

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. – 8:01 P.M. on Wednesday, August 1st, 2012

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

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	LATE

b. Staff

Administrator Johnston	PRESENT
Town Treasurer Bowen	PRESENT
Public Works Foreman Pamentner	PRESENT
Town Engineer Miller	PRESENT

II. Public Hearing:

A. The Town Board will hold a Public Hearing on Resolution 2012-012, A Resolution rescinding Chapter 7 Section 7.7 Subdivision Ordinance and creating Chapter 7, Section 7.10 of the Town's Code of Ordinances specifically known as the Subdivision Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin.

- Discussed updating the Town's Subdivision Ordinance
- Discussed creating a Town Code of Ordinances

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Motion made to close the Public Hearing on Resolution 2012-012, A Resolution rescinding Chapter 7 Section 7.7 Subdivision Ordinance and creating Chapter 7, Section 7.10 of the Town's Code of Ordinances specifically known as the Subdivision Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin.

Motion carried by unanimous voice vote.

B. The Town Board will hold a Public Hearing on Resolution 2012-013, A Resolution rescinding the Town’s 2010 Minimum Road Design Standards Policy and creating Chapter 7, Section 7.11 of the Town’s Code of Ordinances specifically known as the Minimum Road Design Standards Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin.

- Discussed the Town’s Attorney’s recommendation to convert the Policy that is place to an Ordinance.

Nick Seelow, 3024 County Road II, Neenah, WI 54956

- Mr. Seelow asked, “What are the current standards for building roads?”
- Discussed the current minimum standards

MOTION:

Motion by: Supervisor Grundman-Erdmann

Seconded by: Supervisor Lettau

Motion to close the Public Hearing on Resolution 2012-013, A Resolution rescinding the Town’s 2010 Minimum Road Design Standards Policy and creating Chapter 7, Section 7.11 of the Town’s Code of Ordinances specifically known as the Minimum Road Design Standards Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin.

Motion carried by unanimous voice vote.

III. Approval of Minutes:

A. Regular Town Board Meeting – Wednesday, July 18th, 2012.

- Under “Approval of Minutes” the correct day should be Monday, not Wednesday, July 2nd, 2012.

MOTION:

Motion carried by unanimous consent to approve the minutes of the Regular Town Board Meeting of July 18th, 2012 with corrections as stated.

- Supervisor Schmidt present at 7:04 p.m.

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

A. No Open Forum

V. Correspondence:

- A. State of Wisconsin, Government Accountability Board, notice of pending Polling Place Compliance Survey Report.
- B. Winnebago County, Solid Waste Management Board Monthly Recycling Report.
 - Supervisor Lettau announced that the Town of Clayton is currently at Number #2.
- C. State of Wisconsin, Department of Administration proposed Incorporation Report on portions of the Town of Harrison and the Town of Buchanan in Calumet County.
- D. WPS, Focus on Energy, energy conservation program notice.

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. Officer Glasel and Officer Schoonover present
 2. Chairperson Luebke requested evening drive-by's during the construction of the Town Hall
 3. By September 2012, the building will be secure
- C. Clayton-Winchester Fire Department
1. Captain Nick Seelow present
 2. Reported calls to date
 3. Discussed response time to station
 4. Discussed response time from station
- D. Larsen Winchester Sanitary District
1. Supervisor Lettau attended the last meeting
 2. Discussed office availability in the new building for the Sanitary District use
 3. Discussed the ongoing investigation of rags in the septic system in Winchester
- E. Administration Comments
1. Administrator/Clerk
 - a. Time spent daily at construction site
 - b. Electrical/Computer boxes have been installed
 - c. Foundation walls have been poured
 - d. Starting on the Exterior walls next week
 - e. Asbestos removal bid was awarded to Badger Environmental for around \$7,500; still waiting for DNR
 - f. Tomorrow the floor will be poured in the office area of the building
 - g. Discussed the red stakes marking the Elmer property for division of property lines
 - h. Discovered the driveway is on Kenton Wiedenbeck's property
 - i. The Town has a verbal agreement with both property owners to move forward
 - j. The surveyor is also working on defining the North boundaries of the municipal property.
 2. Public Works Foreman:
 - a. Appleton Asphalt has completed the asphalt patching projects.
 - b. Ditching project on Center South to the cross-culvert is complete.
 - c. The Winnegamie ditching should be done next week.
 - d. Discussed moving the culverts by the golf course due to impeding the flow of water
 3. Treasurer/Deputy Clerk:
 - a. Donna Sauby, one of the Town's poll workers started Monday, July 30, 2012 – working ½ days to help with absentee voting.
 - b. Working with Liquor License changes for 3 establishments: Willie Beamons and Boe, LLC both for agent changes and McCarthy's Mart surrendered the license – Remington 66 has applied for it.
 - c. Please turn in expense reports.
 - d. Payables will be ready to sign tomorrow afternoon.
 4. Engineer:
 - a. Town Engineer Mary Jo Miller reviewed the Engineer's Status Report handout
 - b. Pioneer Road chip seal and culvert replacement – contract awarded to Scott Construction.
 - c. Received the permit for the Culvert
 - d. Sunburst Estates Public Forum scheduled for Thursday, August 2, 2012 from 5:00 p.m. – 7:00 p.m. at the Town Meeting Room

