

TOWN OF CLAYTON  
Town Board of Supervisors  
Meeting Minutes

7:00 P.M. – 9:02 P.M. on Wednesday, June 20<sup>th</sup>, 2012

Town Office Meeting Room, 8358 County Road T, Larsen, WI 54947

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- I. Call to Order:
- A. Pledge of Allegiance, 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 Erdmann	PRESENT
Supervisor Schmidt	PRESENT
      - b. Staff

Administrator Johnston	PRESENT
Town Treasurer Bowen	PRESENT
Public Works Foreman Pamentner	PRESENT
Town Engineer Miller	PRESENT
- II. Public Hearing:
- A. No Public Hearing.
- III. Approval of Minutes:
- A. Regular Town Board Meeting – Wednesday, June 6<sup>th</sup>, 2012.  
  
**MOTION:**  
Motion carried by unanimous consent to approve the minutes of the Regular Town Board Meeting of June 6<sup>th</sup>, 2012 with no corrections.
- IV. Open Forum – Non-Agendized Town-related Matters:
- A. No Open Forum
- V. Correspondence:
- A. Winnebago County, Zoning Department Notice of Citation
  - B. Citizens Letter relative to the CY 2012 ClaytonFest event.
- VI. Discussion Items (No action will be taken.):
- A. Fox Cities Chamber of Commerce Report: Shannon Full, President & CEO

1. Shannon Full, President/CEO gave an overall presentation of the Fox Cities Chamber of Commerce Report
2. Discussed the need for financing from the Public and Private sectors for supporting the development plan
3. Introduced to the Town Board Larry Burkhardt, Executive Vice Presiden/Chief Economic Development Officer
- B. County Supervisor Report
  1. No Report
- C. Winnebago County Sheriff's Department – Public Concerns and Issues
  1. No Report
- D. Clayton-Winchester Fire Department
  1. No Report
- E. Larsen Winchester Sanitary District
  1. No Report
- F. Administration Comments
  1. Administrator/Clerk
    - a. Requested news articles from Town Board
  2. Public Works Foreman:
    - a. No Report
    - b. Chairperson Luebke thanked the Public Works department for all the work done at ClaytonFest
  3. Treasurer/Deputy Clerk:
    - a. Working on closing the June 5<sup>th</sup> election
    - b. Will be researching Fund Accounting Software next week
  4. Engineer:
    - a. Ridgeway drive design
    - b. Culvert replacement and chip seal bid
    - c. Storm water Utility Study

VII. Licenses and Permits:

- A. Discussion/Action: Consideration and approval of following New Operator Licenses and the Renewal of the following Operator Licenses:

1. New:
  - a. Danielle J. Anglea
  - b. Mark A. Bombinski
  - c. David M. Cheslock
  - d. Hannah K. Edison
  - e. Justin G. Herberg
  - f. Kasey J. Kuhn
  - g. Jason J. Kunstman
  - h. Tawni B. Riepe
  - i. Katrina R. Sprang

Staff has completed its review of the applications; listed below please find the items of notice identified by staff:

- a) New Operators Licenses:

Jason J. Kunstman – The Board may wish to ask Mr. Kunstman for clarification about his assertion to staff that he was in the wrong place at the wrong time

**MOTION:**

Motion carried by unanimous consent to approve the new Operator's Licenses for Anglea, Bombinski, Cheslock, Edison, Herberg, Kuhn, Riepe, and Sprang.

- Administrator Johnston discussed Mr. Kunstman's application
- Mr. Kunstman explained the two charges in question to the Town Board

**MOTION:**

Motion carried by unanimous consent to approve the new Operator's License for Jason Kunstman.

2. Renewal:

- a. Kayla Ann Bentle
- b. Dawn G. Davis
- c. Katie L. Menning
- d. Cassandra K. Lamb
- e. Timothy A. Mueller
- f. Samantha K. Van Dam
- g. Katherine L. Wolf
- h. Janiece M. Zastrow
- i. Kenneth R. Zastrow

**MOTION:**

Motion carried by unanimous consent to approve the renewal of Operator's Licenses for Davis, Lamb, Van Dam, Wolf, J. Zastrow and K. Zastrow.

- Administrator Johnston discussed Mr. Mueller's application
- Mr. Mueller explained the charges in question to the Town Board

**MOTION:**

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion made to approve the renewal of Operator License for Timothy Mueller.

