have done; place this information in the newsletter.

MOTION: (Klingenberger, Geise) Direct staff to not sign the letter of support for the State’s recycling program drafted by the Council on Recycling, Wisconsin Counties Solid Waste Management Association (WCSWMA), and the Solid Waste Association of North America (SWANA) – Badger Chapter. The listed associations intend to send the letter to the State’s Governor and Legislature.
 CARRIED by 4-1 voice vote. (Lettau = no)

X. Upcoming Meeting Attendance

- March 30, 2011 – WTA Capital Days (Madison, WI)

XI. Board Member Requests for Future Agenda Items

- Luebke – Steps we need to take with respect to continuing with recycling

XII. Approval of Disbursements

MOTION: (Unanimous consent) Approve disbursements as presented.
 CARRIED.

XIII. Adjournment – 8:48p

MOTION: (Unanimous consent) Adjourn.
 CARRIED.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*