

# TOWN OF CLAYTON

## Regular Meeting of the Town Board of Supervisors Meeting Minutes

November 3, 2010  
7:00 p.m. – 9:10 p.m.

8358 County Road T Larsen, WI 54947

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### I. Call to Order

Called to order at 7:00 p.m. by Chairperson Luebke.  
Pledge of Allegiance recited.

Roll:	<u>Town Board</u>	
	Chairperson Luebke	PRESENT
	Supervisor Lettau	PRESENT
	Supervisor Klingenberger	PRESENT
	Supervisor Schmidt	PRESENT
	Supervisor Geise	PRESENT

Roll:	<u>Staff</u>	
	Administrator Johnston	PRESENT
	Clerk Nester-Huebner	PRESENT
	Interim Treasurer Bowen	PRESENT
	Public Works Foreman Pamerter	PRESENT
	Town Engineer Madsen	PRESENT

Meeting properly posted; three locations in the Town.

### II. Approval of Minutes

- Regular Town Board Meeting – October 20 2010  
**MOTION:** (unanimous consent) Approve Regular Town Board Meeting Minutes from October 20, 2010, as written.  
CARRIED.

### III. Open Forum – Non-Agendized Town-related Matters

- Roger Hermann (2663 Woodcrest Dr.) – Oakcrest Manor water situation regarding 8/4/2010 Board Meeting

### IV. Correspondence

- A. Public Service Commission of Wisconsin (recd 10/28/2010) – Notice of Hearing

### V. Discussion Items (No action will be taken.)

- A. County Supervisor Report – Supervisor Joanne Sievert, District 29, present: County budget set for \$6.00 versus 2009 \$5.99, Towns also assessed for three individual departments and the County is now considering combining the separate area Health Departments within Winnebago County into one Health Department
- B. Winnebago County Sheriff's Dept. – No deputy present
- C. Clayton-Winchester Fire Chief Report – Fire Chief not present: no report.
- D. Administration Comments –

Town Administrator: Town of Neenah ditching south side of Larsen Road on eastern end so water is draining to the east; next meeting Clerk's and Treasurer's performance evaluations

Clerk: Election 1725 Voters including 190 absentee voters, 121 new registrants

Town Public Works Foreman: ditching and placing topsoil on Larsen Road project, Larsen Road trail project not complete yet

Town Engineer: Larsen Road signage to be installed, working on rest of Larsen Road project

Chair Luebke: re-introduced Treasurer Bowen; Larsen Road project final paving delayed until spring

**VI. Business**

- A. **Discussion / Action** – Operator Licenses
  - Appeal – Britney R. Steinbecker (New)
  - New – Jackie M. Lee
  - New – Bryce L. Schwister

**MOTION:** (Geise, Schmidt) Approve the new operator license for Britney R. Steinbecker.  
CARRIED by unanimous voice vote.

**MOTION:** (Unanimous consent) Approve the new operator license for Jackie M. Lee.  
CARRIED.

**MOTION:** (Unanimous consent) Approve the new operator license for Bryce L Schwister.  
CARRIED.

- B. **Discussion / Action** – Town Board discussion and direction to staff on a Plan Commission report and referral on the remodeling of the existing Fire Station or the construction of a new Fire Structure in the Town of Clayton.

The map available shows locations of the Town’s Fire Hall as well as the locations of the Town’s Automatic Aid Agreement Fire Halls. It is intended to show how the Automatic Aid system works and which departments will be dispatched in the case of structure fires on the eastern side of the Town.

The map presented at the Special Meeting of the Electors will be significantly larger; multiple copies will be available for viewing. In addition to the maps, staff will prepare copies of the final version of the material presented to the Town’s Plan Commission, and at the Board’s direction, the material generated for Option C, the combined Fire Hall and Town Hall.

Subject to Board approval, Administration intends to hold the Monday, November 15, 2010, Special Electors’ Meeting in the Fire Hall. Staff will present the material generated by the Town’s Engineer.

