

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, September 17<sup>th</sup>, 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 Attorney Simon	PRESENT
Town Engineer – Mary Jo Miller	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, September 3<sup>rd</sup>, 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, September 3<sup>rd</sup>, 2014. Correction to show that Mary Jo was in attendance, not Mike Schultz.

**MOTION:**

Motion by: Supervisor Lettau

Seconded by: Supervisor Schmidt

Motion: Motion to accept the minutes of September 3, 2014 meeting minutes with corrections.

Vote: Motion made by unanimous consent to approve the September 3, 2014 meeting minutes.

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

V. Correspondence:

- A. Correspondence from the Winnebago County Zoning Department.

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

- A. County Supervisor Report
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
  - Discussed accident on Pioneer Road and the ongoing investigation.
- C. Clayton-Winchester Fire Department
- D. Larsen-Winchester Sanitary District
- E. Administration Comments
  - Chair Luebke discussed work vehicles being parked on Pioneer Road. Property owner mentioned it to the guys parking vehicles there and they did nothing.
  - Engineer Miller discussed her engineering report. Work to tentatively be done in the middle of October. Work being done on Oak Openings and being moved to Oakcrest subdivision.
  - Administrator Johnston reported on Public Work's progress in Oak Openings and Oak Crest Manor. Reviewed paving and curb work, long range planning and the Oakridge Road culvert.
  - Treasurer Bowen working to close the August 2014 financial books.
  - Attorney Simon had nothing to report.
  - Supervisor Lettau asked about the culvert on Center north of County Road II

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
  - i. Brynn Ecklund
  - ii. Whitney Evers
- 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. Plan Commission recommendation to the Town Board on an application submitted by the petitioners, Rodger A. and Janet J. Cavanaugh, 3910 Fairview Road, Neenah, WI 54956, for an amendment to an existing Conditional Use permit to operate a wedding and event facility on property zoned A-2 (GENERAL AGRICULTURE DISTRICT). The property is located at 3910 Fairview Road, Neenah, WI 54956 and specifically described as Tax ID # 006-0267, being located in Section 9, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
  - Reviewed original conditional use permit verbage and will be meeting with neighbors and Cavanaugh's to resolve the issue.

**NO ACTION TAKEN**

- B. Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) Application submitted by Ross and Katie Thompson, 8950 Center Road, Neenah, WI 54956, for property located at 8950 Center Road, Neenah, WI, 54956 and specifically identified as Tax ID # 006-0296 being all of Lot 1 of Certified Survey Map No. 4090 as recorded in volume 1 of Certified Survey Maps on Page 4090 as Document No. 1030062 and being part of the southwest ¼ of the southwest ¼ and the northwest ¼ of the southwest ¼ of Section 10, Township 20 North , Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

**MOTION:**

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion: Motion that we approved the Certified Survey Map submitted by Ross and Katie Thompson, 8950 Center Road, Neenah with all staff recommendations and Commission recommendations.

Vote: Motion made by unanimous consent to approve the Certified Survey Map of Ross and Katie Thompson.

- C. Plan Commission recommendation to the Town Board on proposed amendments to the Town’s Access Control Ordinances including, but not limited to, the driveway separation requirements of the Ordinance.
  - Plan Commission recommends approval.

Motion made by unanimous consent to forward to the October 1, 2014 meeting

- D. Plan Commission recommendation to the Town Board on the proposed rescission of the Town’s stand-alone Site Plan Ordinance.
  - Plan Commission recommends moving this agenda item to the October 1, 2014 meeting.
- E. Plan Commission recommendation to the Town Board on a Wisconsin Court of Appeals decision relating to Farmland Preservation Zoning Ordinances.

**NO ACTION TAKEN**

Compliment to the Plan Commission.

