

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, July 2nd, 2014

Town Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice Verification, Roll

1. Town Board Chairman Luebke called the meeting to order at 7:00 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted at three locations in the Town.
4. Roll

a. Board of Supervisors

Chair Luebke	PRESENT
Supervisor Geise	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Bowen	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Public Works Foreman – Scott Pamerter	PRESENT

II. Public Hearing(s) and/or Public Information Meeting(s):

III. Approval of Minutes:

- A. Approval of the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, June 18th, 2014.
- B. Approval of the Minutes of the Special Town Board Meeting held at 7:00 P.M. on Wednesday, June 25, 2014

MOTION:

Motion made by unanimous consent to approve the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, July 2nd, 2014.

IV. Open Forum – Non-Agendized Town-related Matters:

- Janice Drews, 3113 Cty Rd II, Neenah, WI 54956. Inquired about a public audio address system for the town hall
- Administrator Johnston responded that he has not had time to look into it further for a new system. There is plenty of space in the room for residents to move up to the front row.

V. Correspondence:

- A. Copy of a Memorandum from Mark Bombinski, President, Drifters Snowmobile Club relative to the CY 2015 ClaytonFest schedule.
- B. Building Permit Log for June, 2014.
 - 2 houses valued at around \$600,000.

VI. Discussion Items (No action will be taken):

- A. County Supervisor Report
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
- C. Clayton-Winchester Fire Department. Chief Rieckmann relayed information to Chair Luebke regarding a fire this morning at the old Christmas shop on Highway 76. Automatic aid working well. Also, on September 6th, 2014 there will be a 75th anniversary party at the Winchester Fire Station.
- D. Larsen-Winchester Sanitary District
- E. Administration Comments
 - Mary Jo Miller comments regarding the meeting for Ridgeway on July 1st, 2014 with 15 to 20 residents attending.
 - Braun Court meeting after the holiday.
 - Oak Openings project starting Monday.
 - Oak Crest project after Oak Openings
 - Instructed MCC to crack seal.
 - 2014 chip sealing bid open July 14th at 2:00 p.m.
 - Larsen Road culvert replacement.
 - Whispering Meadows open for bids on July 10th at 10:00 a.m.
 - Treasurer Bowen reported on notices of proceedings to foreclose on tax liens in Winnebago County. May be interested in out lot #1 in Hidden Park.
 - Administrator Johnston commented on starting Oak Openings first. Boe LLC license renewed.

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. No New Licenses
- B. Renewal:
 - i. No Renewal Licenses

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Lettau

Motion: Motion to move up Item X (A) to address business in that section.

Vote: Motion made by unanimous consent to approve Item X (A) being addressed.

- C. The following parties have a renewal application for a Class “B” license to sell fermented malt beverages, and a “Class B” license to sell intoxicating liquors is on file in the Town of Clayton, Clerk’s Office for the licensing period July 1, 2014 through June 30, 2015, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:
 - i. Christopher R.D. Clauson (dba The Larsen Tavern), 8338 County Road T, Larsen, WI 54947.

Agent: Christopher Clauson

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Geise

Motion: Motion that we table Item (C) to the July 16th, 2014 Town Board meeting.

Vote: Motion made by unanimous consent to table this item.

D. The following party has applied for a Temporary Amendment to the service area (August 15th and 16th, 2014) for an existing Class “B” license to sell fermented malt beverages, and a “Class B” license to sell intoxicating liquors in the Town of Clayton:

- i. Pubs and More, LLC (dba Headliners Bar and Grill), 2788 Towne Court, Neenah, WI 54956.

Agent: Kenneth R. Zastrow

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Schmidt

Motion: Motion to approve a Temporary Amendment.

Vote: Motion made by unanimous consent to approve a Temporary Amendment.

VIII. Business referred by the Plan Commission:

Town Board receipt, review, and consideration of Plan Commission Referrals (second Town Board meeting of the month):

- A. No Referrals

IX. Business referred by the Green Space Committee:

Town Board receipt, review, and consideration of Green Space Committee Referrals (first Town Board meeting of the month):

- A. Green Space Committee recommendation to the Town Board on a partial enclosure of the Larsen Road ditch adjacent to the Clayton Park entrance.

- Discussed advantages of enclosing ditch.
- Discussed considering two entrances or enlarging existing entrance and putting an island to define entrance and exit to Park. Discussed future plans.

Vote: Motion made by unanimous consent to approve a partial enclosure of the Larsen Road ditch.

- B. Green Space Committee recommendation to the Town Board on changing the Committee meeting time and date from 7:00 P.M. on the third Thursday of the month to 5:30 P.M. on the second Wednesday of the month.

Vote: Motion made by unanimous consent to change the day and time of the Green Space Committee monthly meetings.