- e. Oak Openings Public Forum scheduled for Thursday, August 9, 2012 from 5:00 p.m. – 7:00 p.m. at the Town Meeting Room
 - f. Materials for the Hidden Park Swale Enclosure have been delivered
 - g. Met with Mr. Marquart at Winnebago County Land and Water and discussed the quarry on Oakridge Road and State Hwy 76.
5. Town Board
- a. Chairperson Luebke discussed the purchase of the 4 small overhead doors from the Fire Department bays
 - b. The private party will be paying EZ Glide and the Town of Clayton will be receiving a credit for the private party removing the doors
 - c. Discussed that the large doors are still available

VII. Licenses and Permits:

A. Operator Licenses Issued by the Town Clerk:

New:

- 1. Logan J. McClellan

Renewal:

- 1. Gina L. Combs
- 2. Vickie L. Chappell

- Discussed the procedure at the Staff level and reiterated that if problems arise, those licenses will be brought before the Board

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. Committee recommendation on a request by Suburban Athletics to complete the installation of the fencing around the ball diamonds located at Clayton Park.

- The option was given that Suburban Athletics could pull the existing fence east of the park gate to reduce their cost of a new fence.

MOTION:

Motion made by unanimous consent to approve the Green Space Committee recommendation on a request by Suburban Athletics to complete the installation of the fencing around the ball diamonds located at Clayton Park.

B. Committee recommendation on a request by Katie Ring and Tyler Nackers to develop a single track bike trail in the Hidden Park woods.

- The Committee asked that the petitioner come to the Green Space Committee meeting and discuss the plans for the bike trail.

NO MOTION

X. Business:

A. Discussion/Action: First reading of Resolution 2012-012 A Resolution rescinding Chapter 7 Section 7.7 Subdivision Ordinance and creating Chapter 7, Section 7.10 of the Town’s Code of Ordinances specifically known as the Subdivision Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin.

As part of the approval process the Town Board is scheduled to hold a Public Hearing and First Reading of the revisions to the Town’s Subdivision Ordinance. Final approval will occur after the second reading of the Ordinance which is scheduled for the Wednesday, August 15th, 2012 Town Board meeting. Attached please find a copy of the Town’s Draft Subdivision

Ordinance as it was revised and recommended to the Board by the Plan Commission at its Wednesday, February 8th, 2012 meeting. Also attached is a copy of the approved Plan Commission Minutes. The Plan Commission directed staff to make the final edits to the document, to have the Town's Attorney review the Draft Document, and to present the final product for the Board to approve when it was completed. This process has been completed. Additionally, as part of the review process staff looked at the Town's Code of Ordinances and the documents associated index. As evidenced by the Agenda Posting, the Administration is recommending that the Board rescind the existing Subdivision Ordinance in its entirety and recreate the Ordinance under a different Section heading of the same Code Chapter. This recommendation is based on an effort to create a consistent and coherent Chapter and Section numbering system for the Code. Eventually, the Board will have the opportunity to rescind and recreate the Code of Ordinances in its entirety. This is when the new Code numbering system will be finalized and approved. If the Board has no changes to the Draft document generated by its review or the Public Hearing, a motion would be in order to refer the Draft Subdivision Ordinance to a second reading and final consideration at the Board's Wednesday, August 15th, 2012 meeting.