Motion carried by unanimous voice vote

- Supervisor Lettau questioned the honesty of Ms. Bentle's application relative to the shoplifting charge and the disorderly conduct that was present on Ms. Bentle's background check report from Winnebago County
- Administrator Johnston discussed Ms. Bentle's application
- Ms. Bentle was not present to explain the charges

**MOTION:**

Motion by: Supervisor Lettau

Seconded by: Supervisor Grundman-Erdmann

Motion made to deny the renewal of the Operator License for Kayla Bentle and invite Ms. Bentle back to the July 18<sup>th</sup>, 2012 Town Board Meeting to explain the lack of information on her application.

Motion carried by 4-1 voice vote; Supervisor Geise voted against the motion.

- Supervisor Lettau questioned the honesty of Ms. Menning's application relative to the controlled substance charge that was present on Ms. Menning's background check report from Winnebago County.

**MOTION:**

Motion by: Supervisor Lettau

Seconded by: Supervisor Grundman-Erdmann

Motion made to deny the renewal of the Operator License for Katie Menning and invite Ms. Menning back to the July 18<sup>th</sup>, 2012 Town Board Meeting to explain the lack of information on her application.

Motion carried by unanimous voice vote.

Attached please find copies of the Applications for the following activities:

- 1) New Operator Licenses
  - 2) Renewal Operator Licenses
  - 3) Cigarette Licenses
  - 4) All Classes of Alcohol Licenses
- 2) All Classes of Alcohol Licenses:
- a) Staff has been advised that Boe, LLC, 8386 State Road 76, Suite B & Suite C, Neenah, WI 54956 / Agent: Jeffrey A. Boe is temporarily inactive.
  - b) Westridge Golf Club, LLC, (Trade Name Westridge Golf Course) 8130 Golf Course Drive, Neenah, WI 54956, Agent: John Rader is under new management. To date the former license holder has not submitted a renewal application.

The rest of the Applications are routine and staff has no reason to deny approval of the Applications as submitted.

**B. Discussion/Action – Consideration and approval of Cigarette Licenses:**

- The following parties have applied for a Cigarette and Tobacco Products License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances.
  - Larsen Cooperative Company (Trade Name Larsen Country Hardware Store), 8290 County Road T, Larsen, WI 54947.
  - McCarthy's Mart, LLC (d.b.a. McCarthy's Mart), 8510 State Road 76, Neenah, WI 54956.
  - Pubs and More, LLC (Trade Name Headliners Bar & Grill), 2788 Towne Court, Neenah, WI 54956.
  - Ridgeway Country Club, Inc., 2913 County Road II, Neenah, WI 54956.
  - Westridge Golf Club, LLC, 8130 Golf Course Drive, Neenah, WI 54956.

**MOTION:**

Motion carried by unanimous consent to approve the Cigarette and Tobacco Products Licenses, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances for Larsen Cooperative Company (Trade Name Larsen Country Hardware Store), McCarthy's Mart, LLC (d.b.a. McCarthy's Mart), Pubs and More, LLC (Trade Name Headliners Bar & Grill), Ridgeway Country Club, Inc., and Westridge Golf Club, LLC.

**C. Discussion/Action – Consideration and approval of Alcohol Licenses:**

- The following parties have applied for a Renewal Class A Beer/Class A Liquor License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances:
  - McCarthy's Mart, LLC (d.b.a. McCarthy's Mart), 8510 State Road 76, Neenah, WI 54956 / Agent: Timothy P. McCarthy

**MOTION:**

Motion carried by unanimous consent to approve the Renewal Class A Beer/Class A Liquor License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30,

2013, subject to compliance with State Statutes and Municipal Ordinances for McCarthy's Mart.

