

TOWN OF CLAYTON
Town Board of Supervisors

Meeting Minutes

7:00 P.M. – 9:51 P.M. on Wednesday, March 20th, 2013

Town Office 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

Town Attorney – Rich Carlson	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Engineer – Jonathan Bartz	PRESENT
Administrator Johnston	PRESENT
Town Treasurer Bowen	PRESENT

II. Public Hearing:

A. Public Hearing before the Town Board on Resolution #2013-001 A Resolution Adopting a Zoning Code of Ordinances and Zoning Map for the Town of Clayton, County of Winnebago, State of Wisconsin.

The Administration would like to advise the Board that Notice for the second Public Hearing was published on Wednesday, March 6th, 2013 and Wednesday, March 13th, 2013. Additionally, the Administration gave notice to the adjoining Municipalities of the Board's actions pursuant to Wisconsin Statutes 62.23(7) (d) 1.a. This process should have given residents ample opportunity to have public input and would meet both the letter and the spirit of the law. Relative to publishing the Draft Ordinance the Administration has posted the Draft Zoning Code of Ordinances on the Town's Home Page; additionally, each of the Notices and the Postings in the Town advise residents that a copy of the Draft Ordinance is available on the Home Page or by calling the Town Clerk's Office.

The Administration and the Town Planner have reviewed the draft document with Town Attorney, Rich Carlson (Rich). Rich has some concerns and recommendations relative to certain items in the Draft Zoning Code of Ordinances and will be in attendance at the Board's meeting to review those concerns. The Administration believes that Rich's concerns are procedural and involve the ministerial points of the Zoning Code. Therefore,

both the Town Planner and the Administration recommend that the Town correct those issues by referring Rich's concerns to the Plan Commission for consideration and recommendation to the Board prior to submitting the document to the State for approval.

In order to accommodate Rich's concerns, following approval of the Draft Zoning Code of Ordinances staff will refer the document to the County for approval and then refer Rich's concerns to the Plan Commission for recommendation to the Board. Once the Board has acted on Rich's concerns the Administration will need to start the approval process for the Farmland Preservation portion of the Ordinances. In order for local farmers to qualify for the Farm Land Preservation Program this approval process will need to be completed by the State, the County and the Board prior to December 31st, 2013.

Staff respectfully requests that the Board members bring their copies of the Draft Zoning Code of Ordinances to the Public Hearing and the meeting. Listed below please find the schedule for the implementation of a Zoning Code of Ordinances for the Town of Clayton:

1. Wednesday, March 20th: Town Board – Public Hearing (Class 2 Notice), Second Reading and Ordinance Adoption
2. Monday, April 1st: Referral to the Winnebago County Planning and Zoning Committee
3. Tuesday, April 16th: Approval by the Winnebago County Board
4. Sunday, April 28th: Town Zoning Ordinance becomes effective
5. Monday, April 29th: County Zoning Ordinance (new) becomes effective
6. Wednesday, April 10th: The Plan Commission will review and make a recommendation to the Board relative to the Town Attorney's concerns with the Draft Zoning Code of Ordinances
7. Wednesday, April 17th: The Town Board acts on the Plan Commission's recommended revisions to the Draft Zoning Code of Ordinances
8. Thursday, April 18th: Staff starts the final approval process with the State and the County

To date, staff has not received many comments in favor of, or in opposition to the Draft Zoning Code and/or the approval process. If the Board is comfortable with the Draft Ordinance and the approval process, a roll call motion would be in order to approve the document and start the approval process by the overlying districts having jurisdiction over the process.

- Town Engineer Jon Bartz discussed the Town's position on adopting a zoning ordinance and creating a Farmland Preservation ordinance
- The Town's Draft Zoning Ordinance was reviewed and the timeline was discussed
- Town Attorney Rich Carlson discussed some wording concerns he had and recommendations for enforcement
- Abe Eckstein (8654 County Rd M, Larsen, 54947) questioned the zoning of the Larsen Airport and his concerns for it becoming a campground
 - Administrator Johnston recommended taking this before the Plan Commission on April 10th, 2013. It will be added to the agenda

MOTION:

Motion by: Supervisor Lettau

Seconded by: Supervisor Schmidt

Motion made to close the Public Hearing on Resolution #2013-001 A Resolution Adopting a Zoning Code of Ordinances and Zoning Map for the Town of Clayton, County of Winnebago, State of Wisconsin.

