

TOWN OF CLAYTONAnnual Town Meeting
Meeting MinutesApril 15, 2014
7:00 p.m. – 8:05 p.m.

8348 County Road T Larsen, WI 54947

1) Call to Order

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

Roll: Town Board Members Present at the Electors Meeting
Chairperson Luebke PRESENTRoll: Town Staff Present at the Electors Meeting
Administrator Johnston PRESENT
Treasurer Bowen PRESENT
Administrative Assistant Goffard PRESENT
Public Works Foreman Pamenter PRESENT
Animal Control Officer Huebner PRESENTRoll: Others Town Officials Present at the Electors Meeting
Plan Commission Chair, Dick Knapinski PRESENT
Green Space Committee Chair, Cathy Clark ABSENT
Building Inspector, Tom Spierowski ABSENT
Assessor, Mark Brown (Associated Appraisal Consultants, Inc.) ABSENT
Auditor, Jeri Ohman (Schenck SC) PRESENT
Fire Chief, Scott Rieckmann PRESENT
First Responder Cindy Pfankuch ABSENT
Town Engineer, Mary Jo Miller (Martenson & Eisele) PRESENT
Town Attorney, Rose Simon ABSENT
Emergency Government Coordinator, Bob Breaker ABSENT
Mendy Olson (sign language interpreter) (released 7:16 p.m.) PRESENTRoll: Electors Present
Burt Drews, 3113 Cty Rd II, Neenah
Janice Drews, 3113 Cty Rd II, Neenah
Becky Haskell, 9080 N. Oakwood Rd, Neenah
Harriet Herrmann, 7835 Center Rd, Larsen
Bob Herrmann, 7835 Center Rd, Larsen
Ann Schmidt, 8155 Cty Rd T, Larsen
Russ Geise, 8014 Cty Rd T, Larsen
Carol Ihde, 7834 State Rd 76, Neenah
Amos Ihde, 7834 State Rd 76, Neenah
Arden Schroeder, 9458 State Rd 76, Neenah
Linda Grundman, 7490 Center Rd, Neenah
Susan Nester-Huebner, 3416 W. Larsen Rd, Larsen
David Huebner, 3416 W. Larsen Rd, Larsen
Mary Davies, 2604 Larsen Rd, Larsen
Cindy Pfankuch, 4556 Grandview Rd, Larsen

- a) Pledge of Allegiance recited.
- b) Meeting properly posted.

2) Town Elector Approval of the Minutes of the CY 2013 Annual Meeting of the Town Electors

MOTION:

Motion by: Carol Ihde (7834 State Rd 76, Neenah)

Seconded by: Becky Haskell (9080 N. Oakwood Ave, Neenah)

Motion to approve the Annual Meeting Minutes for CY 2012 as written

Motion carried by unanimous voice vote

3) Introduction of Elected and Appointed Town Officials in attendance by the Town Chair:

a) Plan Commission

1) Chair Dick Knapinski

- Changes in the members of the Plan Commission board members. Looking for someone to fill a vacant spot on the Plan Commission
- Renewal of the comprehensive land plan for land use
- Development is increasing in the Town of Clayton for CSM’s, proposals, etc.

b) Green Space Committee

1) Chair Cathy Clark (ABSENT)

- Administrator Johnston stated that the Green Space Committee is researching using herbicides and pesticides in the parks and culverts and also planned improvements to Clayton Park

4) Presentation of the Town’s CY 2012 audit by Town Auditor Jeri Ohman of Schenck SC.:

- Ms. Ohman presented an overview of the Town’s financial report through December 31, 2013
- Review of funds being listed separately
- General fund \$540,000 and \$353,000 is unassigned which is a good basis
- Revenues were higher than budget and expenditures were less than budget
- Solid waste and recycling fund are within budget
- Stormwater management was created in 2013
- Debt is 5% of the town’s equalized value

MOTION:

Motion by: Arden Schroeder (9458 State Rd 76, Neenah)

Seconded by: Burt Drews (3113 Cty Rd II, Neenah)

Motion: Motion to approve the 2013 town audit

Vote: Motion made by unanimous consent to approve town audit

5) Introduction of Town Employees by Town Chair, Mark E. Luebke:

Staff and Support Staff:

- a) Attorney, Rose Simon, Silton Seifert & Carlson SC (ABSENT)
 - No Report
- b) Treasurer, Tori Bowen
 - Audit is complete, election work, employee training
- c) Clerical Assistant, Laurie Goffard
 - No Report
- d) Public Works Foreman, Scott Pamenter