MOTION:

Motion by: Supervisor Lettau

Seconded by: Supervisor Schmidt

Motion made to refer Resolution 2012-012, A Resolution rescinding Chapter 7 Section 7.7

Subdivision Ordinance and creating Chapter 7, Section 7.10 of the Town's Code of Ordinances specifically known as the Subdivision Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin to the 2nd Reading on Wednesday, August 15th, 2012.

Motion carried by unanimous voice vote.

- B. Discussion/Action: First reading of Resolution 2012-013, A Resolution rescinding the Town's 2010 Minimum Road Design Standards Policy and creating Chapter 7, Section 7.11 of the Town's Code of Ordinances specifically known as the Minimum Road Design Standards Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin.

As part of the Board's approval process for the CY 2012 revisions to the Town's Minimum Road Design Standards Policy the Town's Attorney recommended that the Document be created as an Ordinance. The Administration has taken the opportunity created by the update and approval of the Town's Revised Subdivision Ordinance to recreate the Town's Minimum Road Design Standards Policy as a Minimum Road Design Standards Ordinance. Chapter 7 of the Town's Code of Ordinances covers Development. When the process is completed all of the Town's Development related Ordinances would be Sections in Chapter 7 of the Town's Code of Ordinances. If the Board agrees with the Administration's recommendation, a motion would be in order to refer the Draft Minimum Road Design Standards Ordinance to a second reading and final consideration at the Board's Wednesday, August 15th, 2012 meeting.

MOTION:

Motion by: Supervisor Lettau

Seconded by: Supervisor Schmidt

Motion made to refer Resolution 2012-013, A Resolution rescinding the Town's 2010 Minimum Road Design Standards Policy and creating Chapter 7, Section 7.11 of the Town's Code of Ordinances specifically known as the Minimum Road Design Standards Ordinance of the Town of

Clayton, County of Winnebago, State of Wisconsin to the 2nd Reading on Wednesday, August 15th, 2012.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review and consideration of the award of the following CY 2012 Town's Chip Sealing Projects and the CY 2012 Town's County Bridge Aids Project:
- a. Shady Lane to a point approximately 1,750 feet west of Center Road.
 - b. Shady Lane from Center Road to Pioneer Road.
 - c. Medina Junction from North Loop Road to the CN railroad tracks west of Pioneer Road.
 - d. Open bottom culvert in Pioneer Road north of Medina Junction.

Based on the degraded condition of the listed roads and the drainage characteristics of the Rat River Preserve, the Administration is recommending that the Board reject the listed bids. The long range impact of this recommendation will be negative as it relates to the existing roads. Specifically, the western end of Shady Lane will ultimately degrade to a gravel condition as will Medina Junction from North Loop Road to the CN tracks west of Pioneer Road. The Administration is of the opinion that a gravel road would be better and more easily maintained than a paved or chip sealed road. Staff would grade the road several times a year to keep it smoothed without the expense of reconstruction of the base or paving of the roadway. Both of the listed roads serve little local traffic and both have easily accessible alternate routes that could be used by residents. Relative to the open bottom culvert, Pioneer Road north of Medina Junction had some water topping issues during the spring melt period and during periods of significant rain. However, the installation of the open bottom culvert will not eliminate the topping issues; it will only mitigate them. The outfall of the Rat River Preserve flows so slowly that the proposed open bottom culvert would allow water to pass from side to side more efficiently but it would not increase the outflow of the Preserve. The end result of not installing the open bottom culvert is that, in the cases of a rapid and extreme spring thaw and/or a significant rain event, Pioneer Road may experience water topping issues. Staff will need to pay attention to these issues and provide proper signage in the area, additionally, staff will need to create a grading and ditching program for the area that will minimize the impact of the water topping and road grading issues.