Motion carried by unanimous voice vote

- B. Public Hearing before the Town Board on Resolution #2013-002 A Resolution Adopting an Official State of Wisconsin Compliant Records Retention Ordinance for the Town of Clayton, County of Winnebago.

Attached please find a copy of the Town's Records Retention Policy and a Draft copy of Resolution #2013-002 A Resolution Adopting an Official State of Wisconsin Compliant Records Retention Ordinance for the Town of Clayton, County of Winnebago. The proposed Records Retention Ordinance formally adopts the State's records retention requirements that are included in the Town's Policy. For clarity, the proposed Ordinance formalizes the Town's Policy by making disposition of those records controlled by the State subject to a Town Ordinance and the force of law. The Administration has recommended that the Board take this step because staff will be reviewing the Town's files and should dispose of surplus or dated records in the manner specified by the State. If the Board agrees, following the Public Hearing and the first reading of Resolution #2013-002 a motion would be in order to refer the item to a second reading and consideration by the Board at its Wednesday, April 3rd, 2013 meeting.

- Administrator Johnston discussed the process for adopting the ordinance
- Chairman Luebke questioned the effect on the public
 - Administrator Johnston stated that the old records which were normally kept, will not be available anymore

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Lettau

Motion made to close the Public Hearing on Resolution #2013-002 A Resolution Adopting an Official State of Wisconsin Compliant Records Retention Ordinance for the Town of Clayton, County of Winnebago.

Motion carried by unanimous voice vote

III. Approval of Minutes:

- A. Regular Town Board Meeting – March 6th, 2013.

MOTION:

Motion made by unanimous consent to approve the minutes of the Town Board Meeting Minutes for Wednesday, March 6th, 2013.

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

- A. Dean & Tammy Miller (4335 Stoney Ridge Trail, Oshkosh)

- Mrs. Miller expressed their concerns about the delay in snow plowing this year and gave some suggestions for improvements
- Administrator Johnston advised that most of the problem stems from reducing staff, but he advised that due to the drifting of snow and the amounts of snow received; there would have still been delays even with 3 people plowing

- Chairman Luebke advised that he is aware of the issue and it will be reviewed at the end of season in order to make improvements

V. Correspondence:

- A. None

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

A. County Supervisor Report

- 1. Supervisor Chuck Farrey Reporting
- 2. Currently 12 towns in the county will be under their own zoning ordinance
- 3. Chairman Luebke asked about the County Supervisor position that is available
- 4. Mr. Johnston briefly explained the Town of Vinland rezoning

B. Winnebago County Sheriff’s Department – Public Concerns and Issues

- 1. Deputy Glasel had nothing to report

C. Clayton-Winchester Fire Department

- 1. No Report

D. Larsen Winchester Sanitary District

- 1. Mr. Johnston stated that a meeting will be held Friday March 22nd regarding the Sanitary District billing

E. Administration Comments

1. Engineer:

- a. Engineer Miller Reporting
- b. WPS has begun the relocation of utilities on Ridgeway Dr
- c. Engineering proposals have been provided for Sunburst Subdivision and Oakcrest Subdivision improvements

2. Administrator/Clerk

- a. Mr. Johnston discussed the memo regarding a chargeback
- b. Discussed meeting with Sanitary District
- c. Looking at projects for Ridgeway Dr and other recommendations under the Town’s 5-year Public Infrastructure Plan
- d. Explained a phone call he received regarding the snow plowing budget
 - Chairman Luebke explained the Town is currently unable to raise the tax levy except for new growth and that he understands the frustration

3. Public Works Foreman:

- a. No Report

4. Treasurer/Deputy Clerk:

- a. Ms. Bowen discussed an issue with the Winnegamie Golf Course alcohol license and the process she is going through to resolve it
- b. Training on the utility billing portion of the fund accounting software will take place next week
- c. Ms. Bowen and Jenna will be going to Milwaukee on Friday 3/22 to pick up file cabinets for the Town Meeting Room

5. Town Board:

- a. Chairman Luebke read a “thank you” note from the Hong Family
- b. Flowers were sent to the Westphal Family since Milton Westphal served as a Clerk in the Town of Clayton for many years and had recently passed away. Chairman Luebke read a “thank you” letter from the family
- c. Chairman Luebke read a note from a Neenah resident regarding the absence of a parade at ClaytonFest in 2013

- VII. Licenses and Permits:
 - A. New:
 - i. No New Licenses Issued:
 - B. Renewal:
 - i. No Renewed Licenses Issued:

- VIII. Zoning – Town Board receipt, review, and consideration of Plan Commission Referrals:
 - A. No Referrals.

