

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, September 3rd, 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	ABSENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Bowen	PRESENT
Town Engineer – Mike Schultz	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, August 20th, 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, August 20th, 2014.

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

V. Correspondence:

- A. August 2014 Town of Clayton Building Permit Report
- B. A copy of an article from The New York Times
- C. Wisconsin Department of Natural Resources, Managed Forestry Law report.

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

- A. County Supervisor Report
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
 - Deputies Olig and Dahm were present. Nothing to report.
- C. Clayton-Winchester Fire Department
 - Chief Rieckmann discussed the fireman's picnic on September 6th
 - They currently have 38 members. Holiday weekends have very limited coverage.
 - E-mail back from Winnebago County regarding pagers. Many of the pagers are being recalled.
- D. Larsen-Winchester Sanitary District
 - Discussion on getting Neptune reading meter
- E. Administration Comments
 - Engineer Miller reviewed engineer report. Braun Court project. Proposals to do design work for CY 2015 projects.
 - Treasurer Bowen announced that she will be leaving and going to the City of Waupaca to be their Finance Director. Discussed training Laurie on the elections and other duties.
 - Administrator Johnston discussed dealing with the transition. Intend to hire someone temporarily to get us into March of 2015. Discussed Kim coming in to cover but unable to do so at this time. Inquiries to Cadre and Accountemps to come up with ideas.
 - Supervisor Schmidt is concerned about the workers in the Ridgeway area about the work being done last year.
 - Denny Brucks on Quail Point put concrete over his driveway above the culvert which violates the ordinance which he helped write. The concrete will need to be ripped out.

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. Nicole Samplaski
 - ii. Brittany Kesselhon
 - iii. Kolton Drake
- B. Renewal:
 - i. None

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. No Referrals.

X. Business:

- A. Discussion/Action: Town Board review and consideration of Ordinance 2014-007 an Ordinance rescinding the Town’s stand alone Sign Ordinance #7.6.

Attached, please find a copy of Ordinance 2014-007 an Ordinance rescinding the Town’s stand alone Sign Ordinance #7.6. The Plan Commission did hold a Public Hearing on the proposed rescission and following that Public Hearing did recommend that the Town Board rescind the stand alone Sign Ordinance. The Plan Commission’s recommendation is based on the Board’s recent approval of a Zoning Code of Ordinances that includes a sign element. The Plan Commission based its recommendation on the fact that the sign element in the Zoning Code virtually replicates the stand alone Sign Ordinance; the single most significant change with the Zoning Code is that sign applications are approved administratively with an appeal process. If the Board agrees with the Plan Commission’s recommendation, a motion would be in order to approve Ordinance 2014-007 and to direct staff to publish and file the appropriate documentation.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion: Motion to approve Ordinance 2014-007 and direct staff to publish and file the appropriate documentation.

Vote: Motion made by unanimous consent to approve Ordinance 2014-007.

Chair requested roll call vote:

Supervisor Schmidt: Aye

Supervisor Lettau: Aye

Supervisor Geise: Absent

Supervisor Grundman: Aye

Chair Luebke: Aye

Vote: Motion carried 4-0-1 Absent

- B. Discussion/Action: Town Board review and consideration of an Engineering scope of services proposal for the Town’s CY 2015 Capital Reconstruction projects to include the following:

- a. Wincrest Road north of CTH “II”.
- b. Acorn Road.
- c. Stormwater survey work on portions of Windfield Drive, Fairwinds Drive, and Memory Lane.
- d. Stormwater survey work on portions of Sunburst Lane and Breezewood Lane.

Attached, please find scope of services proposals from the Town’s Engineer for the listed projects. The projects can be summarized as Capital Projects and Stormwater Utility Projects.

The Capital Projects are Wincrest Road north of CTH II and Acorn Road (see attached maps) and include ditching, drain tile, and pulverizing and repaving the roadway. The engineering costs for this project are \$7,241.00. The \$7,241.00 cost includes \$3,341.00 for Geotechnical Investigation (soil borings). The soil borings are needed to confirm the substructure of the road prior to engineering the project. The Administration is

recommending that the funding for this work come from the Town’s CY 2014 General Obligation Borrowing. Should the Board agree with the Administration’s recommendation, a motion would be in order to approve the Engineering Scope of Services as presented.