Relative to the 1,750 feet of Shady Lane west of Center Road, the Administration will have a chip sealing proposal for the Board to review at its Wednesday, August 1st, 2012 meeting. The Administration has asked both vendors to provide a proposal for the reconfigured chip sealing project and expects to receive responses by Monday, July 30th, 2012. If the Board agrees with the Administration's recommendation, a motion would be in order to reject the bids for the following projects:

- a. Chip sealing Shady Lane from Center Road to Pioneer Road.
- b. Chip sealing Medina Junction from North Loop Road to the CN railroad tracks west of Pioneer Road.
- c. The installation of an open bottom culvert in Pioneer Road north of Medina Junction.

And to accept the low proposal for the following project:

- a. Chip sealing Shady Lane to a point approximately 1,750 feet west of Center Road.

- Discussed the culvert at Pioneer Road north of Medina Junction.
- Discussed Shady Lane and Medina Junction chip sealing projects
- Discussed the low bid proposal from Scott Construction
- Staff recommends turning both sections of road to gravel early next year.
- Discussed grading the gravel sections twice per year.
- Discussed the cost savings of maintaining the gravel road vs. chip sealing.
- Discussed putting signs up to warn drivers of the change in road conditions.

Burt Drews, 3113 County Road II, Neenah, WI 54956

- Discussed the gravel road conditions in other Wisconsin Counties.
- Discussed the road signs

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion made to reject the bids for the following projects: Chip sealing Shady Lane from Center Road to Pioneer Road, Chip sealing Medina Junction from North Loop Road to the CN railroad tracks west of Pioneer Road, and the installation of an open bottom culvert in Pioneer Road north of Medina Junction and to accept the low proposal from Scott Construction for Chip sealing Shady Lane to a point approximately 1,750 feet west of Center Road.

Motion carried by unanimous voice vote.

D. Discussion/Action: Town Board review and consideration of a report on the proceeds from the CY 2012 ClaytonFest event.

Attached please find a copy of the Town's ClaytonFest revenues for CY 2012. It is evident from the report that the Town's portion of the revenues (even excluding labor) have declined significantly. If the goal of the event is to generate revenues for trail development in the Town, the ClaytonFest Committee and/or the Green Space Committee need to look for revenue sources that will offset the event's fixed costs. If the Committee is not trying to generate revenue and the Board does not have a problem with subsidizing the event, the process is functioning correctly. However, as the event continues, the fixed costs are going to increase and the Town's subsidy will also need to increase without the offsetting trail development revenue. A motion would be in order to direct staff to place any Municipal Revenue generated by the CY 2012 ClaytonFest event in the Town's segregated Trail Development account.

- Discussed the revenue report for ClaytonFest and took note that the report does not include payroll for the Town Staff
- Discussed the need for a more active approach to ClaytonFest in order to generate more money
- Discussed ClaytonFest relative to money making vs. social event

MOTION:

Motion approved by unanimous consent directing staff to place any Municipal Revenue generated by the CY 2012 ClaytonFest event in the Town's segregated Trail Development account.

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

The Board has received a copy of the Town’s Draft Storm Water Management Utility Ordinance. In broad terms the Draft Ordinance is similar to those of surrounding area communities. Listed below please find the Administration’s understanding of the Board’s specific parameters for the implementation of the Draft Ordinance. The following information and data are based on the Administration’s experience with Storm Water Management Utilities, research on the ways that area communities apply their Storm Water Management Utility Ordinances, and the Board’s review of the implementation process. In general terms, the implementation parameters include the following issues.

Storm Water Management Utility Property Classes:

- 1) Residential, Single-Family (all single family residential units based on property use not zoning).
- 2) Residential, Two- to-Four-Family (including duplexes, condominiums, and manufactured housing parks).
- 3) Residential, Multi-Family (apartment complexes greater than four units).
- 4) Non-Residential (industrial and commercial properties).
- 5) Undeveloped Land.