**Agenda Item VIII – A through E**

Attached, please find a copy of the Draft Minutes from the Wednesday, September 10<sup>th</sup>, 2014 Plan Commission Meeting. The Board will find the details of the Commission’s actions listed in the Draft copy of the Meeting Minutes. The Commission’s motions are summarized in the following list of agenda items:

**Business**

**Plan Commission Action:**

Plan Commission recommendation to the Town Board on an application submitted by the petitioners, Rodger A. and Janet J. Cavanaugh, 3910 Fairview Road, Neenah, WI 54956, for an amendment to an

existing Conditional Use permit to operate a wedding and event facility on property zoned A-2 (GENERAL AGRICULTURE DISTRICT). The property is located at 3910 Fairview Road, Neenah, WI 54956 and specifically described as Tax ID # 006-0267, being located in Section 9, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Based on the information available in the Town's archives and advice from staff and the Town's Attorney, the Commission made a finding-of-fact that the Cavanaugh's do have an existing non-conforming Conditional Use Permit. Additionally, the Plan Commission has directed staff to schedule a meeting between the Cavanaugh's, area residents and Plan Commission representatives to negotiate parameters to the existing Conditional Use Permit that define and voluntarily limit what activities the Cavanaugh's can have on their property. This activity is to be negotiated prior to bringing the Commission's recommendation to the Town Board.

**MOTION:**

Motion by: Commissioner Haskell

Seconded by: Commissioner Linsmeier

Motion: That the findings do show that a Conditional Use Permit does exist. Based on those findings-of-fact the motion goes on to recommend that a representative of the Plan Commission, the Cavanaugh's and the neighborhood should meet to discuss the conditions of said Conditional Use Permit and define those conditions. If the group is unable to agree or come to consensus, the Plan Commission and the Town Board will be required to step in and make the decision.

Vote: carried by unanimous voice vote.

**Plan Commission Action:**

Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) Application submitted by Ross and Katie Thompson, 8950 Center Road, Neenah, WI 54956, for property located at 8950 Center Road, Neenah, WI, 54956 and specifically identified as Tax ID # 006-0296 being all of Lot 1 of Certified Survey Map No. 4090 as recorded in volume 1 of Certified Survey Maps on Page 4090 as Document No. 1030062 and being part of the southwest ¼ of the southwest ¼ and the northwest ¼ of the southwest ¼ of Section 10, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

**Plan Commission Recommendations:**

The Plan Commission has recommends approval of the proposed CSM subject to the following staff conditions:

1. Requiring that Lot-1 of the proposed CSM be re-zoned to R-1 (Rural Residential District).
2. Requiring that final approval of the proposed CSM be contingent on meeting the access requirements of the Town's revised Access Ordinance and approval by the Town Board of the proposed revisions to the Town's Access Ordinance.
3. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

**MOTION:**

Motion by: Commissioner Schmidt

Seconded by: Commissioner Haskell

Motion: Motion that we approve the Certified Survey Map (CSM) submitted by Ross and Katie Thompson, 8950 Center Road, Neenah, WI with all staff recommendations.

Vote: Motion carried by unanimous voice vote.

**Plan Commission Action:**

Plan Commission recommendation to the Town Board on proposed amendments to the Town’s Access Control Ordinances including, but not limited to, the driveway separation requirements of the Ordinance.

**MOTION:**

Motion by: Commissioner Jesse

Seconded by: Commissioner Eckstein

Motion: To revise the Access Control Ordinance and refer the document to the next Town Board meeting

Vote: Motion carried by unanimous voice vote.

**Plan Commission Action:**

Plan Commission recommendation to the Town Board on the proposed rescission of the Town’s stand-alone Site Plan Ordinance.

Given some of the activities with Town staff the Administration will be distributing a CD with the finalized version of the Town’s Zoning Code of Ordinances to the Commission following its Wednesday, September 10<sup>th</sup>, 2014 meeting with the intent of referring the agenda item to the Commission’s October 2014 meeting. Should any of the Commissioners wish to start their review process prior to the September meeting the revised Zoning Code of Ordinances is available on the Town’s internet Home Page.

**NO ACTION TAKEN**

**Plan Commission Action:**

Plan Commission recommendation to the Town Board on a Wisconsin Court of Appeals decision relating to Farmland Preservation Zoning Ordinances.

The State’s Court of Appeals has published an opinion that significantly impacts Shoreland Zoning and, by inference, Farmland Preservation Zoning in the State. There is little the Town can do at this point; however, staff would like to review the effect of the Court’s ruling on the Town’s Zoning Code of Ordinances and the enforcement of that Code.