- 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 the Second Reading of Resolution #2013-001 A Resolution Adopting a Zoning Code of Ordinances and Zoning Map for the Town of Clayton, County of Winnebago, State of Wisconsin.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion made to approve the document Resolution #2013-001 along with the map and start the approval process by the overlying districts having jurisdiction over the process.

ROLL CALL VOTE:

- Supervisor Schmidt AYE
- Supervisor Grundman AYE
- Supervisor Lettau AYE
- Supervisor Geise AYE
- Chairman Luebke AYE

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review and consideration of the First Reading of Resolution #2013-002 A Resolution Adopting an Official State of Wisconsin Compliant Records Retention Ordinance for the Town of Clayton, County of Winnebago.

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Schmidt

Motion made to have Resolution #2013-002 Records Retention Ordinance for the Town of Clayton to be reviewed again at the next meeting.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review, consideration, and direction to staff relative to the Town’s demolition of the buildings on, and disposition of, the Elmer Properties.

Staff met with Mr. Kenton L. Wiedenbeck (Kenton) to review the adjusted offer for the exchange of land with the Town. At the Board’s direction, the Administration adjusted the offer from the Town to Kenton to reflect the equalization of the two properties: the adjustment consists of the addition of a \$2,000.00 payment from the Town to Kenton.

Attached, please find a signed copy of the option and supporting documentation relative to the final offer to Kenton. In order to transfer a clear piece of land to Kenton the Town will need to demolish the former bar structure and dispose of the debris generated by the demolition process. The Administration has placed an estimate of \$7,500.00 on the cost of demolition and cleanup of the site. This project would be offered to the firm doing the demolition of the former Town Office Building.

Relative to the former Elmer House, the Town has two options:

OPTION 1:

Option 1 is to demolish the house and attach the property to the property that the Town is getting from Kenton as a consolidated site. The property would then be used as the Town's yard waste site with Public access from CTR T and Municipal access from the Trail on the east side of the site. In order to complete this process the Town would need to demolish the house and the garage at an estimated cost of \$10,000.00. Additionally, the Town would need to abandon the two wells on the site at an estimated cost of \$3,000.00. Over the next few years the site would be fenced and gated to provide security and screen the activities on the property (please see attached map).

OPTION 2:

Option 2 would involve selling the house and associated garage to a private party so that it can be rehabilitated and used as a residential structure. In order to sell the house the Town would need to abandon one of the two wells on the site at an estimated cost of \$1,500.00 and move the access driveway to the north side of the property at an estimated cost of \$0. The cost of moving the driveway would be absorbed by Municipal staff as time allows, with surplus fill material to be provided by an area industry at no cost to the Town. This option requires that the Town keep a 20-foot access driveway on the north side of the Elmer house. Additionally, the Town would need to fence and gate the access driveway and the west property line. Over the next few years the entire site would need to be fenced and gated to provide security and screen the activities on the property (please see attached map). The sale of the house would come with conditions that it be repaired and made livable, any repairs and/or modifications would need to be permitted and meet the State's Uniform Dwelling Code (UDC) (see attached). The Town has received an offer to purchase the house as is for \$20,000.00. The Town Chair did ask for and receive a realtor's appraisal of the sale value of the home, the appraisal value was set at \$40,000.00. The Administration believes that the value would be realistic if the house were habitable; however, as is evident from the condition of the home; it would require significant work to be habitable. The advantage of this option is that the Town could develop a yard waste site and keep the house on the tax roll. The Board will need to consider if there would be any significant monetary advantage to marketing the home vs. selling it to the interested party.

