

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. – 8:37 P.M. on Wednesday, September 19th, 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	PRESENT

b. Staff

Administrator Johnston	PRESENT
Town Treasurer Bowen	ABSENT (Excused)
Town Engineer Miller	PRESENT

II. Public Hearing:

A. No Public Hearings

III. Approval of Minutes:

A. Special Joint Town Board/Plan Commission Meeting – Wednesday, August 8th, 2012

MOTION:

Motion carried by unanimous consent to approve the minutes of the Special Joint Town Board/Plan Commission Meeting, Wednesday, August 8th, 2012 with no corrections.

B. Regular Town Board Meeting – Wednesday, September 5th, 2012.

MOTION:

Motion carried by unanimous consent to approve the minutes of the Regular Town Board Meeting of September 5th, 2012 with no corrections.

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

- No Open Forum

V. Correspondence:

A. Notice of a Winnebago Towns Association Unit Meeting.

B. Winnebago County Solid Waste Management Board

- Supervisor Lettau stated that the Town of Clayton is in 3rd place (per person) with recycling.

- 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. Deputy Grube and Deputy Megna present.
 - 2. Discussed the missing tools from the construction site.
 - 3. Discussed concerns with bikers on the trail where it intersects with the roadway regarding who has the right-of-way.
 - 4. Discussed the rules regarding bicyclers on the road.
 - C. Clayton-Winchester Fire Department
 - 1. Discussed the report that the Fire Chief turned in.
 - 2. Year-to-date: 73 calls
 - 3. Recently: 1CO check, 2 False Alarms, 3 Controlled Burns investigations, 1 vehicle roll over with ejection, 1 order complaint, and 1 vehicle fire
 - D. Larsen Winchester Sanitary District
 - 1. No Report
 - 2. Next meeting is October 3, 2012 at 4:00 p.m.
 - E. Administration Comments
 - 1. Administrator/Clerk
 - a. Finished the Grant Application to the DNR for the Recycling Grant for CY 2013
 - b. Discussed the Election process for the upcoming November Election regarding early voting and Office Hours for the two weeks prior to November 6th, 2012.
 - Judy Quadracci, 3490 DeKalb Lane, Neenah, WI 54956
 - Discussed the potential need for more poll workers working on absentee ballots
 - Discussed the potential of one poll book instead of two if the election is to be held in the existing Board Room.
 - c. Discussed the concern for the added expense of a mailing requesting that voter's come in and vote early.
 - d. The Town Board agreed to sending out the post card
 - 2. Public Works Foreman:
 - a. No Report
 - 3. Treasurer/Deputy Clerk:
 - a. No Report
 - 4. Engineer:
 - a. Town Engineer Miller provided the Board with an Engineering status report.
 - b. Discussed the Braun Court project
 - c. Pioneer Chip Seal project is complete.
 - d. Continuing to work on Sunburst project with Scott
 - e. Hidden Park enclosure will be finished this year
 - f. Discussed the Stormwater Utility Study
 - 5. Town Board:
 - a. Chair Luebke received a letter from Brian O'Rourke regarding the County Zoning
 - b. Notice from Fox Valley Initiative regarding a meeting at Fox Valley Lutheran High School, September 20th, 2012 regarding Fox Wisconsin Area Heritage Parkway.
 - c. Supervisor Grundman-Erdmann heard about the negative impact on communities regarding the Heritage Parkway at the Town's Association Meeting

VII. Licenses and Permits:
 A. Operator Licenses Issued by the Town Clerk:

New:

1. No New Licenses Issued.

Renewal:

1. No Renewal Licenses Issued.

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

- A. Staff update to the Commission on the revisions to the Town's Access Ordinance.

The Commission was advised that staff should have the review and editing of the Town's Access Ordinance completed in time for the Commission to complete its review and make a recommendation to the Board at the Commission's October 10th, 2012 meeting.

NO MOTION

- B. Commission review and consideration of a Draft Town of Clayton Zoning Code of Ordinances.

Town staff reviewed the schedule for the Commission's review of a Draft Zoning Code of Ordinances for the Town. Staff recommended that the Commission tentatively schedule two Special Plan Commission Meetings for the following times and dates:

- (1) 7:00 P.M. on Wednesday, October 24th, 2012
- (2) 7:00 P.M. on Wednesday, November 28th, 2012

Town Planner, Bartz (Jon) reviewed, in general terms, each Section of the Code with the intent to go into a detailed review of specific Sections at the Commission's next meeting.