The Stormwater Management Utility Projects include survey work on portions of Windfield Drive, Fairwinds Drive, Memory Lane, portions of Sunburst Lane, and Breezewood Lane (see attached maps). These are the areas where staff will be doing stormwater utility work next year. The cost for the survey work is \$8,800.00 with funding for the work to come from the Town’s Stormwater Management Utility. Should the Board agree with the Administration’s recommendation, a motion would be in order to approve the Engineering Scope of Services as presented.

Please be advised that the Administration intends to add Oakcrest Drive from Woodenshoe Road to Woodenshoe Road as part of the Town’s CY 2015 Capital Projects and that the roads in both the Plat of Oak Openings and the Plat of Oakcrest Manor are likely to be double chip sealed in anticipation of the possibility of extending municipal sanitary sewer and municipal water to the area in the next 3 to 5 years.

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Schmidt

Motion: Motion to approve the Engineering Scope of Services as presented.

Vote: Motion made by unanimous consent to approve the Engineering Scope of Services as presented. Motion carried 4-0-1 Absent

- C. Discussion/Action: Town Board review and consideration of renewing a Contract with Clean Water Testing for providing a discounted well water testing program in the Town of Clayton.

In the past, the Town has offered discounted water and radon testing services to Town residents on a cost pass-through basis. Specifically, the Town residents using the testing service pay the discounted cost directly to the service provider. Attached, please find a copy of a proposal from Clean Water Testing, LLC; staff has solicited this proposal with the intent of continuing to offer this service. Over the course of the past years, staff has received a number of queries relative to the water testing and radon testing services. The number of queries has diminished over time to the extent that the value of the project is questionable. Rather than allowing the services to be discontinued, the Administration is respectfully asking the Board if it would like to restart the programs or allow them to go by the wayside. If the Board would like to offer the water and radon testing services staff will advertise the service in the Town’s newsletter and in the mailing for the Town’s tax bills. If the Board would like to move forward with the testing services, a motion would be in order to approve the Clean Water Testing, LLC Contract and to direct staff to advertise the testing services to the Town’s residents.

NO ACTION TAKEN

- D. Discussion/Action: Town Board review, consideration and direction to staff relative to the Town's options for disposing of the Elmer property located at 8328 CTR "T", Larsen, WI 54947 and specifically identified as Tax ID# 006-0535-06-02 in the Town of Clayton, County of Winnebago.

The Town Chair asked that this item be placed on the Board's agenda in order to allow the Board to discuss the issue and give staff direction relative to the process it should follow. Based on the Board's earlier discussion, it may want to direct staff to solicit costs for demolishing the building, abandoning the utilities, clearing the site, and to place a value on the vacant lot. Additionally, the Board may wish to direct staff to provide a site plan showing how the Town would use the property if it were to be attached to the yard waste site area.

- Table this issue to the next meeting.

- E. Discussion/Action: Town Board review, consideration and direction to staff relative to the Town's continued interest in purchasing property from Christopher Clauson, 8338 County Road T, Larsen, WI 54947.

The Town Chair asked that this item be placed on the Board's agenda in order to allow the Board to discuss the issue and give direction to staff relative to the process it should follow. Mr. Clauson has indicated that he is still interested in selling some of the back of the property in question to the Town. The Administration is concerned that the Town will need clear title to any property it may purchase. In order to start the process the Board may want to give the Chair authorization to negotiate an offer to purchase that is subject to Town Board approval. The Board may also want to direct staff to work with the Town's Attorney to provide the Board with the documentation required to guarantee a clear title and a legal purchase of any property. For planning purposes the Administration will include the Clauson property in the site plan process.

- Discussed the board giving the Chair and Administrator authority to negotiate the sale on the property.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Lettau

Motion: Motion made to give the Chair and Administrator authority to speak with the property owner, Chris Clauson.

Vote: Motion made by unanimous consent to negotiate the Clauson property sale.

Motion carried 3-1-1.

XI. Upcoming Meeting Attendance:

XII. Board Member Requests for Future Agenda Items:

- Discussed property owner (Dennis Brucks) on Quail Point Road that put cement driveway to asphalt and possibility of court action. Add to the September 17, 2014 agenda.
- Discussed citation books and assigning responsibility.
- Discussed green plastic fence around pond at 8094 Coleman Ridge.
- Assigning a process and responsibility for active enforcement of ordinances.
- Ridgeway project from 2013 some residents want their ditches cut back and they pay the cost.

XIII. Review of Disbursements:

XIV. Adjournment:

MOTION:

Motion made by unanimous consent to Adjourn at 8:25 p.m.

NO ACTION TAKEN

Respectfully submitted,

Laurie L. Goffard, Administrative Assistant