Should the Board choose to accept the Offer to Purchase the house and the property exchange, the Administration will proceed with the demolition of the structure, approval of the Certified Survey Map creation of the properties in question, and any rezoning required by the process. While the Certified Survey Map and rezoning are being completed, the Administration will ask the Town's Attorney to draft any documentation for the Board and the property owners to sign. The transfer documentation would include protections for the Town which guarantee that the conditions of the transfer are honored or the property is returned to the Town. Please be advised that this process may require several approval actions by the Board. The Administration believes that these properties will go back on

the Town’s tax roll on January 1st, 2014. If the Board is comfortable with the process as outlined, a motion directing staff to proceed with the project would be in order, to include but not limited to the following:

1. To complete the Certified Survey Map approval process.
2. To complete the re-zoning process.
3. To demolish and clear the appropriate structures.
4. To prepare the requisite real estate transfer documentation.
5. To move or remove the driveway on the former Elmer house.
6. To cap any or all abandoned wells on the Elmer properties.
7. To apply for Site Plan Approval for fencing and gating any portions of the Town properties required for security and/or privacy purposes.
 - Administrator Johnston reviewed the memo and discussed the steps necessary to proceed
 - Discussed the condition of purchase for the Elmer Property, including testing and abandoning of one of the two wells
 - Reviewed plans for the driveway
 - Eric Linsmeier (4502 Grandview Rd, Neenah) advised that one well doesn’t need to be tested, he just needs it abandoned and the home connected to the other well
 - Discussed the pricing and offer on the home

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion to approve option 2 and accept the residential offer to purchase from Mr. Linsmeier for \$20,000 with all contingencies to apply, including the well and issues just discussed.

- Chairman Luebke read Option 2 from the memo for the record
- Supervisor Lettau questioned the process of accepting an offer to purchase
- Supervisor Grundman asked for clarification on who’s responsibility it is to repair the home

ROLL CALL VOTE:

Supervisor Lettau:	AYE
Supervisor Schmidt	AYE
Supervisor Geise	AYE
Supervisor Grundman	AYE
Chairman Luebke	AYE

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review and consideration of the award of a Contract for the Town’s CY 2013 Capital Re-construction Projects to include the following.
 - a. Braun Court Roadway Improvements.
 - b. Ridgeway Subdivision Roadway Improvements.
 - c. Fox Valley Asphalt development area.

Attached please find a copy of the Bid Tabulation and Engineer’s summary for the Thursday, March 14th, 2013, 10:00 a.m. Capital Construction Bid Opening. The Town’s CY 2013 Capital Projects are:

1. Base Bid 1 is the southern section of the Ridgeway Drive Subdivision (see attached map). Based Bid 1 does have alternates that place drain tile under all of the roadside ditches and increase the capacity of the cross culverts in the project area.
2. Base Bid 2 is the northern section of the Ridgeway Drive Subdivision (see attached map). Base Bid 2 does have alternates that place drain tile under all of the roadside ditches and increase the capacity of the cross culverts in the project area.
3. Base Bid 3 consists of the pulverizing and re-paving of Braun Court. Base Bid 3 does have an alternate that places drain tile under all of the roadside ditches in the project area.
4. Base Bid 4 consists of the construction of the roadways and the stormwater management pond for the Fox Valley Drive Development.

The Town's Engineer and the Administration will be ready to review the details of the Bid and the Bid Tabulation with the Board at its Wednesday, March 20th, 2013 meeting. At this time the Administration is making the following recommendations based on the Bid Tabulation and the funding available in the Town's CY 2013 Capital Reconstruction Budget:

1. Administrator's Recommendation on Base Bid 1 and Alternates:
The Administration is recommending that the Board approve Base Bid 1 with the Alternates to MCC Inc., the low bidder, at a cost of \$573,904.59. This recommendation is based on the existing problems with wet ditches and stormwater management flow, and capacity in the area.
2. Administrator's Recommendation on Base Bid 2 and Alternates:
Based on the Funding available in the Town's CY 2013 Capital Construction Budget the Administration is recommending that this Bid Item not be awarded.
3. Administrator's Recommendation on Base Bid 3 and Alternates:
The Administration can find the additional funding to complete Base Bid 3 with the Alternates if it is awarded to MCC Inc., at a cost of 176,802.95. However, the Administration would like to postpone the project for one year so that it can further investigate the possibility of obtaining a Stormwater Management Easement on the west side of the development. The stormwater management easement would improve the long term development of the area by allowing the Town to direct any future stormwater around the Braun Court subdivision rather than through the subdivision. Please be advised that this recommendation is based on long range stormwater management planning and not project costs.
4. Administrator's Recommendation on Base Bid 4 and Alternates:
Relative to Base Bid 4 the Administration is recommending that the Board award the project to the MCC Inc., at a cost of \$460,314.06 subject to the Project Owner approving the bid by Monday, April 1st, 2013.