Additionally, Jon asked Commission members to familiarize themselves with the following issues and documents:

- 1) Review and become familiar with Article 7;
 - a) Do you want to keep, add or delete districts?
 - b) Do you think the dimensional standards are appropriate?
- 2) Review the land use categories on the Town's Future Land Use Plan;
 - a) Do we have the right zoning districts for the land use categories?
- 3) Review pages 10, 11 and 12 in the Comprehensive Plan where the type of zoning for each type of land use is discussed.

Review and compare your current Site Plan and Sign Ordinances with Division 15 of Article 7 and with Articles 9, 11, and 12.

- Discussed the procedure for review of the Ordinance sections

NO MOTION

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 recommendation from the Town Administrator and the Town Treasurer to authorize the purchase of a Fund Accounting Software Package for the Town with the program to be implemented with the CY 2013 Budget Year.

After significant due diligence, the Town Treasurer is recommending that the Board authorize the purchase of the following software package, Banyon Data Systems Fund Accounting

Software Package (see attached Memorandum from the Treasurer). The Treasurer has researched most of the fund accounting software packages used by communities with 10 to 20 thousand residents. This range was selected based on costs and a desire to recommend the purchase of a software package that would allow the Town to grow without concern for software capacity and without having to purchase additional software that may not integrate with the fund accounting software which is the heart of the Town's accounting system. After the preliminary selection process; the Treasurer conducted site visits and telephone calls to three communities that are using the preferred software packages. Based on those telephone calls and the site visits as well as conversations with community staff on the quality, functionality, ease of use, and vendor software support the Administration has arrived at its recommendation to the Board. Should the Board agree with the Administration's recommendation, a motion would be in order to authorize the purchase of the Banyon Data Systems Fund Accounting Software package at a cost not to exceed \$29,000.00 for the Town with funding to come from the CY 2012 Budget, Town Office, Codification Line Item in the Capital Expenditures Budget. Additionally, staff should be directed to prepare a Resolution authorizing the Budget transfer for Board consideration and approval.

- Discussed the need for the Town to implement the Fund Accounting Software
- Discussed the funding for the purchase of the software relative to the CY 2012 Budget
- Discussed the delay in purchasing the Property Management Module

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Geise

Motion made to authorize the purchase of the Banyon Data Systems Fund Accounting Software package at a cost not to exceed \$29,000.00 for the Town with funding to come from the CY 2012 Budget, Town Office Codification Line Item in the Capital Expenditures Budget and additionally direct Staff to prepare a Resolution authorizing the Budget transfer for Board consideration and approval.

Discussion:

- Chairman Luebke asked when the Resolution would come before the Board
- Mr. Johnston stated that the Resolution will be on the October 3rd Meeting

Motion carried by unanimous voice vote.

B. Discussion/Action: Town Board review and consideration of an updated Election Poll Worker List for the Town of Clayton.

Attached please find a copy of a revised and updated Eligible Poll Worker list for the Town of Clayton. Chief Election Poll Worker, Judy Quadracci (Judy), has interviewed and recommended the revised list of Eligible Poll Workers. The additions to the list are highlighted in yellow. Judy has recommended adding individuals to the Eligible Poll Worker list so that she can schedule individual Poll Workers with greater flexibility and deference to their interest in working limited and/or certain hours of the day. The added flexibility will allow Judy to schedule the required number of Poll Workers for each election without having to require an absolute commitment from each volunteer (paid on call) for all elections. The Administration is recommending that the Board approve the revised list. Should the Board agree with the recommendation, a motion would be in order to approve the revised and updated Eligible Poll Worker list for the Town of Clayton with direction to staff to place the list on file with the Chief Election Poll Worker for the Town.

MOTION:

Motion made by unanimous consent to approve the revised and updated Eligible Poll Worker list for the Town of Clayton with direction to staff to place the list on file with the Chief Election Poll Worker for the Town.

- C. Discussion/Action: Town Board review and consideration of a Change Order to the Town/Fire Hall project to improve the vehicle exhaust system in the apparatus bay of the Town/Fire Hall.