Administration would like to have the Town’s Architect make a formal presentation of the technical materials with staff and the Fire Chief presenting issues related to the Fire Department’s use of the Fire Hall. Use of the Town’s Architect will carry a cost of \$250.00 for an additional meeting attended.

The process would start with the Plan Commission Chair making a presentation on the Commission’s process, the Town Chair presenting the Board’s process to add Option C, the presentation by the Town’s Architect, and then the Town Chari will take questions from the Town’s Electors related to possible timing and construction of any project. Administration has asked the Town’s Architect to schedule time to attend the Town’s Electors’ Meeting.

Administration would like direction from the Board relative to any other materials or information it would like to have available for the Monday, November 15, 2010, meeting.

- C. **Discussion / Action** – Town Board action on additional planning and architectural work requested by the Board to present the Town’s Electors with a third alternative to the Fire Department structure.

PRESENT: Architect Jeffrey Schulz of Martenson & Eisele (presented information on additional planning and architectural work on a third alternative to the Fire Department structure)

The Town’s Engineer has provided material that includes the cost estimate, as well as PDFs of the updated plan and elevations. Please note that the cost estimate does include the cost of a new well and the cost to demolish the existing Town Office building.

The Board needs to give staff direction relative to including this material in the presentation to the Town’s Electors at the Monday, November 15, 2010, Special Meeting of the Town’s Electors. From Administration perspective, this option is a good compromise for the Fire Hall renovations and resolves a pending major maintenance issue with the Town Office building.

Estimated Total Project Cost (2011 construction dollars) \$801,385

Notice to be sent to Town residents – November 15, 2010, Special Town Electors’ Meeting

Residents commented on item: Carol Ihde (7834 State Road 76), Patti Purcell (7980 Nicole Heights), Arden Schroeder (9458 State Road 76)

**MOTION:** (Klingenberger, Lettau) Put together a presentation for all three plans (Plan A, Plan B, Plan C) for the Special Town Electors' Meeting on November 15, 2010  
CARRIED by unanimous voice vote.

- D. **Discussion / Action** – Town Board action on approving a CY 2010 Budgeted State Trust Fund Loan with a term of five (5) years and in the amount of \$500,000.00 for the reconstruction of approximately one (1) mile of Larsen Road from Clayton Avenue to STH “76”.

Staff has completed the loan application and returned it to the State. This item is on the agenda in case the Board needs to take any further action or to authorize staff to submit more paperwork for the loan application.

Press release from Board of Commissioners of Public Lands – the Larsen Road project is approved.

No motion on this item.

- E. **Discussion / Action** – Town Board direction to staff relative to making the Town’s Assessment Roll documentation available on the Town Assessor’s Company Home page.

The Town Board directed staff to place this item on the Board’s agenda for consideration. If the Board wishes to publish the Town’s Assessment Roll on the Associated Appraisal Consultants, Inc., internet home page the cost would have to be included in the Town’s CY 2011 Budget.

Staff would add the budgetary line item in the Budget document in the amount of \$600.00, or \$50.00 per month. This process will represent a minimal change from the Town’s Published CY 2011 Budget Summary. The Administration believes that there is some benefit to publishing the assessment roll on the internet and that the value will increase over time as the public finds the documentation. Assessment information is currently available but not as conveniently as viewing the information on a personal computer screen.

Residents commented on item: Arden Schroeder

No motion on this item.

- F. **Discussion / Action** – Town Board direction to staff relative to the temporary posting Larsen Road from STH “76” to the East Town Line (Clayton Avenue) as a No Trucking road.

Administration has been advised by representatives from the paving firm for the Larsen Road project to post Larsen Road as “no trucking” until the final lift of asphalt is placed on the project. Staff has reviewed the issue and can find substantial merit in the proposal with little negative impact to the residents or businesses in the area. The posting would only apply to through trucking and not to local deliveries or to the provision solid waste and recycling services. The objective of the posting is to prevent heavy trucking from using the new road as a shortcut to CTH “CB”. The posting would only be enforced until the weight limits are removed from Town roads in the spring of CY 2011. This action would be approved by the Board by a motion on an emergency basis.