D. Discussion/Action – Consideration and approval of Alcohol Licenses:

1. The following parties have applied for a Renewal Class B Beer/Class B Liquor License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances:
    - a. Pubs and More, LLC (Trade Name Headliners Bar & Grill), 2788 Towne Court, Neenah, WI 54956. Agent: Kenneth R. Zastrow.
    - b. Winagamie, Inc. (Trade Name Winagamie Golf Course), 3501 Winnegamie Drive, Neenah, WI 54956. Agent Mary Beth Nienhaus.
    - c. Ridgeway Country Club, Inc., 2913 County Road II, Neenah, WI 54956. Agent: Boyd Sterling.
    - d. Willie Beamons, LLC (Trade Name Willie Beamons), 2590 County Road II, Neenah, WI 54956. Agent: Sue Bossell.
    - e. The Woodshed, Inc. (Trade Name The Woodshed Bar & Grill), 2895 County Road II, Neenah, WI 54956. Agent: Dino O. Valeri
    - f. Westridge Golf Club, LLC, (Trade Name Westridge Golf Course) 8130 Golf Course Drive, Neenah, WI 54956, Agent: John Rader.
    - g. Christopher Robert David Clauson (d.b.a. Larsen Tavern), 8338 County Road T, Larsen, WI 54947.
    - h. Kenneth Roger Loehrke (d.b.a. Century Elm Supper Club), 8300 County Road T, Larsen, WI 54947.
    - i. Boe, LLC (temporarily inactive), 8386 State Road 76, Suite B & Suite C, Neenah, WI 54956 / Agent: Jeffrey A. Boe.
- Administrator Johnston went on record to correct the de minimis error relative to the publishing of the Liquor License application for Westridge Golf Club, LLC as a renewal vs. a new application.

**MOTION:**

Motion carried by unanimous consent to approve the Renewal Class B Beer/Class B Liquor License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances for Pubs and More, LLC (Trade Name Headliners Bar & Grill), Winagamie, Inc. (Trade Name Winagamie Golf Course), Ridgeway Country Club, Inc., The Woodshed, Inc. (Trade Name The Woodshed Bar & Grill), Christopher Robert David Clauson (d.b.a. Larsen Tavern), and Kenneth Roger Loehrke (d.b.a. Century Elm Supper Club).

- Discussed the background check report for the owner of Willie Beamons
- Discussed the ownership vs. agent concept of an establishment relative to holding a liquor license

**MOTION:**

Motion carried by unanimous consent to approve the application for a Class B Beer/Class B Liquor License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances for Willie Beamons, LLC (Trade Name Willie Beamons).

- Discussed the recommendation by Administrator Johnston to approve the Liquor License for Westridge Golf Club as a new license

**MOTION:**

Motion by: Supervisor Lettau

Seconded by: Supervisor Grundman-Erdmann

Motion made to approve the application for a Class B Beer/Class B Liquor License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances for Westridge Golf Club, LLC as a new application.

Motion carried by unanimous voice vote

- Discussed the operational deadline as set forth by the Town’s Liquor License Ordinance relative to setting an operational deadline for Boe, LLC Reserve License.
- The Town’s Attorney will be reviewing the Ordinance.
- Discussed the reopening of the establishment with Mr. Boe.

**MOTION:**

Motion carried by unanimous consent to approve the application for a Class B Beer/Class B Liquor License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances for Boe, LLC.

2. The following party has applied for a Renewal Class B Beer License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances:
  - a. SOL Restaurants, LLC (Trade Name Oink’s Restaurant), 8386 State Road 76, Suite A, Neenah, WI 54956. Agent: Lynn A. Miller.

**MOTION:**

Motion carried by unanimous consent to approve the Renewal Class B Beer License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances for SOL Restaurants, LLC (Trade Name Oink’s Restaurant).

1. The following party has applied for a Renewal Class C Wine License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances:
  - a. SOL Restaurants, LLC (Trade Name Oink’s Restaurant), 8386 State Road 76, Suite A, Neenah, WI 54956. Agent: Lynn A. Miller.

**MOTION:**

Motion carried by unanimous consent to approve the renewal of the Class C Wine License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances for SOL Restaurants, LLC (Trade Name Oink’s Restaurant).

VIII. Zoning – Town Board receipt, review, and consideration of Plan Commission Referrals:

- A. Discussion/Recommendation: Concept Plan Review for the Plat of Whispering Meadows, located at 3919 CTR II, Larsen WI 54947 and specifically described as Tax ID # 006-0566 in the Town of Clayton.

B. Discussion/Recommendation: Plan Commission preliminary review and recommendation to the Board relative to opting out of County Zoning.