X. Business:

- A. Discussion/Action: Town Board review and consideration of Resolution 2014-008 A Resolution approving the purchase of some of the eastern portion of the Larsen Tavern property located at 8338 CTR “T”, Larsen, WI, 54947 and specifically identified as #006-0535-03 in the Town of Clayton, County of Winnebago.

The Town Chair will present the results of any negotiations and any proposals or offers to the Board at the Wednesday, July 2nd, 2014 meeting. Prior to the Chair’s presentation, the Board will need to make a decision on negotiating in public or scheduling a Closed Session Meeting to review the Chair’s material. If the Board chooses to negotiate in public, staff and the Town’s Attorney will be available to advise the Board on the process. If the Board wishes to hold a closed session the Administration will schedule the meeting as directed.

- Administrator Johnston discussed meeting with Mr. Clausen on June 26th, 2014.
- Discussed dollar amount agreed upon subject to board approval. Chair Luebke discussed original offer to purchase and the pros of purchasing the property.
- The amount of the offer is \$20,000 (.46 cents per square foot).
- Mr. Clausen thanked the board for considering this purchase.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion: Motion that we proceed with the purchase of the eastern portion of the Larsen Tavern property located 8338 County Road T, Larsen, WI specifically identified as 006-0535-03, in the Town of Clayton, County of Winnebago in the State of Wisconsin with the Offer to Purchase in front of us at a price not to exceed \$20,000.

Vote: Motion made by unanimous consent to approve purchase of land from the Larsen Tavern.

Chair requested roll call vote:

Supervisor Schmidt: Aye

Supervisor Lettau: No

Supervisor Geise: Aye

Supervisor Grundman: No

Chairperson Luebke: Aye

Vote: Motion carries 3 to 2

Five minute recess taken and meeting resumed at 7:47 p.m.

- B. Discussion/Action: Town Board review and consideration of a request by Property Operations LLC, dba Westridge Golf Club for a refund of their Class “B” license to sell fermented malt beverages, and a “Class B” license to sell intoxicating liquors License Application Fee.

Attached please find a copy of a request for a refund of the Liquor License Application Fee from Westridge Golf Club, LLC. The application fee of \$575.00 covers the Town’s cost for staff time, the background checks, the newspaper publication, etc. The Administration is of the opinion that staff processed the application in a timely and diligent fashion and that other than technical issues with the application, that could be resolved with the applicant’s help, staff would have recommended the award of the license. Based on the Board’s action denying the application, the Administration is recommending that the Board deny the request for a refund of the Liquor License Application Fee of \$575.00. If the Board agrees with the recommendation, a motion would be in order to deny the request by Property Operations LLC, dba Westridge Golf Club for a refund of their Class “B” license to sell fermented malt beverages, and a “Class B” license to sell intoxicating liquors License Application Fee of \$575.00.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion: Motion that we deny the request by Property Operations LLC, dba Westridge Golf Club for a refund for their Class “B” license to sell fermented malt beverages, and a “Class B” license to sell intoxicating liquors License Application Fee of \$575.00.

Vote: Motion made by unanimous consent to deny refund of the Liquor License Application Fee from Westridge Golf Club, LLC.

- C. Discussion/Action: Town Board review and consideration of converting the Town’s probationary Teamsters Union Local 662, represented Public Works Employee to a regular full time represented Public Works Employee at the Union Contract, Laborer wage rate following the completion of the 6-month probationary period.

The Board authorized the Administration to hire Dylan Meyer (Dylan) as a Public Works Department laborer starting on January, 2nd, 2014. The Town’s Contract with the Teamsters Union Local 662 carries a 6-month probationary period. The Town’s Public Works Foreman (Scott) has indicated that he is happy with Dylan’s performance and would like to convert Dylan to a full time, regular, represented employee. The Administration agrees with Scott’s assessment and is recommending that the Board convert Dylan to a regular, full time, represented Public Works Employee at the Union Contract, Laborer wage rate \$18.00 per hour as of July 3rd, 2014. If the Board agrees with staff’s recommendation, a motion would be in order to convert Dylan Meyer to a regular, full time, represented Public Works Employee at the Union Contract, Laborer wage rate of \$18.00 per hour as of July 3rd, 2014.

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Lettau

Motion: Motion to convert Dylan to a regular, full-time Public Works employee as a Union Contract laborer as of July 2nd, 2014.

Vote: Motion made by unanimous consent to convert Dylan to a regular, full-time Public Works employee as a Union Contract laborer as of July 2nd, 2014.

