

TOWN OF CLAYTON
Town Board of Supervisors

Meeting Minutes

7:00 P.M. – 7:52 P.M. on Wednesday, January 15th, 2014

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

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- I. Call to Order:
- A. Notice Verification, Roll
 1. Town Board Vice-Chairman Geise 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	EXCUSED
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
- II. Public Hearing:
- A. No Referrals
- III. Approval of Minutes:
- A. Approval of the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, December 18th, 2013.
 - B. Approval of the Minutes of the Special Town Board Meeting held at 8:00 A.M. on Monday, December 23rd, 2013
- MOTION:**
- Motion made by unanimous consent to approve the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, December 18th, 2013.
- Motion made by unanimous consent to approve the Minutes of the Special Town Board Meeting held at 8:00 A.M. on Monday, December 23rd, 2013.
- IV. Open Forum – Non-Agendized Town-related Matters:
- A. No Referrals
- V. Correspondence:
- A. No Correspondence
- VI. Discussion Items (No action will be taken.):

- A. County Supervisor Report
 - 1. No Report
 - B. Winnebago County Sheriff's Department – Public Concerns and Issues
 - 1. No Report
 - C. Clayton-Winchester Fire Department
 - 1. No Report
 - D. Larsen Winchester Sanitary District
 - 1. No Report
 - E. Administration Comments
 - 1. Engineer
 - a. Engineer Miller will review her agenda item later in the meeting
 - 2. Administrator/Clerk
 - a. Administrator Johnston advised on tax collection updates
 - b. Snow plowing updates/issues
 - 3. Public Works Foreman:
 - a. No Report
 - 4. Treasurer/Deputy Clerk:
 - a. Treasurer Bowen advised on the tax settlements and tax refunds
 - b. Update on Banyon software and fund accounting audit
 - 5. Town Board:
 - a. Vice-Chair Geise advised on the actual amount the Town receives from tax collection versus the schools and County
- VII. Licenses and Permits:
- A. New:
 - i. No New Licenses Issued
 - B. Renewal:
 - i. No Renewal Licenses Issued
- VIII. Business referred by the Plan Commission:
- Town Board receipt, review, and consideration of Plan Commission Referrals:
- Plan Commission Chair Knapinski reporting
 - A. Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) Application submitted by John Wisnefske and Kelly Ann Boe 7812 CTR "T", Larsen, WI 54947, for property located at 7812 CTR "T", Larsen, WI 54947; specifically described as Tax ID # 006-0710-01, Tax ID # 006-0710-03, and Tax ID # 006-0710-04, being a part of the northwest ¼ of the southwest ¼ of Section 28, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- MOTION:**
- Motion by: Commissioner Jesse
Seconded by: Commissioner Haskell
Motion: To recommend approval of the CSM for John Wisnefske and Kelly Ann Boe subject to the following conditions:
- 1. Confirmation by the County Highway Commissioner's Office of the future right-of-way needs for CTH "T".
 - 2. Re-zoning Lot 1 of the proposed CSM from R-1 (Rural Residential District) to A-2 (General Farming District).

3. Payment of any fees due the Town for the CSM Approval Application and the Rezoning Application.
4. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

Motion: carried by unanimous voice vote.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Lettau

Motion to approve the CSM Application submitted by John Wisnefske and Kelly Ann Boe 7812 CTR "T", Larsen, WI with all staff recommendations

Motion carried by unanimous voice vote.

IX. Green Space – Town Board receipt, review, and consideration of Green Space Committee Referrals:

- A. No Referrals

X. Business:

- A. Discussion/Action: Town Board review and consideration of a request by the Drifters Snowmobile Club to extend the CY 2014 ClaytonFest activities to include a band and refreshments during the evening (8:00 P.M. to Midnight) of Friday, June 6th, 2014.

The Administration has been advised that the Drifters Snowmobile Club would like to extend the CY 2014 ClaytonFest activities to include a band and refreshments from 8:00 P.M. to Midnight on Friday, June 6th, 2014. The Administration has no problems with the request, however, it is taking the position that the Board needs to approve the proposed changes in the use of the municipal facilities. Additionally, Town staff will need to coordinate the setting up of the site and provide for security of the municipal facilities during the extended hours of the event. If the Board agrees with the proposed changes to the ClaytonFest event, a motion to approve the request submitted by the Drifters Snowmobile Club would be in order.