- Chairperson Luebke excused himself and turned the meeting over to Vice Chairperson Geise for discussion.
- PC Chairperson Knapinski reviewed the referrals of the Plan Commission.
- Plan Commission Chairperson Knapinski recommended that all members of the Plan Commission who are able to attend the meeting July 24<sup>th</sup>, 2012 at the Coughlin Center in Oshkosh regarding the County Zoning option.
- Vice Chair Geise asked about the Plan Commission’s motion on the Plat of Whispering Meadows
- Plan Commission Chairperson Knapinski explained the Plan Commission’s motion

**MOTION:**

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman-Erdmann

Motion made to accept the Plan Commission report as presented.

Motion carried by unanimous voice vote.

- Vice Chairperson Geise turned the meeting over to Chairperson Luebke.

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

A. No Referrals.

- Chairperson Luebke noted the Green Space Committee meeting tomorrow night and highly recommends everyone to attend.
- ClaytonFest 2012 wrap-up meeting will take place as well.

X. Business:

A. Discussion/Action: Town Board review and consideration of Resolution 2012-009 A Resolution Authorizing and Awarding a Bid for the Re-construction and Expansion of the Town/Fire Hall to Low Bidder Cardinal Construction Company

Attached please find a copy of Resolution 2012-009 A Resolution Authorizing and Awarding a Bid for the Reconstruction and Expansion of the Town/Fire Hall to the low bidder, Cardinal Construction Company at a cost of \$932,443.00. Also attached is a copy of a letter from the Town’s Engineer recommending award of the project to Cardinal Construction and a copy of the Bid Tabulation for the project. Unfortunately, also attached is a copy of a letter from Lisa Marks, Administrator for the Division of Housing for the State Department of Administration. Ms. Marks’ letter advises the Town that it will not be awarded a Community Development Block Grant for Public Facilities (CDBG-PF). Based on the State’s notice, the Administration is recommending that the Board award the Town/Fire Hall to the low bidder, Cardinal Construction Company at a cost of \$932,443.00 for the project. If the Board agrees with the Administration’s recommendation, a motion would be in order to approve Resolution 2012-009 A Resolution Authorizing and Awarding a Bid for the Reconstruction and Expansion of the Town/Fire Hall to Low Bidder, Cardinal Construction Company at a cost not to exceed \$932,443.00. Funding for the project will come from the Town’s budgeted funds and the proceeds of the CY 2012 borrowing.

- Administrator Johnston discussed the State's decision in not awarding the Town the grant for the Reconstruction and Expansion of the Town/Fire Hall.
- Discussed the construction schedule received by Cardinal Construction
- Discussed the move-in dates.
- Discussed the funding of the project

**MOTION:**

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman-Erdmann

Motion made to approve Resolution 2012-009 A Resolution Authorizing and Awarding a Bid for the Reconstruction and Expansion of the Town/Fire Hall to Low Bidder, Cardinal Construction Company at a cost not to exceed \$932,443.00. Funding for the project will come from the Town's budgeted funds and the proceeds of the CY 2012 borrowing.

Motion carried by unanimous voice vote.

- Supervisor Lettau asked if the project included solar panels, etc.
- The budgeted cost of the project does not allow for the solar panels at this time

- B. Discussion/Action: Town Board review and consideration of Resolution 2012-010 A Resolution Approving an Intergovernmental Agreement to Satisfy Eligibility Requirements for a Recycling Consolidation Grant for Calendar Year 2013.

Attached please find a copy of correspondence from Jennifer Semrau, Recycling Specialist with the Winnebago County, Solid Waste Management Board. Board approval of Resolution 2012-010 will allow the Town to qualify for additional grant funding from the Recycling Consolidation Grant Program for Calendar Year 2013. This additional funding will be added to the Town's Solid Waste and Recycling Utility Budget for CY 2013. The Administration is recommending approval of Resolution 2012-010 so that the additional funding can be applied for. If the Board agrees, a motion would be in order to approve Resolution 2012-010 approving an Intergovernmental Agreement to Satisfy Eligibility Requirements for a Recycling Consolidation Grant for Calendar Year 2013.

- Administrator Johnston discussed the additional funding from the Recycling Consolidation Grant Program.