- D. Discussion/Action: Town Board review and consideration of a request by staff to modify the Town’s Snow Plowing Policy, to adjust the type of plowing equipment used, and to adjust the schedule for replacing the Town’s snow plowing equipment.
- As a part of the hiring and training process for Dylan Meyer (Dylan) the Administration and the Town’s Public Works Foreman used the Town’s F550 with the V-plow to familiarize Dylan with the roads in the subdivisions. Staff used this process in order to separate the task of becoming familiar with the Town from learning how to plow with a large truck and a wing. The training process worked well and staff has received a significant number of compliments on using the smaller plow in the subdivisions. The smaller Plow allows staff to plow with greater accuracy and flexibility; specifically, the operator can get into smaller areas without hitting mail boxes or leaving large windrows in the road. Based on that information, staff has been discussing using this methodology on a routine basis. The Public Works Department would use the two large plows to remove snow from the mile roads in the Town and the smaller plow to clean the subdivisions. If the Board agrees to the change in the plowing process, staff would like to recommend

replacing the Town's third large plow with another F550 with a V-plow. Additionally, staff would like to add small salting units to the existing F550 and the proposed new F550. An additional benefit to this process would be the ability to hire a temporary plow driver, (i.e. the individual who mows the Town's Parks) on an "as needed" basis without requiring a CDL. The Administration has scheduled the replacement of the Town's third large plow in CY 2015 at an estimated cost of \$190,000.00. If the Board agrees with the proposed changes, staff would like to purchase a second F550 with a V-plow and salter for an estimated \$90,000.00. In addition to the truck and the salters, staff would like the Board to consider the purchase of a large diesel generator and trash pump with some of the surplus funds. Both of these pieces of equipment would serve the Town well. Funding for the proposed equipment is available from the replacement fund for the existing third large plow that is scheduled to be replaced in CY 2015. If the Board agrees with the proposed changes to the Town's plowing process and equipment, the Administration is asking for authorization to solicit proposals for the purchases and to report back to the Board with firm costs for the project.

Vote: Motion made by unanimous consent to replace this equipment in 2015.

- E. Discussion/Action: Town Board review and consideration of a proposal for the purchase of an auxiliary fuel distribution tank for the Town's F550 from L&S Truck Center.

As part of the proposed changes to the Town's equipment and plowing process, the Public Works Foreman (Scott) would like to install a diesel supply tank on the Town's existing F550. The Administration has scheduled this item as a separate purchase because it would benefit the Town regardless of what we do with the plowing process and/or equipment. The supply tank would allow Scott to carry fuel to the equipment rather than take the equipment to the fuel. The attached proposal from L & S Truck Center installs the supply tank on the Town's existing Ford F550. Staff is using L& S Ford because the truck was purchased from them and they can best install the tank without disturbing the existing equipment on the truck or voiding any warranties that may still be in place. The cost of the supply tank installed is \$2,750.26 with the funding for the purchase to come from the Truck Replacement Capital Equipment Reserve Account. Should the Board wish to proceed with this project, a motion would be in order to authorize the purchase of an auxiliary diesel fuel distribution tank for the Town's F550 from L&S Truck Center at a cost not to exceed \$2,800.00.

Vote: Motion made by unanimous consent to add a diesel supply tank to the Town's F550 at a cost not to exceed \$2,800.00.

- F. Discussion/Action: Town Board review and consideration of the Site Plan for the Drifters Snowmobile Club building at the east end of the Town Garage site.

A few months ago the Board approved the idea of allowing the Drifters Snowmobile Club (Club) to construct a storage and maintenance facility on Town owned property adjacent to the Lions Club building which is located on the east side of the Public Works Building site. Mark Bombinski would like to review the Site Plan for the project with the Board prior to starting the work on the building. Staff will have material available at the meeting for the Board's review. As a point of reference, the Administration has asked the Club to limit the impact on the paved surface to an area that the Club can repair/resurface as part of its

project. The Administration has taken this position based on the funding available to resurface the Trail Head and the Public Works Department's paved surfaces. The Administration understands that the parking surface is in need of resurfacing; however, before the resurfacing can occur some of the drainage issues with the parking area need to be repaired. This work was to be completed in phases along with the drainage improvements. At this time there is no funding available for resurfacing or drainage repair; however, staff is going to start recommending that the projects be funded over the next few budget cycles. If the Board is comfortable with the site plan as presented by the Club, a motion would be in order to accept the Site Plan and allow the Club to proceed with the project.

- Discussed site plan and proposed building as presented to board.

XI. Upcoming Meeting Attendance:

XII. Board Member Requests for Future Agenda Items:

XIII. Review of Disbursements:

XIV. Adjournment:

MOTION:

Motion made by unanimous consent to Adjourn at 8:30 p.m.

NO ACTION TAKEN

Respectfully submitted,

Laurie L. Goffard, Administrative Assistant