**NO ACTION TAKEN**

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 update on the improvements to the Clayton Park Pavilion, and review of the scheduling for the balance of the proposed Clayton Park improvements.
  - Reviewed Green Space comments/recommendations.

**NO ACTION TAKEN**

X. Business:

- A. Discussion/Action: Town Board receipt and acceptance of the resignation of Ms. Tori Bowen from the position of Treasurer for the Town of Clayton. Ms. Tori Bowen will be distributing her resignation from the position of Treasurer for the Town of Clayton at the Board Wednesday, September 17<sup>th</sup>, 2014 meeting. By this time the Board will have completed Ms. Bowen’s exit interview and the only step that it will need

to complete is formal acceptance of the resignation document. Please be advised that Ms. Bowen is submitting her resignation in order to accept the position of Finance Director for the City of Waupaca.

**MOTION:**

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion: Motion that should Ms. Bowen accept the position of Finance Director for the City of Waupaca the Chair can accept her resignation.

Vote: Motion made by unanimous consent to approve

- B. Discussion/Action: Town Board review and consideration of converting the Town's Administrative Assistant from a probationary employee to a full time at will employee with an adjustment in pay from \$12.50 to \$13.00 per hour. Based on the staffing changes in the Town Office, the Administration is recommending that Ms. Laurie L. Goffard be brought on to Town Staff as a regular, full-time, at-will employee and be given the position of Administrative Assistant. This action will end Ms. Goffard's probationary period and increase her rate of pay from \$12.50 per hour to \$13.00 per hour. If the Board agrees with the Administration's recommendation, a motion would be in order to approve the transition of Laurie L. Goffard from a probationary employee to a full-time, at-will employee with a rate of pay of \$13.00 per hour starting with the next regular payroll period.

**MOTION:**

Motion by: Supervisor Lettau

Seconded by: Supervisor Grundman

Motion: Motion that we approve the transition of Laurie L. Goffard from a probationary employee to a full-time, at-will employee at the rate of pay of \$13.00 per hour starting with the next pay period.

Vote: Motion made by unanimous consent to approve the transition of Laurie Goffard to a full-time, at-will employee.

- C. Discussion/Action: Town Board review and consideration of appointing the Town's Administrative Assistant as Deputy Clerk for the Town of Clayton. Presumably the Board will have brought Ms. Laurie L. Goffard on as a regular, full-time, at-will employee in the position of Administrative Assistant. At this time the Administration is recommending that Ms. Goffard be appointed as Deputy Clerk for the Town of Clayton. The Administration's recommendation is based on the State's SVRS election reporting and control system requirements; specifically, the SVRS system requires that the individual using the system be an appointed Clerk or Deputy Clerk and a registered voter in the State. As the Board knows, I am a Canadian citizen and not eligible to vote in the United State and/or the State of Wisconsin. Appointing Ms. Goffard as Deputy Clerk will resolve the issues with the SVRS system in much the same way as appointing the Treasurer as Deputy Clerk resolved them in the past. If the Board agrees with the Administration's recommendation, a motion would be in order to appoint Ms. Goffard, the Town's Administrative Assistant, as the Town's Deputy Clerk.

**MOTION:**

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion: Motion to appoint Laurie Goffard from the Town's Administrative Assistant to the Town's Deputy Clerk.

Vote: Motion made by unanimous consent to approve Laurie Goffard being appointed to the Town's Deputy Clerk.

- D. Discussion/Action: Town Board review and consideration of the Administration's plan to hire a temporary contract employee through CADRE to replace the Town's Treasurer for a six month period with the intent of hiring a full time regular employee in March or April of CY 2015.

Attached please find a copy of the resume for the individual originally hired for the position of acting Town Treasurer by the Administration and the Town Chair.