**MOTION:** (Klingenberger, Geise) Temporarily post Larsen Road from State Road 76 to the east town line as No Trucking road through the completion of the project in spring and the weight limits.  
CARRIED by unanimous voice vote.

- G. **Discussion/Recommendation:** – Town Board direction to staff relative to a request for Municipal Sanitary Sewer in the southeast quadrant of the Town.

Administration received an e-mail from a resident and his wife relative to the failure of their household septic system. The residents live in the Oak Manor subdivision in the southeast quadrant of the Town and their septic system has reached the end of its useful life and needs to be replaced. This condition is not unique given the age of the subdivision and the housing units within it.

The Town’s Engineer has provided staff with a copy of a study on the issue prepared in CY 2007. Administration would like the Board’s direction relative to the issue.

Based upon a preliminary review of the problem, the Town is at the point when it should provide sanitary sewer and water to the area by negotiating access to the City of Neenah’s water, sanitary sewer interceptor, and wastewater treatment system. This process will require the extension of utilities through the Town of Neenah. Please be advised that the negotiations may impact the schedule for planned reconstruction of the roads in the subdivision.

Residents commented on item: Jim Marsh (2608 Oakcrest Dr.), Roger Herman, Arden Schroeder

**MOTION:** (Geise, Lettau) Direct staff to start the preliminary review of the process of municipal sanitary sewer of the southeast portion of the Town and also start a grant review.  
CARRIED by unanimous voice vote.

- H **Discussion/Recommendation:** – Town Board direction to staff relative to the use of financial depositaries and risk tolerance for Municipal Funds.

Following a review of the material, the Board will need to identify its risk tolerance for deposits of Municipal Funds. This process is usually done with a Board-approved Investment and Deposit Policy. Once the Board has approved a Policy, staff will routinely manage the Town’s funds within the parameters of the Policy.

Administration would like to maximize the size of the Town’s accounts in order to maximize the interest earned on the accounts. This will require that the Town track the individual funds in the aggregated accounts and distribute the interest paid to the individual accounts on a proportional basis. The Town’s Treasurer will attend the Board’s meeting to review the attached material.

Present: Chris Kalk of M&I Bank presented an overview of services M&I Bank provides

**MOTION:** (Luebke, Klingenberger) Direct staff to develop a financial management policy and bring it back to the Board.  
CARRIED by unanimous voice vote.

- I. **Discussion/Recommendation:** – Town Board final review of the CY 2011 Budget Summary to be presented to the Town’s Electors.

Available – Town’s CY 2011 Electors’ Budget Summary, Estimated Levy Calculation sheet, and a Draft Statement of Assessment for the Town. Administration would like to review these figures with the Board to clarify the manner in which the Levy and the Mill Rate are calculated. Administration has kept the Town’s CY 2011 Mill Rate (\$2.46) at the same rate as CY 2010 (\$2.46).

Using the projected Assessed Value for the Town and the Board’s proposed Mill Rate, Administration was able to restore most of the funding (\$70,000.00) for the chip sealing in the CY 2011 Budget. Administration would like to review this process with the Board so all parties are comfortable with the results.

Estimated Assessed Value of Town = \$447,772,200 (lost over \$1 million in value from CY2009)  
Assessment Ratio = 1.035741167  
Levy to be approved by Town Electors = \$1,113,100.00  
Transportation Budget to be approved by Town Electors = \$1,252,884.70

**VII. Upcoming Meeting Attendance**

- Farmland Preservation Meetings

**VIII. Board Member Requests for Future Agenda Items – none**

**IX. Approval of Disbursements**

**MOTION:** (Unanimous consent) Approve disbursement of union dues for October and November.  
CARRIED.

**MOTION:** (Geise, Schmidt) Approve the buyout of the Town of Clayton logo floor mats for \$485.16 and terminate the contract with ITU.  
CARRIED.

**MOTION:** (Unanimous consent) Approve disbursements as presented.  
CARRIED.

**X. Adjournment – 9:10p**

**MOTION:** (Unanimous consent) Adjourn.  
CARRIED.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*