

# TOWN OF CLAYTON

## Annual Town Meeting Meeting Minutes

April 12, 2011  
7:00 p.m. – 8:47 p.m.

8348 County Road T Larsen, WI 54947

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### 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 Klingenberger	PRESENT
Supervisor Grundman Erdmann	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Geise	PRESENT

Roll: Staff

Administrator Johnston	PRESENT
Clerk Nester-Huebner	PRESENT
Treasurer Bowen	PRESENT
Public Works Foreman Pamerter	PRESENT
Town Architect Schulz	PRESENT

Roll: Others

Building Inspector, Tom Spierowski	PRESENT
Assessor, Mark Brown (Associated Appraisal Consultants, Inc.)	PRESENT
Auditor, Mike Konecny (Schenck SC)	PRESENT
Fire Chief, Glen Mathison	PRESENT
First Responder Secretary/Treasurer, Josh Schmidt	PRESENT
Town Engineer, Jonathon Bartz (Martenson & Eisele)	PRESENT
Plan Commission Chair, Dick Knapinski	PRESENT
Green Space Committee chair, Warren Griffith	PRESENT
Interpreters: Virginia Gutierrez, Robin Ackerman	PRESENT

Pledge of Allegiance recited.

Meeting properly noticed.

### II. Introductions

Town Board Chairperson, Mark Luebke, introduced the following people.

Town Board:

- Supervisor 1 – Kay Lettau
- Supervisor 2 – Terry Klingenberger
- Supervisor 3 – Ann Schmidt
- Supervisor 4 – Russ Geise

Staff:

- Town Administrator – Richard Johnston
- Clerk – Susan Nester-Huebner
- Treasurer – Tori Bowen
- Public Works Foreman – Scott Pamerter
- Public Works Laborer – Glen Mathison
- Public Works Laborer – David Borchert
- Animal Control Officer – David Huebner
- Yard Waste Site Attendant – Amy Muttart

**III. Approval of Minutes**

- Regular Town Board Meeting – April 13, 2010  
**MOTION:** (Marjorie L. Reinders, 7517 County Road T / Richard J. Fischer, 8685 N. Oakwood Ave.)  
Approve Annual Meeting Minutes from April 13, 2010, as written.  
CARRIED by unanimous voice vote.
- Special Electors Meeting – November 15, 2010  
**MOTION:** (Patty Stanek, 8395 County Road T / Lana Prusik, 2551 County Road JJ)  
Approve Special Electors Meeting Minutes from November 15, 2010, as written.  
CARRIED by unanimous voice vote.

**IV. Reports**

- A. Building Inspector – Tom Spierowski
  - Reviewed 2010 Building Inspection totals
  - Inspection totals similar to 2009 totals
  - No resident questions.
- B. Assessor – Mark Brown of Associated Appraisal Consultants, Inc.
  - Reviewed 2010 assessment totals
  - Total value with personal property and manufacturing property \$4,473,222.00
  - Open Book is Tuesday, May 10, 2011, from 3:00pm-7:00pm, in Municipal Building/Fire Station, call 920-749-1995 or 800-721-4157 for an appointment
  - Board of Review is Friday, June 3, 2011, from 10:00am-12:00noon
  - Assessment information available at [www.apraz.com](http://www.apraz.com)
  - No questions from residents.
- C. 2010 Audited Financials – Mike Konecny of Schenck SC
  - Reviewed the 2010 Annual Financial Report
  - Reviewed the Management Letter
  - Management Letter contained two recommendations: (1) Town needs to develop a capital asset record and (2) the joint venture of the Clayton-Winchester Fire Department needs to provide complete budget and financial information for full disclosure for use in the Town's financial audit, as it is an asset of the Town of Clayton.
  - Overviewed Balance Sheet – General Fund (Designated Funds, Undesignated Funds), Paving Assessment Fund (Designated for various paving projects)
  - Page 7 – General Fund / Revenues (received more than budgeted) and Expenditures compared to Budget (spent less than budgeted), Paid off last loan, Borrowed new loan – Positive change in actual amounts
  - Page 13 – Long-term debt: Town paid off remaining \$107,000.00 of loan, Town was issued new \$500,000.00 loan from the State of Wisconsin
  - Debt limit and the Town's ability to borrow against Town's valuation
  - Town is in sound/stable financial position.
  - No difficulties in completing the audit. Nothing unusual.
  - Question: Richard Fischer – Asked if the \$500,000.00 loan was for the building construction?  
(Answer: It is for the Larsen Road project)
- D. Plan Commission – Chair Dick Knapinski (introduced Plan Commission members)
  - Thanked Commission members for their service.
  - Highlight Issues: Rewrite of Winnebago County Zoning Code in process; Airport Zoning Overlay (in the NE section of the Town), Wind Energy Ordinance, and Minimum Road Standards
  - No resident questions.
- E. Green Space Committee – Chair Warren Griffith (introduced Green Space Committee members)
  - Thanked Committee Members for their service, Town Staff, and member of Plan Commission
  - Reviewed 2010 highlights – property evaluated for potential parks, landscaping of traffic control bunkers, bench on WIOUWASH Trail commemorating the filming of the movie Public Enemies
  - Question: Richard Fischer – Asked about the location of bench commemorating the filming of the movie Public Enemies.  
(Answer: Location of bench is south of Oakridge Road and North of Breezewood Lane)