Unfortunately the individual was offered full time regular employment and has elected the security of a full time job with benefits rather than the temporary position. The Administration will be starting the process over and as in the past it will be using a temporary employee service to fill the position in anticipation of hiring a full-time, at-will, regular employee. The main difference in the Administration's process this time is that the temporary employee is a Limited Term Employee (LTE) not a temp-to-hire employee. The Town Chair and staff have hired Ms. Robin Couch as the Town's financial LTE at a rate of pay of \$18.00 per hour. The change in the Administration's process is based on the lack of time to commit to the interview and hiring process. Specifically, the Town Treasurer will be moving on during the first week of October. If staff were to go through a formal hiring process it would lose the opportunity to have the current Treasurer (Tori) train the replacement employee. Using the LTE process allowed the new employee to start work on Thursday, September 11<sup>th</sup>, 2014. This timeline gives Tori the opportunity to spend several weeks training the new employee. The use of the LTE process does not commit the Town to hiring anybody during the term of the LTE employee. After the Budget, the General Election, and the Tax Collection process, the Administration expects to hire a full-time replacement for Tori. This timeline will allow staff and the Personnel Panel to commit to a process that will give the Town a quality employee who will have the needed experience to move the Town's financial process forward. Please be advised that this process does not eliminate the LTE from applying for the job.

- Lengthy discussion regarding the difference on temp to hire vs. simply being a long-term temporary employee.

Motion approved by unanimous consent.

- E. Discussion/Action: Town Board review and consideration of the Town Engineer's recommendation relative to replacing the stormwater management culvert in Larsen Road just east of Oakwood Avenue.

Attached, please find a copy of an e-mail from the Town's Engineer relative to replacing the stormwater management culvert in Larsen Road just east of Oakwood Avenue. At the June 18<sup>th</sup>, 2014 Town Board Meeting the Board approved the engineering proposal for the referenced culvert replacement. At this meeting the Board is being asked to select an option from the Engineer's offerings. The Administration has two issues with being asked this question at this time:

First, why so late? Staff was going to replace the culvert this year. However, given that the permits have not yet been applied for, staff will not have time to replace the culvert in CY 2014.

Second, the Administration made a recommendation to the Board, and the Board approved that recommendation. If the Town Engineer wanted to ask this question would it not have made more sense to ask the question at the beginning of the process instead of at the end?

The Administration does not object to the question, only to the timing. Had it been asked up front we would know what permits to apply for. Additionally, the Administration has always recommended that the Board go to the upper end of the process when replacing infrastructure that has a 30-year plus life expectancy, especially when the County will be funding 50% of the project costs. At this time the Administration is recommending that staff ask the County Highway Commissioner if he is willing and able to carry over the CY 2014 Bridge Aids Funds to CY 2015. If agreed to, this option will allow the Town to do the work with force account labor in CY 2015. The Administration respectfully asks the Board for direction relative to the Engineer's question and the timing of replacing the culvert.

- Lengthy discussion regarding the future culvert replacement on Larsen Road. Open bottom culvert discussed.
- Per unanimous consent discuss next year (2015).

F. Discussion/Action: Town Board review and consideration of a landscaping restoration proposal for the ditching and stormwater management work being completed by Town staff in the Plat of Oak Openings.

Attached, please find a copy of a Landscaping Proposal for the above referenced work submitted by Landscapes Unlimited in the amount of \$8,245.00. The Administration did solicit additional comparable quotes from A-1 Maintenance that came in at \$8,920.50. The quotes and the change in process were prompted by a question asked by a resident in the Plat of Oak Openings. The resident pointed out to staff that they were at a logical breakpoint in the project and that they should concentrate on the restoration of the work that was finished and come back next year to complete the second phase of the project rather than destroying all of the ditches and not being able to restore them until CY 2015. The Administration reviewed the question with staff and came to the conclusion that the resident's point was valid and solicited the landscaping quotes. Based on conversations with the Town Chair, the Administration did proceed with the project; however, formal approval by the Board would be advisable. This process will allow staff to finish the culvert replacement projects in Oakcrest Manor and Oakridge Road, additionally it will free up staff time to clean the ditch on the WIOWASH Trail and install the culvert for the Drifters Project. If the Board wishes to continue with the project as recommended a motion would be in order to approve the project with the funding to come from the Town's Stormwater Management Utility.

- Approved by unanimous consent.

G. Discussion/Action: Town Board review and consideration of a proposal solicited by the Administration to complete some minor (600 linear feet) stormwater management drain tile installation on Quail Point Road and in the Plat of Sunburst Estates.