**MOTION:**

Motion by: Supervisor Geise

Seconded by: Supervisor: Lettau

Motion made to approve Resolution 2012-010 approving an Intergovernmental Agreement to Satisfy Eligibility Requirements for a Recycling Consolidation Grant for Calendar Year 2013.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review and consideration of Resolution 2012-011 (Resolution renumbered from 2012-008) A Resolution Authorizing the Transferring Funds from the Town's Reserve Accounts to purchase the Following Elmer properties:
- a. 8328 CTR T in Larsen Wisconsin
  - b. 8326 CTR T in Larsen Wisconsin

Attached please find a copy of Resolution 2012-008 renumbered to Resolution 2012-011 A Resolution Authorizing the Transfer of Funds from the Town's Reserve Accounts to

purchase the subject Elmer properties. The Administration is making the same recommendations that it did with the original Resolution: that the land purchase be funded by borrowing sufficient funds to pay for the purchase from the Town’s Long Term Reserve Accounts and that these funds be repaid over time from the Solid Waste and Recycling Utility (Utility) surplus revenues. The need to renumber the Resolution occurs as a result of a filing error made by the Administration. Resolution number 2012-008 was used for the Town’s recent borrowing activities; given the importance of that Resolution in the borrowing process, staff has elected to ask the Board to reapprove the attached Resolution with a different number. This should cause no ambiguity in the numbering of the Town’s Resolutions. A motion would be in order to approve Resolution 2012-011 (Resolution renumbered from 2012-008) A Resolution Authorizing the Transfer of Funds from the Town’s Reserve Accounts to purchase the Following Elmer properties:

- a. 8328 CTR T in Larsen Wisconsin
- b. 8326 CTR T in Larsen Wisconsin
- Discussed the amount per year could potentially be paid back to the Town’s Reserve Accounts from the Solid Waste and Recycling Utility surplus revenues.

**MOTION:**

Motion by: Supervisor Grundman-Erdmann

Seconded by: Supervisor Geise

Motion to Resolution 2012-011 (Resolution renumbered from 2012-008) A Resolution Authorizing the Transfer of Funds from the Town’s Reserve Accounts to purchase the Following Elmer properties:

- c. 8328 CTR T in Larsen Wisconsin
- d. 8326 CTR T in Larsen Wisconsin

**ROLL CALL VOTE:**

Supervisor Lettau	Aye
Supervisor Geise	Aye
Supervisor Grundman-Erdmann	Aye
Supervisor Schmidt	Aye
Chairperson Luebke	Aye

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review and consideration of Municipality Recycling Surplus Revenue Ballot for CY 2011 Funds, including the option of participating Municipalities cost sharing in the County’s share of the debt service for the Tri-County Single Stream Recycling Facility.

Attached please find the ballot for the Town’s vote on distribution of the Recycling Surplus Revenue from CY 2011. Additionally, the ballot includes a vote on the amount of money the County will distribute. In the past, the participating Municipalities assumed a pro-rata share of the debt service for the Winnebago County Materials Recovery Facility. When the County opted to participate in the construction of the Tri-County Single Stream Recycling Facility it did not pass the obligation for the pro-rata share of the debt service (\$171,470.00) onto the participating Municipalities. This process made Winnebago County, not the County’s participating Municipalities responsible for all of the debt for the Tri-County Single Stream Recycling Facility. The County is now asking the participating Municipalities to pay their pro-rata share of the Tri-County Single Stream Recycling Facility debt service. If the Board votes in favor of paying the Town’s pro-rata share of the

debt service for Tri-County Single Stream Recycling Facility the Town's share of the proposed distribution would \$26,455.92. The Administration is recommending that the Town vote in favor of the distribution of the Recycling Surplus Revenue from CY 2011 and the assumption of the pro-rata share of the debt service for the Tri-County Single Stream Recycling Facility. Additionally, the Administration is recommending that the funds generated by the distribution go into the Town's Solid Waste and Recycling Utility Reserve Accounts. If the Board Agrees with the Administration's recommendation a motion would be in order to vote in favor of the distribution of \$780,911.00 dollars in Recycling Surplus Revenue from CY 2011 and of funding the Town's pro-rata share of the \$171,470.00 recycling operating deficit.

- Discussed the Tri-County Single Stream Recycling Facility relative to the Town's participation in the program
- Discussed the amount the Town's pro-rata share
- Discussed where the money would go in our budget and how it would be used

**MOTION:**

Motion by: Supervisor Lettau

Seconded by: Supervisor Schmidt

Motion made to vote in favor of the distribution of \$780,911.00 dollars in Recycling Surplus Revenue from CY 2011 and of funding the Town's pro-rata share of the \$171,470.00 recycling operating deficit.