If the Board agrees with the Administration's recommendations, the northern section of the Ridgeway Drive Subdivision project and the pulverizing, re-paving and ditching work on Braun Court will become the Town's CY 2014 Capital Projects. Staff will be updating the Town's 5-Year Capital Reconstruction Plan in April of CY 2013; the update will include the splitting of the Ridgeway Drive Subdivision project and the 1-year delay in the Braun Court project. If the Board wishes to proceed with the Bid award a motion would be in order to award the CY 2013 Capital Construction projects as recommended, or as defined by the Board, with the funding for the work to come from the Town's CY 2013 Capital Construction Budget. Additionally, staff should be directed to draft the requisite

Contracts, paperwork and to set a start date for the project. Staff should also inform the affected residents of the work and/or the postponement of the work.

- Administrator Johnston reviewed the proposed cost versus the Town’s budget
- Engineer Miller explained the Bid proposal
- Discussed the purpose and benefits of drain tile
- Burt Drews (3113 County Rd II, Larsen) expressed concern for where the water will go

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion made to approve Base Bid 1 with Alternates to MCC at a cost of \$573,904.59. The recommendation is based on the existing problems with wet ditches and stormwater management flow, and capacity in the area along with Base Bid 4 with Alternates which is also awarded to the MCC Inc., at a cost of \$460,314.06 subject to the Project Owner approving the bid by Monday, April 1st, 2013

ROLL CALL VOTE:

Supervisor Grundman	AYE
Chairman Luebke	AYE
Supervise Schmidt	AYE
Supervisor Geise	AYE
Supervisor Lettau	AYE

Motion carried by unanimous voice vote.

E. Discussion/Action: Town Board review and consideration of a Parking and Signage Plan for the renovated Town/Fire Hall complex.

Attached please find a copy of Wisconsin Statutes 346.55 “Other restrictions on parking and stopping.” Also attached is a copy of the parking plan for the renovated Town/Fire Hall. The parking plan restricts parking at the site in the following manner:

1. Highlighted in red are the Americans with Disabilities Act (ADA) handicapped accessible parking stalls. The layout of the facility requires that there be two sets of building ADA parking stalls, one for each public entrance to the Town Offices and the Board’s Meeting Room.
2. Highlighted in green are the “customer” parking stalls.
3. Highlighted in yellow are the Fire Department and Town staff parking areas.

All of the proposed parking areas listed above are also proposed to be posted as restricted parking with a citation and tow-away warning. The Administration is proposing the restrictions based on the following reasons:

1. The Administration cannot, with any degree of certainty, identify when the Town will need the parking areas and how many parking areas it will need. Therefore they should be available at all times for citizens conducting Town business.
2. The Fire Department Volunteers need reserved parking adjacent to the station so that they can respond to emergency calls in a timely and orderly manner.
3. Town staff needs parking that is close to the office without negatively impacting access to the facility by Town residents.

4. Relative to the use of parking by the patrons of the adjacent bar: Is it proper for the Town to develop a parking lot that is used by a specific business when it would not do so for all businesses?

If the Board agrees with the Administration's recommendation a motion would be in order to direct the Administration to implement the Town/Fire Hall parking plan as shown in the parking site plan and to keep a copy of the plan in the Town/Fire Hall construction files.

- Discussed proposed parking for the municipal complex

MOTION

Motion made by unanimous consent to implement the Town/Fire Hall parking plan as shown in the parking site plan and to keep a copy of the plan in the Town/Fire Hall construction files.

- F. Discussion/Recommendation: Town Board review and direction relative to correcting a drainage issue on Lot 43 of the Plat of High Point Estates (3505 Dekalb Lane) in the Town of Clayton.