Attached please find two proposals in the amount of \$4,550.00 from Statewide Trenching LLC for projects on Quail Point Road and Sunburst Estates. The projects details are as follows:

1. The Quail Point Road project involves placing and daylighting drain tile along the south property line of the residence at 8309 Quail Point Road. As part of Phase-1 of the reconstruction process drain tile was placed in the ditch adjoining the property; this ditch was terminated in a standpipe approximately 25+/- feet from the drainage course that takes the water to the west. The Administration has some concerns with water standing in the drain tile during the winter months. The proper way of dealing with the issue would be to clear cut the vegetation in the drainage course and reshape the drainage course. This work would be similar to the work done in the Sunburst area. The adjacent property owners do not want to give up the privacy created by the vegetation and more importantly the cost would be significantly higher than the cost of the drain tile. The process used by the contractor does significantly less damage to the landscaping in the area. The Administration is recommending that the Board authorize the work because staff does not have the tools to work in a landscaped area without causing significant damage to the landscaping.
2. The work in the Plat of Sunburst Estates consists of placing drain tile in the drainage swale that takes stormwater to the detention pond on the northwest side of the development. This project will allow the drain tile placed by staff to outfall by the pond. Ideally, staff would have started the project by installing this tile before moving into the ditches in the subdivision. The Administration is recommending that the Board approve this work so that in spring, staff can move forward with the work in the subdivision ditches knowing that the drain tile will have an outfall in the area of the stormwater management pond. If the Board agrees with the project as proposed, a motion would be in order to approve the proposal at a cost not to exceed \$4,550.00, with the funding to come from the Town's Stormwater Management Utility Budget.

- Approved by unanimous consent.

H. Discussion/Action: Town Board review and consideration of an e-mail from County Highway Commissioner, Ernie Winters relative to signage on Pioneer Road and CTH "II" in the Town of Clayton.

Attached please find a copy of an e-mail to the Town Administrator from the County Highway Commission relative to the signage on the intersection of CTH II and Pioneer Road. Please be advised that the intersection in question is in the County's jurisdiction. As the Board knows, this is the intersection that had a fatality accident in the past weeks. Area residents and individuals responding to the articles in the area newspaper have been attributing blame to the signage and the visibility of the signage at the intersection. The Highway Commission is asking the Board if they would like to formally visit the signage issue; this process would start with the Commissioner's Office reviewing the accident history at the intersection and applying the County's warrant system to the data. The Administration is recommending that the Board ask the Commissioner to formally look at the issue and report back to the Board on his Department's findings.

- Approved by unanimous consent.

I. Discussion/Action: Town Board review and consideration of a request by a Town resident to place a hidden driveway sign in the area of 3804 Fairview Road in the Town of Clayton. Attached, please find copies of the e-mail received by the Administration relative to this issue; also attached are photographs of the area from both sides of Fairview Road. Staff has looked at the area and agrees that the driveway in question is just west of the crest of a small hill on Fairview Road. However, based on the site visit and the photographs, the Administration believes that a significant improvement could be made to the visibility of the access point by clearing the line of sight from the vegetation and over growth. Should the Board wish signs to be placed in the appropriate areas, however; it should be understood that a proliferation of signs is confusing to drivers and that drivers do not moderate their speeds based on signs: they moderate their speeds based on enforcement. Since the Town does not have a traffic enforcement function it would have to depend on the County for active enforcement. As most of the County Sheriff's Officers who attend the Town Board meetings have indicated, they are charged with enforcement over a large area and can dedicate little time to active enforcement of specific traffic concerns. If the Board would like staff to complete a traffic warrant study of the area, the Administration will ask the County Highway Commissioner to assist with the process and report back to the Board with the results and recommendations of the study.

- Approved by unanimous consent to send letter to resident regarding clearing the trees.

J. Discussion/Action: Town Board review and consideration of placing an ARMCO or similar type of barrier in front of the stormwater management pond on Ridgeway Drive as part of the Town's CY 2014 Capital Reconstruction project.