- F. CWFD First Responders – Josh Schmidt (Secretary/Treasurer)
- Overviewed the following:
    - First Responders officers, number of members on squad – 11 active, 3 on probation, and 1 applicant; squad is allowed 20 members; meetings are held the 2<sup>nd</sup> Tuesday of each month at 6:30 P.M.
    - Total calls in 2010 (Clayton, Winchester, and Mutual Aid) = 130; Town of Clayton = 84, Town of Winchester = 46; 71 medical, 25 vehicle, 32 trauma, and 2 stand-by
    - Reviewed average call response time (6.73 minutes), average number of responders per call (3.58), average time on scene (40 minutes), and average number of patients per call (1.02)
  - No resident questions.
- G. CW Fire Department – Chief Glen Mathison
- Overviewed the following:
    - Fire Department officers, Training Officer, number of active members on squad = 37, and open positions = 3
    - Total calls in 2010 = 100 (Clayton = 53, Winchester = 41, and Mutual Aid = 6)
    - Update on Federal Grant to replace current equipment van
    - MABAS – working on this program
    - Purchased vehicle stabilization struts for use on vehicle accidents.
    - Working with RW Management on a study.
    - Control Burn – contact before start and after finish.
    - 2 movie nights completed, more are planned.
    - Halloween bash held
    - Summer kickoff fundraiser in May, 2011
    - No resident questions.
- H. Town Administrator – Richard Johnston
- Thanked Board, Plan Commission, Green Space Committee, Town Staff
  - Upcoming budget will be tight
  - Budget process to start late August/early September
  - Reviewed the Fire/Town Hall, current status of the plans, and the phasing plan of the project
  - Reviewed the funding for the Fire/Town Hall project; looking at the following:
    - Focus on Energy grants for HVAC
    - Geothermal systems
    - Wind turbine generation for power
    - Fire station structure grants
    - Emergency structure grants
    - Working with local Red Cross to utilize the building as an emergency shelter
    - FEMA and HUD emergency shelter grants
    - Community shelter grants
  - Discussed property issues on this agenda –
    - Two (2) parcels are foreclosures – Outlots in Hidden Park
      - One parcel is utilized as a drainage easement for stormwater management purposes
      - One parcel appears to be a right-of-way dedication to allow access to the south side of the Clayton Park
      - County is required to offer the parcels to a unit of government before offering them to anyone else
    - Another property is the Reif Property (adjacent to Town complex on the north side), the Town would look for Stewardship Grants, Brownfield Grants
    - Another property is the Wiedenbeck property south of the bar next door, adjacent to Town Complex property
  - Question: Richard Fischer: Asked about size of property adjacent to the Town on the south side (Answer: the property is approximately 1.3 acres, including part where house sits – it is currently two parcels but listed as one parcel number, so the acreage of the property in question is approximately 1 acre)
  - Question: Scott Rieckmann, 8484 Pioneer Road – Asked about kitchen access in the remodeled Town/Fire Hall being set up for public use. (Answer: The building will be set up for Town functions without public use)

- I. Town Chairperson – Mark Luebke
  - Introduced Staff (Town Administrator, Clerk, Treasurer, Public Works Foreman, Public Works Crew, Animal Control Officer, Yard Waste Site Attendant)
  - ClaytonFest – June 11, 2011, 10<sup>th</sup> Annual Event – event kickoff is 12:00noon – looking for volunteers
  - Recycling – Reminded residents that we are still recycling as we have always done (in 2011, the Town dropped down in recycling numbers); the Town has made a commitment to recycling

**V. Topics of Consideration (425.00 per month, per diem, mileage)**

- A. Set Supervisor #3 and Supervisor #4 Salaries for Supervisors Elected in April, 2012
  - **MOTION 1:** (Carol Ihde, 7834 STH 76, Scott Rieckmann)  
Salaries for Supervisors stay at \$425.00 per month.  
**VOTE ON MOTION 1:** CARRIED by unanimous voice vote.
- B. Date for CY 2011 Annual Meeting in 2012 – April 10, 2012
  - **MOTION 2:** (Unanimous consent)  
Set Annual Meeting for April 10, 2012.  
**VOTE ON MOTION 2:** CARRIED.
- C. Potential Land Purchase of Outlot 3 (Hidden Park Plat) – Tax ID #006-1480 (0.52 acre)
- D. Potential land Purchase of Outlot 4 (Hidden Park Plat) – Tax ID #006-1481 (0.9 acre)
- E. Potential property Purchase – Tax ID #006-0535-02 (0.4 acre) (Property adjacent to the Town Complex on the north side)

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**MOTION 3:** (Scott Reif, 4496 Grandview Rd., Lana Prusik, 2551 CTH JJ)  
Town begin to look at purchasing the four properties.