- Transitioning to new street signs, culvert replacements, purchase of used wheel excavator vs. renting expense
- e) Public Works Employee, David Borchert (ABSENT)
 - No Report
- f) Public Works employee, Dylan Meyer
 - No Report
- g) Animal Control Officer David Huebner
 - Number of dog calls have gone down in Winnebago County
- h) Building Inspector, Tom Spierowski (ABSENT)
 - No Report
- i) Town Assessor, Mark Brown, Associated Appraisal Consultants, Inc. (ABSENT)
 - No Report
- j) Clayton/Winchester First Responders, Cindy Pfankuch and Department Volunteers
 - Total calls from January 2014 through April 1, 2014 were 48. Clayton: 27 Winchester: 20 Medical: 32 Trauma: 8 MVC: 8 Average response time: 9 min. Average time on scene: 38 min. Average number of responders: 2.5 Average number of patients: 1 Active members: 15 Probationary members: 2 Applicants: 4
 - Positive feedback from the community on the first responders services
- k) Clayton/Winchester Fire Department, Chief Scott Rieckmann and Department Volunteers
 - Mr. Rieckmann discussed using the tactical interview for HR personnel traits
 - Chris Fisher is an instructor through FVTC and will be helping with training
 - Control burn scheduled for April 19th, 2014 on Larsen Road
 - David Huebner discussed a home near the Wiouwash trail and Breezewood Lane on the south side will be raised by Winnebago County which is out of the area of the Larsen-Winchester Fire Department
 - Officers of the department include Chief Scott Rieckmann, Assistant Chief Al Kuenzi, Captain Todd Weber, Captain Nick Seelow, Lieutenant Jeremy Jesse, Lieutenant Tony Seelow, Training Officer Chris Fisher, Secretary/Treasurer Alissa Olson 40 total members
- l) Emergency Government Coordinator, Bob Breaker (ABSENT)
 - No Report
- m) Town Administrator, Richard Johnston
 - Staff has been working to fix issues with the Sanitary District water utility billing
 - Need to work on getting out the newsletter in a more timely manner

6) Town Electors approval of the Town Board wages:

a. Town Chair:

- i) Wage per Year: \$8,300.00
- ii) Wage per Month: \$ 691.67
- iii) Full day meeting Per Diem: \$ 66.00 (based on County Board Per Diem payments)
- iv) Half day meeting Per Diem: \$ 44.00 (based on County Board Per Diem payments)

MOTION:

Motion by: David Huebner (3416 W. Larsen Rd, Larsen)

Seconded by: Becky Haskell (9080 N. Oakwood Rd, Neenah)

Motion to approve the Town Board Chair and Supervisors wages as long as they are in line with the county

Vote: Motion carried by unanimous voice vote

b. Town Supervisors:

- i) Wage per year: \$5,100.00
- ii) Full day meeting Per Diem: \$ 66.00 (based on County Board Per Diem payments)
- iii) Half day meeting Per Diem: \$ 44.00 (based on County Board Per Diem payments)
 - Arden Schroeder questioned when Board Members are paid Per Diem
 - Town Chair Luebke advised Per Diem is paid when Board Members attend a meeting outside the Town of Clayton and mileage is also reimbursed

MOTION:

Motion by: Becky Haskell (9080 N. Oakwood Rd, Neenah)

Seconded by: Susan Nester-Huebner (3416 W. Larsen Rd, Larsen)

Motion to approve the Town Board Chair and Supervisors wages as long as they are in line with the county

Vote: Motion carried by unanimous voice vote

- 7) Setting the meeting date for the Town’s CY 2015 Annual Meeting of the Town Electors for the 3rd Tuesday in April of CY 2015 or within 10-days following that date (Per Wisconsin Statutes Act 115):

- Town Chair Luebke recommended the date of Tuesday, April 21, 2014

MOTION:

Motion by: Arden Schroeder (9458 State Rd 76, Neenah)

Seconded by: Burt Drews (3113 Cty Rd II, Neenah)

Motion to set the meeting date for the Town’s CY 2015 Annual Meeting of the Town Electors for Tuesday April 21, 2015

Motion carried by unanimous voice vote

- 8) Town Elector Proposed Agenda Items:

- Arden Schroeder discussed ISO ratings for the Town of Clayton. Trying to improve this rating with neighboring towns to get an insurance discount. Will need Automatic aid agreements. Could take a year to get the ISO rating, right now we are at a 6
- Administrator Johnston discussed fixing the roads in the Town of Clayton and possibly in 2015 working on Larsen Road
- Discussion regarding continuation of the trails. Mary Jo Miller stated that anything that goes through the DOT has to be approved or if it is cost effective
- Mark Luebke comments regarding the gas tax and maintenance of the roads. Toll roads not a possibility
- Discussion about the Town of Menasha becoming a village and annexation of areas of the Town of Clayton. The Kimberly Clark warehouse on Country Road II and Clayton Avenue brings in 12.5% of our tax base and we do not provide any additional services
- Donation of the Winnegamie Golf Course remains taxable so long as it is operated as a for profit organization

9) Adjourn Sine Die – 8:05 p.m.

Motion By: Carol Ihde (7834 State Rd 76, Neenah)

Seconded By: Susan Nester-Huebner (3416 W. Larsen Rd, Larsen)

Motion to Adjourn Sine Die

Vote: Motion carried by unanimous consent.

Respectfully Submitted

Laurie Goffard, Administrative Assistant