The Administration has received a request from an area resident to place a fence on the street side of the stormwater management pond in the Ridgeway Subdivision. Based on a site visit with the Town Chair, the Administration agrees that the pond could be dangerous if traffic moving north on Ridgeway Drive were to lose control and climb the curb in the area of the stormwater management pond. However, the Administration believes that an ARMCO like barrier would be more appropriate than a fence. The barrier could be placed off the curb so that only a significant intrusion would result in damage to a vehicle caused by the barrier (see attached diagram). Should the Board agree with the proposed barrier, staff would research the cost and install the device with force account labor. Please be advised that the cost will not be insignificant and that the device will need to meet the requirements of the approved traffic control devices manual. Should the Board agree with the proposed barrier, a motion would be in order to direct staff to proceed with the project and report back to the Board on the costs of the device and the estimated costs of installation.

- Dawn Hartl, Westfield Ridge. Expressed concern for immediate temporary barrier until permanent barrier was in place.
- Administrator Johnston stated temporary barrier will go up tomorrow, September 18<sup>th</sup>, 2014. Will place Chevrons on permanent barrier
- Engineer Miller stated that the plans do not show the curb on the outside area.

K. Discussion/Action: Town Board review and consideration of the enforcement of the Town's prohibition on concrete driveway aprons in the Town of Clayton. Attached, please find copies of the past three iterations of the Town Minimum Road Standards Ordinance. All three of these documents prohibit concrete driveway aprons and structures in the right-of-way. In the past the Town has been lax in enforcing these restrictions, however, past practices do not prohibit the Town from enforcement of its ordinances in the present. This position should be confirmed by the Town's Attorney. It appears that in the past few weeks two individuals have placed concrete aprons in the Town's right-of-way: one on Quail Point Road and the other on Oakwood Avenue south to STH 10. The apron on Quail Point Road has generated complaints from area residents where the Town has removed their concrete aprons and intends to replace them with asphalt aprons. There is a concern for the Administration because of the area and the speed of the plows during snow removal activities. The Administration is respectfully asking the Board for direction relative to enforcement of the Town's Minimum Road Standards Ordinance and the requirement that these concrete aprons be removed by a date certain. Additionally, the Administration would like to review the permitting of work in the right-of-way and how to advertise these requirements to the contractors and the public.

- Emerald Valley forward regarding concrete.
- Strawberry Estates.
- Strawberry Fields.
- Ridgeway.
- Oak Openings / Oak Crest Manor.
- High Point Estates.
- Sunburst Lane.
- Extensive discussion regarding violations and enforcement of the Town of Clayton ordinances.
- Add these to the agenda for the October 1, 2014 meeting.

L. Discussion/Recommendation: Town Board review and direction to staff relative to completing the East Central Regional Planning Commission 2015 Technical Assistance Project Request Form. Staff has received the annual application for Technical Assistance from the East Central Regional Planning Commission. The Administration would like to apply for continued assistance for the possible development of Municipal Sanitary Sewer and Water Utilities in the STH 76 and USH 10 corridor. As the reconstruction of the intersection of STH 10 and USH 41 moves forward, the provision of municipal utilities to the STH 76 and USH 10 corridor becomes more important to the Town. Additionally, the provision of municipal utilities becomes critical as the possible, if not likely, incorporation of the Town of Menasha proceeds. Using the East Central Regional Planning Commission provides the Town with valuable technical assistance at little to no cost; additionally, the Commission provides the Town with an overlying agency that can mitigate many of the political hurdles that this type of project can generate. If the Board agrees with the recommendation, a motion would be in order to direct staff to apply for continued assistance for the development of Municipal Sanitary Sewer and Water Utilities in the STH 76 and USH 10 corridor.

- Approve to complete.

- XI. Upcoming Meeting Attendance:  
Elderly care  
Tuesday, September 23<sup>rd</sup>, 2014 1:00 p.m. budget meeting
- XII. Board Member Requests for Future Agenda Items:
- XIII. Review of Disbursements:
- XIV. Adjournment:  
**MOTION:**  
Motion made by unanimous consent to Adjourn at 9:28 p.m.

**NO ACTION TAKEN**

Respectfully submitted,

Laurie L. Goffard, Administrative Assistant