



TOWN OF CLAYTON

Meeting of the Town Plan Commission Meeting Minutes

www.townofclayton.net
Town Office Building
8358 County Road T
Larsen, WI 54947

Wednesday, May 26, 2010
7:00 p.m. – 7:18 p.m.

I. Call to Order

Meeting called to order at 7:00 p.m. by Chairperson Knapinski.

Present: Chairperson Knapinski, Commissioners Adler, Brucks, Geise, Haskell, and Van Airsdale.

Excused Absent: Commissioner Hamblin

Staff Present: Town Administrator Johnston, Treasurer Weichart, Town Architect Schulz

Meeting was properly posted; three locations in the Town.

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

- Please complete “Request to Speak at Meeting” form located on the agenda table and give to the Town Deputy Clerk or Treasurer. Non-Agendized Town-Related Matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, limited discussion may occur but no action may be taken until specific notice of the subject matter of the proposed action can be given.
- None

III. Business Items

- A. Discussion / Recommendation – Commission review and recommendation of a Scope of Services for the engineering required to provide the Plan Commission with the information necessary to make its report to the Town Board on the Town’s Fire Department Structures.**

Based on direction received at the Commission’s May 12th, 2010 meeting, Town staff and the Clayton/Winchester Fire Department Chief met with the Town’s Engineering and Architectural firm to clarify the scope of services for the proposed work. Attached please find a copy of the Town Engineer’s Proposal for engineering and architectural services. The services should allow the Commission to generate financial estimates for comparable Fire Department structures (a new fire station vs. a remodeled station) and to make a factual recommendation to the Board on how to proceed with this issue. The Consultant will need the Commission’s assurance that it is comfortable with the proposed scope of services for the project. Once the final scope of services has been approved by the Commission, the Consultant’s proposal can be forwarded to the Town Board for approval. This would likely occur at the Board’s Wednesday, June 2nd, 2010 meeting.

The Town’s Architect stated that an estimated additional cost of \$500 (+/-) would be incurred by the Town in order to evaluate any of the individual systems listed at the top of page two (plumbing, heating and ventilation, and/or electrical/data systems). Therefore, the costs of the project would be \$8,650 plus \$500 (+/-) for each system the Town would like evaluated.

Under Martenson & Eisele’s scope of services, they will be making sure each facility within the Town of Clayton meets all compliance standards. They will also make sure that the schematic drawings of recommended building alterations and the schematic drawings of a new fire station on an undetermined site will have comparable amenities.

Martenson & Eisele’s estimated timeline for completion of the study is targeted for mid to late August. There will be various progress reports throughout the project that may require additional meetings scheduled with the Plan Commission. These meetings will be public meetings and will simply be to discuss the progress and make sure it is moving in the correct direction.

Motion by: Adler, Seconded by: Brucks

Motion to recommend that the Town Board accept the Scope of Services presented within the Martenson & Eisele report.

Amendment to Motion:

Motion amended by: Haskell, Seconded by: Brucks

Motion to accept the Scope of Services as written with the addition of potential plumbing, heating and ventilation, and electrical/data systems being evaluated at total costs not to exceed \$10,500 if needed.

Carried by voice vote.

Motion, including amendment:

Motion by: Adler, Seconded by: Brucks

Carried by voice vote.

IV. Adjournment – 7:18 p.m.

Motion by: Van Airsdale, Seconded by: Haskell

Motion to adjourn at 7:18 p.m.

Motion carried by voice vote.

Respectfully submitted,
Kimberly Weichart, *Treasurer*

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call Town Office at 836-2007. This agenda has been posted at all three locations in the Town of Clayton:

- 1) Town Office
- 2) Corner of JJ & Breezewood
- 3) Clayton School