Attached please find a copy of an e-mail from Ben and Autumn Wood. The Woods recently purchased the house at 3505 Dekalb Lane. The Administration is familiar with the house for a couple of reasons: staff was called to the site by a neighbor because of a drainage problem with the Lot; additionally, my wife and I looked at the house with the intent of purchasing it. Also attached is a copy of a composite of the Plats of High Point Estates and Metzsig Hill II that shows how the drainage for the two Plats was designed. Lot 43 of High Point Estates is highlighted in red; the original drainage plan is highlighted in blue. The drainage plan shows the water coming from the south and going through Lot 43 to get to the Dekalb Lane roadside ditch. Unfortunately, when the house was constructed on Lot 43, the top of the window wells of its east facing egress windows were installed at virtually the same elevation as the flow line of the water on the Lot. When water pools on the Lot the closest relief for the flow is the basement of the house. Both the Owner and the Administration have had several conversations with contractors and the County Land and Water Department relative to the issue. The problem can be fixed by creating a drainage swale on the south site of Lots 43 and 44 of the Plat to direct the water to the west Galaxy Drive roadside ditch and then to the stormwater management pond for the Plat. The proposed fix (see black arrows) should not have any significant impact on the stormwater management of the area or the flow of water in the roadside ditches. The impact will be the cost of the project and the fact that the only entity that can facilitate the work is the Town. The owners of the farmland to the south, the Owners of Lots 43 and 44 of the Plat of High Point Estate, and the owners of Lot 6 of the Plat of Metzsig Hill II will need to grant a 20 to 30 foot stormwater management easement to the Town. Once the easements are granted the Town's Engineer could design and the Town could cause the construction of a drainage swale that would carry the water from the area to the west Galaxy Drive roadside ditch. This activity is the first step in solving the water problem on the Lot. In addition to the swale, the property owner will need to re-configure the drainage on the Lot to take advantage of the new swale. The proposed drainage swale and the revised drainage on the Lot should allow the property owner to direct the storm water away from the egress windows of the house. The Administration has advised Mr. Wood that the issue is likely to be who will pay for the project. The Administration respectfully requests the Board's direction relative to solving this stormwater management issue. As a point of reference, the long term solution to this type of issue is to require that the lowest opening

of any structure in the Town be a minimum of 18-inches above the crown of the road providing access to the Lot.

- Ben & Autumn Wood (3505 Dekalb Ln, Neenah) discussed the severity of the flooding. Water is springing through every crack in the floor since it has nowhere to go
- Chairman Luebke discussed covering the cost to fix the issue
- Administrator Johnston discussed the original drainage plan
- Discussed who’s responsibility it is to pay for the fix
- Board recommended to move forward

NO MOTION

G. Discussion/Recommendation: Town Board direction to staff relative to the potential agenda items for consideration at the Town’s Annual Electors Meeting.

This item was placed on the Agenda at the Administrator’s request so that the Board could give staff direction on which items it would like to see on the agenda for the Annual Meeting of the Town’s Electors. The Administration would recommend that the Board place the following items on the Agenda for the Town’s Annual Meeting:

- 1) Call to Order by the Town Chair.
- 2) Approval of the Minutes of the CY 2012 Annual Meeting.
- 3) Presentation by the Town Chair and Elected Officials.
- 4) Presentation of the Town’s CY 2012 Audit.
- 5) Reports by Town staff:
 - a) Town Attorney
 - b) Town Assessor
 - c) Town Building Inspector
 - d) Clayton/Winchester Fire Chief
 - e) Clayton/Winchester First Responder Report
 - f) Town Administrator
- 6) Update on the Town/Fire remodeling grand opening activities during the CY 2013 Clayton Fest activity.
- 7) Town Elector authorization for the Town Board to accept the dedication of storm water management Out Lots and facilities
- 8) Town Electors approval of the Town Board wages.
- 9) Setting the Annual Meeting date for CY 2013 – 3rd Tuesday in April or within 10-days following that date (Per Wisconsin Statutes Act 115)
- 10) Town Elector Proposed Agenda Items.
- 11) Adjourn Sine Die.

If Board members have more or different agenda items the Administration would appreciate the input. Please be advised that the Town Board Chair and the Town Electors can place other items on the agenda at their discretion.

- Administrator Johnston discussed needing Elector approval for plats
- Attorney Carlson made the professional recommendation to require a dedication to the Town
- #7 will be removed, #8 will specify 2014, #9 will be changed to CY 2014
- Discussed adding Fire Department fees to the tax roll

NO MOTION

- XI. Upcoming Meeting Attendance
 - A. Winnebago Unit Town Association Meeting
- XII. Board Member Requests for Future Agenda Items
 - A. No Requests
- XIII. Review of Disbursements
 - A. Disbursements
- XIV. Adjournment – 9:51 P.M.

MOTION:

Motion made by unanimous consent to Adjourn.

Respectfully submitted,
Tori Bowen, Treasurer/Deputy Clerk