- Mark Bombinski (2595 Larsen Rd, Neenah) advised on the possible entertainment for Friday, June 6th

MOTION:

Motion made by unanimous consent to approve the request by the Drifters Snowmobile Club to extend the CY 2014 ClaytonFest activities to include a band and refreshments during the evening (8:00 P.M. to Midnight) of Friday, June 6th, 2014.

- B. Discussion/Action: Town Board review and consideration of a request by the Best Friends of Neenah/Menasha to hold the Clayton Park rental fee at \$60.00 for their 28th, Annual Best Friend Gourmet Bike Tour, scheduled to be held on Sunday, July 27th, 2014.

Best Friends of Neenah/Menasha is requesting that the Board reduce the rental fee for Clayton Park to \$60.00 for the organization's Annual Best Friend Gourmet Bike Tour. The Town's current fee for renting Clayton Park is \$80.00. Over the past few years the organization has made this request and the Board has routinely denied the request; however, a resident has made a donation to cover the rental fee for the Organization. The

Administration recommends that the Board reject the request for consideration by Best Friends of Neenah/Menasha. The recommendation is based on the uncertainty of what criteria the Board would use to agree to the consideration. Barring a Board Policy that defines the conditions that would merit consideration of the rental fee reduction, staff recommends not reducing the fee for anyone. Staff is comfortable that a donation will be made to cover the cost of renting Clayton Park by Best Friends of Neenah/Menasha. A Motion to deny the request of Best Friends of Neenah/Menasha for consideration would be in order.

- Discussed the past decisions to deny the request

MOTION:

Motion made by unanimous consent to deny the request by the Best Friends of Neenah/Menasha to hold the Clayton Park rental fee at \$60.00 for their 28th Annual Best Friend Gourmet Bike Tour, scheduled to be held on Sunday, July 27th, 2014.

C. Discussion/Action: Town Board review and consideration of the Treasurer's partial list of Tax Refunds for CY 2013 Taxes payable in CY 2014.

Attached, please find a partial list of tax refund checks that the Treasurer has prepared for the Board's approval. The refunds occur as a result of bank escrow checks that are issued for more than the property tax bill. Town Policy is to not issue a refund until the check has cleared and the Board has approved the list of checks prepared by the Treasurer. If the Board agrees with the Treasurer's recommendation, a motion would be in order to issue the refunds checks as identified on the attached list prepared by the Town Treasurer.

- Discussed reasons for overpayment

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion to approve the partial list of Tax Refunds for CY 2013 Taxes payable in CY 2014

Motion carried by unanimous voice vote.

D. Discussion/Recommendation: Town Board review and direction to staff relative to the Town's CY 2014 Capital Construction Projects that include but are not limited to the following:

- i. Phase 2 of the Ridgeway Drive Capital Reconstruction Project.
- ii. The Ridgeway Drive/Ridgeway Golf Course storm water management project.
- iii. The Braun Court Capital Reconstruction Project.

Attached, please find a copy of a memorandum from the Town's Engineer to the Board relative to the above listed agenda items. The Engineer's memorandum goes into significant detail relative to the proposed CY 2014 Capital Reconstruction Projects. The Administration has completed a preliminary review of the proposed projects with the Town's Public Works Foreman. At this time, staff is looking for direction from the Board on how to proceed with the projects. The only change in the Town's plan from CY 2013 is the addition of a Storm Water Management Utility Project at the western corner of

Ridgeway Drive. The project is intended to provide storm water management relief where the area storm water accesses the golf course property (see attached concept). The original concept called for a wet pond on the corner while the revised plan uses a dry pond; the change is necessitated by the lack of sufficient area for a wet pond. In general, staff would like to complete the storm water project in conjunction with the road project rather than using heavy equipment after the fact on a newly paved road. At this time, the Board is giving staff the authority to proceed with planning for the work. Once the plans are completed the Board will have the opportunity to consider the issues prior to authorizing bidding for the projects. The Administration is also taking the opportunity to distribute a list of the Public Works Department's work scheduled for CY 2014. The Board will have the opportunity to review the list in detail as part of the 5-Year Capital Project Plan update at a future meeting.

- Administrator Johnston explained the projects
- Discussed ditching depth
- Burt Drews (3113 County Road II, Neenah) questioned if there is pipe going under the golf course and advised of his problems with drainage

NO MOTION

- XI. Upcoming Meeting Attendance
 - A. None
- XII. Board Member Requests for Future Agenda Items
 - A. None
- XIII. Review of Disbursements
 - A. Disbursements
- XIV. Adjournment – 7:52 P.M.

MOTION:

Motion made by unanimous consent to Adjourn.

Respectfully submitted,
Jenna Prange, Administrative Assistant