Motion carried by unanimous consent

- E. Discussion/Recommendation: Town Board preliminary review and direction to staff relative to the Town's draft Storm Water Management Utility Ordinance.

Attached please find a draft copy of the Town's Storm Water Management Utility Ordinance. The Administration would respectfully ask that the Board review the document and have its questions and concerns relative to the Ordinance prepared so that staff can research the issues and prepare properly informed responses to the Board's issues and concerns. This process may take several meetings to complete and hopefully will result in a better Ordinance that can be seen as equitable and fair to the Town's residents. As a starting point, the Administration would like the Board to consider the following issues:

- 1) The definition of an Average Residential Equivalent Unit (ERU)?
- 2) How the ERU standard is applied to individual homes that may have more or less impervious surface than an ERU?
- 3) How the Ordinance is applied to commercial and industrial properties?
- 4) How the Ordinance is applied to farm properties?
- 5) How the Ordinance is applied to non contiguous farm properties?
- 6) Are there exemptions to the Ordinance and how are they provided?
- 7) Are there credits given for onsite storm water management systems and how are the credits calculated?

This is a partial list of the questions the Administration could generate and may not include the questions and/or concerns raised by the Board.

- Discussed consideration of the Draft Ordinance while the study is being conducted
- Administrator Johnston asked for direction on the questions presented.
- Town Engineer Miller discussed the calculation of the ERU
- Discussed the potential standard is applied to commercial and industrial properties
- Discussed how to differentiate between residential vs. agriculture vs. commercial

**Jeffrey Boe, 8315 State Road 76, Neenah, WI 54956**

- What is an ERU? What is impervious surface? What is the fee? Where does this money go?
- Town Engineer Miller explained an ERU and impervious surface
- Discussed the fee and how it applies to each “unit”
- The fees collected would go towards the drainage issues in the Town of Clayton
- Discussed the Town of Neenah ERU fee structure
- Discussed how to apply the cost of a project to an ERU relative to the study
- Discussed the 5-year capital plan to keep fees relatively the same
- Study will involve a represented sample
- Discussed the rate structures

**NO MOTION:**

- F. Discussion/Recommendation: Town Board preliminary review and direction to staff relative to the Town’s Highway 10 Corridor Water and Waste Water Feasibility Study.

Attached please find a draft copy of the Town’s Highway 10 Corridor Water and Waste Water Feasibility Study. The Town contracted with the Town’s Engineer to generate a feasibility study for providing Municipal water and waste water services to the corridor. The Administration believes that the highest value added development of the corridor requires the utilities. The study is based on arbitrary development thresholds that allow the engineer to generate estimated costs for the construction of the utilities. The layout of the utilities is flexible and can be changed up to the point where the utilities are being engineered and installed. The costs generated by the study are based on the parameters, the layout of the utilities, and the regulatory standards; however, they are subject to changes based on development standards, layout, design and/or regulatory authority. The Town’s engineer will be in attendance at the meeting to provide details on the study parameters, design and cost estimates. The Administration would like to know the Board’s questions and concerns relative to the study and provision of the utilities. Additionally, the Administration would like direction from the Board relative to moving forward with the planning activities for the area.

- Discussed the content of the Town’s Highway 10 Corridor Water and Waste Water Feasibility Study.
- Discussed the funding the project

**MOTION:**

The Town Board agreed by unanimous consent to direct the Town Staff to move forward with the planning activities for the Town's Highway 10 Corridor Water and Waste Water Feasibility Study.

- XI. Upcoming Meeting Attendance
- A. July 24 – Coughlin center @ 6:30 p.m. for County Zoning opting out
  - B. July 12 – Town's Association Meeting in Omro @ 6:30
  - C. July 9 - Joint Fire Board meeting in Winchester
- Jason Kunstman, 2109 Maplecrest Drive, Appleton, WI
- Asked for an explanation of the procedure relative to the Liquor License approval for Westridge Golf Club, LLC
- XII. Board Member Requests for Future Agenda Items
- A. Have Operator's Licenses approved at a staff level
- XIII. Review of Disbursements
- A. Reviewed disbursements
- XIV. Adjournment – 9:02 P.M.

**MOTION:**

Motion by unanimous consent to Adjourn

Respectfully submitted,  
Tori Bowen, Treasurer