Discussion on the motion:

- Patty Stanek, 8395 CTH T – Asked about the property north of the Town Complex and how it would affect the entrance/exit to the Town Complex if this property would be acquired. (Answer: Briefly discussed potential plan for traffic flow following remodel)
- Kay Lettau, 3795 CTH II – Asked for clarification of the motion made (Town Administrator/Answer: Stated that it does give the Town Board the authority to purchase the property if it believes it is in Town's best interest).
- Becky Haskell, 9080 N. Oakwood Ave – Questioned future subdivisions and plans for drainage issues at the time of subdivision planning (Town Administrator/Answer: Responded that the only entity that will be here in perpetuity is the government, these outlots, drainage easements, and stormwater management areas will need to be maintained and will need to be documented at the point at which the Plat is recorded; the proper place to address these issues will be at the plan approval stage of a subdivision using the ordinance).
- Scott Reif – Reviewed the Town's interest in purchasing Reif property and history of interest in the property, he stated that he would need commitment from Town to go ahead and relocate his business

**Friendly Amendment to Motion 3:** (Carol Ihde, Karen Thorne, 8759 Clayton Ave.)  
Separate the two outlots and the other two properties into separate motions

Terry Klingenberger, 3637 Larsen Road – Encouraged voting current motion down, and to readdress motions separately.

Carol Ihde and Karen Thorne both withdrew the friendly amendment to the motion.

**VOTE ON MOTION 3:** FAILED by unanimous voice vote.

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**MOTION 4:** (Carol Ihde, Karen Thorne)

Town to purchase the two Outlots in Hidden Park for a maximum of \$1,200.00 for both outlots.

Discussion on the motion:

- Patty Stanek: Asked about just selling the outlots to a person outright instead of the Town purchasing them first  
(Answer: For a private party to purchase the outlots, they would have to go to a Sheriff's Sale)
- Terry Klingenberger: Asked about the value on the Outlots  
(Answer: Outlot 3, Tax ID #006-1480, purchase price is \$373.10, which includes taxes owed, interest owed, and costs; Outlot 4, Tax ID# 006-1481, purchase price is \$438.92, which includes taxes owed, interest owed, and costs)

**VOTE ON MOTION 4:** CARRIED by unanimous voice vote.

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**MOTION 5:** (Carol Ihde, Sarah Klingenberger, 3637 Larsen Road)

If the property owner immediately to the north of Outlot 3 will purchase the property, we will sell it to him to include all of our costs plus the cost of the property.

**VOTE ON MOTION 5:** CARRIED by unanimous voice vote.

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**MOTION 6:** (Carol Ihde, Patty Stanek)

The remaining two properties, Reif's and Wiedenbeck's, move forward with negotiations separately and come back to the Town residents with results of both negotiations at the fall Town Electors' meeting to approve the levy and transportation budget.

Discussion on the motion:

- Scott Reif: Stated that moving his business will require time for him to relocate  
(Answer: Upon negotiations would be time to relocate)
- Teri Adler, 4305 Rocky Road: Asked for clarification of exclusion of the duplex from property to the south  
(Answer: The vacant land is a separate piece of property, but listed as one tax id number – the duplex is not part of this discussion as it is a separate piece of property)
- Chair Luebke: The property for the current yard waste site is owned by Northeast Asphalt and they can require us to move/relocate our site somewhere else at any time.
- Patty Stanek: Asked for clarification of access to the trail on the back side  
(Answer: The Wiedenbeck property abuts the trail – it is the piece of property immediately adjacent to the trail)
- Scott Rieckmann, 8484 Pioneer Rd.: Asked for clarification of the width of access to CTH T  
(Answer: The property is very narrow in width, the whole property is approximately 1.0083 acres in total, it is approximately 30-40 feet wide at the far eastern end, and approximately 15-20 feet wide at the front on the far west end)
- Lana Prusik: Asked for clarification of possibly expanding the park on the north side of Reif's property  
(Town Administrator/Answer: The only building we would potentially like to keep would be the standalone building on the far east end of the property; attach the property to the park along with a relocated entrance/exit to CTH T)

**VOTE ON MOTION 6:** CARRIED by voice vote with one (1) dissenting vote (Terry Klingenberger)

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Richard Fischer: Asked for clarification of new fire numbers (Answer: Staff is working to order numbers, the flag style marker, with galvanized post, installed; the plan is to complete this project later this summer, will be placed in front of every home in the Town, in a specified location)

**XIII. Adjournment – 8:47p**

**MOTION:** (Carol Ihde, Karen Thorne) Adjourn.

CARRIED by unanimous voice vote.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*