Storm Water Management Utility Fee Formulas:

Storm Water Management Utility Fees are calculated using an Equivalent Residential Unit (ERU) and the costs of the projects as approved by the Board for the CY Budget. An ERU is a computed average of the impervious surface of a single-family home within the Municipality. Impervious surfaces include roofs, patios, and driveways. The Study currently being completed by the Town’s Engineer will determine the ERU for the Town of Clayton by using aerial photography to measure the impervious surface of a statistically significant number of homes and then using that average to extrapolate it to an ERU for the Town. The ERU would be applied in the following manner:

- 1) Residential; Single-Family: 1.00 ERU Fee
- 2) Residential; Two to Four Family Units,
 Condominiums and Manufactured Housing Parks: 0.66 ERU per unit
- 3) Residential; Multi-Family: 0.50 ERU per unit
- 4) Non-Residential: 1.00 ERU per (impervious area / ERU)
- 5) Undeveloped Land: 0.25 ERU per Tax ID Parcel

Storm Water Utility Credits and Adjustments:

Non-residential property owners are eligible for credits against their Storm Water Management Utility Fees based on certain criteria. These credits are customarily based on engineered on-site storm water management devices and limited by a cap on the fee credit. Specifically, the credits are based on peak flow controls and water clarity measures. Given the nature of the units of measure used to calculate the credits, they will only be available to individuals with engineered on-site storm water management devices. Listed below are examples of a Storm Water Management Utility Fee credit calculation:

Flow Reduction Credit Policy:

1. A 10% credit will be given if the peak discharge of the developed parcel is less than the peak discharge before the development.
2. Additional credits can be given for reductions in peak flow based on a specified event and a specified period of time; i.e. a 15% credit for each of the following: the peak discharge from a 4.0-inch, 24-hour storm is less than 0.40 cfs per acre, 0.30 cfs per acre and 0.15 cfs per acre.

Water Quality Credit Policy:

The credit for improving Storm Water Management water quality should be capped at 25% and should be given for achieving the following water quality standards:

1. A 12.5% reduction in the Storm Water Management fee for removing up to 80% of the Total Suspended Solids (TSS) from the storm water.
2. An additional 12.5% reduction in the Storm Water Management fee for removing more than 80% of the Total Suspended Solids (TSS) from the storm water.

The Board will still need to establish a Storm Water Management Utility Commission, to approve a Storm Water Management ERU Study, to approve a Storm Water Management Utility Billing Policy, to approve a Storm Water Management Utility Appeal Mechanism, and to approve a Storm Water Management Utility 5-Year Capital Construction Plan. At this time the Administration is working with the Town's Attorney to establish the process for assuming the functions of the Drainage District in the Town of Clayton. Additionally, the Administration will begin developing a Storm Water Management Utility 5-Year Capital Construction Plan, a CY 2013 Storm Water Utility Management Fee, and a Budget.

- Town's Engineer is finishing up the ERU.
- Staff will speak with the Town's Attorney regarding the absorption of the functions of the drainage district.
- Discussed the project list for CY 2012 completion date
- Discussed the undeveloped land – Farmland vs. Subdivision lots

NO MOTION

- F. Discussion/Action: Town Board review and direction to staff relative to the purchase of a Fund Accounting Software Package for the Town.

Attached, please find a copy of a memorandum from the Town's Treasurer relative to the Town's Accounting software. At this time, the Town is using QuickBooks to do its accounting. QuickBooks was designed to do either cash or accrual accounting for small businesses while the Town, like any other municipality, does its accounting on a fund basis. The main difference between the two accounting systems is what they are tracking. Business accounting tracks profit and loss, and fund accounting tracks sources and uses of funds. Municipalities do not generate profits; however, they need to account to the public for the sources and uses of the funds in their care, i.e., how the taxpayers' money was spent. At the recommendation of the Town's Auditors, staff has been researching the available fund accounting software options. The Town's Treasurer has spent a significant amount of time with software demonstrations and tutorials in an effort to make an educated recommendation to the Board. Should the Board wish to proceed with this process, the Administration is recommending that the software purchase be made in CY 2012 with implementation on January 1st, of CY 2013. The Administration expects the Treasurer's recommended software package to cost approximately \$25,000.00. Funding for the project could come from the Town's Codification Budget and Office Equipment Budget. This would allow the Town to purchase and implement the program in a timely fashion. Additionally, rather than fund the proposed software purchase in the Town's CY 2013 the Administration would place the Codification Funding in the Town's CY 2013 Capital Budget. The Administration has recommended that the Town's Treasurer visit a community (the Village of Sussex) that uses the recommended software package in order to get a hands-on feel for the software and a third party recommendation on the product. If the Board agrees with the Administration's proposal

and process, direction to staff to schedule the site visit and place the purchase of an accounting software package on the Board’s agenda for action would be in order.

- Discussed the funding of the software – funding to come from the codification budget line item.
- Discussed the information regarding the software programs
- Discussed the need for the Town to replace the existing software (QuickBooks) with Fund Accounting Software
- The Board has no objection to the Staff moving forward and schedule a site visit to get a hands-on feel for the software.

NO MOTION

G. Discussion/Recommendation: Update to the Town Board on the Platting process for the Clayton Cemetery.

Attached, please find a map of Section 5 of the Clayton Cemetery. The Town has recently completed a Plat of the new Sections of the Clayton Cemetery. As part of that process, the surveyor provided staff with a layout of the existing burial sites in the Cemetery. A review of that layout identified a problem that could be solved with some relatively minor “rearranging” of burial sites that have been purchased by three families in the area. This Agenda item is intended to advise the Board that the individuals involved have all agreed to the proposed changes. Once the deeds have been prepared and the documentation completed, the Administration will submit both the Preliminary and Final Plat to the County for approval. The County’s approval process should take 60 to 90 days. The final step in the process will be to create the cemetery burial plot property file with the identification of the burial site ownership and the records of the individuals interred in the burial sites.

- Discussed the moving of existing burial sites closest to access road

NO MOTION

H. Discussion/Recommendation: Town Board review and direction to staff relative the scheduling a joint Town Board and Plan Commission Meeting on Wednesday, August 8th 2012 for the purposes of reviewing the Town’s options relative to continued participation in County Zoning.

In anticipation of discussing the Town’s options relative to continued participation in County Zoning, the Town Chair has requested that the Board schedule a joint Town Board/Plan Commission meeting to discuss the Town’s options. The following list is a non-exclusive list of the items the Plan Commission and the Board should review:

1. The Town’s only opportunity to opt out of County Zoning occurs when the County engages in a comprehensive update of its Zoning Code of Ordinances.
2. The Town can procedurally opt in to County Zoning at any point in time.
3. A Town that ops out of County Zoning must create a Town Zoning Code of Ordinances.
4. If a town ops out of County Zoning the Town Board must appoint a (Zoning) Board of Appeals.
5. The appeal of a decision rendered by the Town’s Board of Appeals (Zoning) is to the Circuit Court.
6. The Town’s Zoning Code of Ordinances must be approved by the County.

7. Once approved by the County, the Town's Code of Ordinances would be implemented by the Town's staff, the Town's Plan Commission, the Town Board, and the Town's Board of Appeals (Zoning).
8. The County would still control Shoreland and floodplain zoning even if the Town opts out of County Zoning.
9. If the Town opts out of County Zoning it must decide if it wants to create a Farmland Preservation element in its Zoning Code of Ordinances.
10. If the Town opts out of County Zoning it must assign the responsibility for issuing Zoning Permits to a member of its staff; this responsibility is usually assigned to the Building Inspector.

If the Board would like to schedule a joint meeting with the Plan Commission, the Administration would recommend that it occur as soon as possible. Ideally, it could occur at the Plan Commission's Wednesday, August 8th, 2012 meeting. In anticipation of the proposed meeting, the Administration has asked the Town's Engineering Firm to prepare a proposal for developing a Town Code of Zoning Ordinances. If the Board wishes to hold a joint meeting, direction to staff to schedule such a meeting would be in order.

- Chairperson Luebke recommendation is that next week the Town Board and Plan Commission meet together for the first 30 minutes of the Plan Commission Meeting Wednesday August 8, 2012 at 7:00 p.m.

NO MOTION

- XI. Upcoming Meeting Attendance
 - A. Annual Town's Association Meeting
 - B. Plan Commission Meeting August 8th, 2012
- XII. Board Member Requests for Future Agenda Items
 - A. None
- XIII. Review of Disbursements
 - A. No Disbursements
- XIV. Adjournment – 8:01 P.M.

MOTION:

Motion made by unanimous consent to Adjourn

Respectfully submitted,
Tori Bowen, Treasurer/Deputy Clerk