Attached, please find several documents relating to the specifics of this Change Order. Based on the characteristics of the existing Community/Fire Hall and their limitations on the remodeling of the building to house the Town/ Hall, the fire bays must be used in a drive through manner. Specifically, given the ingress and egress patterns for the building the fire fighters must enter the area from the north access point and park on the north side of the building. The Public Works Department will have to use the south ingress point and exit the area through the park. Residents using the facility will park in front of the southern part of the building. This traffic pattern requires that the fire fighting apparatus exit the west side of the building and re-enter the site through the south access point when they are not in a hurry. The remodeling project of the building was designed with this traffic flow pattern and the pattern should be maintained.

The specifics of the Change Order relate to how the vehicle exhaust system works. The Single Drop Exhaust Extraction System is limited by the length of the drop; the second vehicle in the bay will only have extraction coverage for approximately half of its exit from the bay. The Sliding Balance Track Exhaust System follows the truck for the entire length of the bay. At this time both systems will work, however, the Sliding Balance Track Exhaust System will be more effective from the onset. The real issue is the future, and the types of apparatus the Department will purchase. The brochure for the Single Drop Exhaust Extraction System says that it can be retrofitted with a sliding track. The Administration's experience with retrofitting equipment has been less than stellar. As times go by and equipment changes the retrofits are usually forgotten and compliance issues ignored. One of the attached documents is an acknowledgement from the maker of the equipment that the Single Drop Exhaust Extraction System does not provide complete exhaust extraction in a drive through bay. A telephone conversation with Jack P. Rossman (Jack) of Air Cleaning Specialist has set the price differential for the two systems at approximately \$6,500.00. It has been the Administration's experience that installing the proper system for the long term use of the building at the onset is the best course of action. Specifically, the life expectancy for the renovations to the building is 25 to 30 years. During that time the Joint Fire Department is likely to purchase a vehicle that is going to be longer than the current ones (a Quint or a ladder truck). This purchase will likely require that the exhaust extraction system be updated. It has been the Administration's experience that costs of the updates to the exhaust extraction system although nominal, will likely be seen as prohibitive when added to the cost of the vehicle. The Administration is recommending that the Board approve the proposed vehicle exhaust extraction system Change Order at a cost not the exceed \$7,000.00 with the funding to come from the Town's CY 2012 borrowing. Should the Board agree with the recommendation, a motion would be in order to approve the proposed Change Order.

- Discussed the options for a vehicle exhaust system
- Discussed the costs of the change order
- Discussed the safety of the drive-thru bays and the need for the proper exhaust system

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion made to approve the proposed vehicle exhaust extraction system Change Order at a cost not to exceed \$7,000.00 with the funding to come from the Town's CY 2012 borrowing.

Discussion:

- Supervisor Lettau asked about the exhaust system in the original plans.
- The original plans called for the fixed system.

Motion carried by unanimous voice vote.

D. Discussion/Action: Town Board review and consideration of the wages paid to the Town's Election Poll Workers and the Chief Election Poll Worker.

The Town's Poll Worker are paid \$8.00 per hour, this includes the Chief Election Poll Worker, Judy Quadracci (Judy). Judy has, over the past 6-months assumed the responsibility for all aspects of the election process: she schedules the staffing, tests the equipment, trains the Poll Workers, interviews prospective new Poll Workers, and tabulates the results of the election for transmission to the County. It is the Administration's position that Judy should receive an increase in pay to reflect the added responsibilities that have been assigned to the position. Please be advised that Full Time Town staff is statutorily responsible for providing the facility and the equipment for running an election, however, because of the potential appearance of a conflict of interest, they should never actively participate in the election process. The Administration is recommending that the wage for the Chief Election Poll Worker be increased to \$12.00 per hour starting with the CY 2013 Election year. This recommendation is based on the funding available in the CY 2013 Draft Town Budget. Should the Board agree with the recommendation a motion would be in order to set the wage for the Town's Chief Election Poll Worker at \$12.00 per hour starting with the CY 2013 Election year.

- Discussed the 2012 Budget Line item for Election Worker's Wages and the need to have the wage increase go into effect at the Spring 2013 primary election

MOTION:

Motion made by unanimous consent to set the wage for the Town's Poll Worker's at \$8.00 per hour and the Town's Chief Election Poll Worker at \$12.00 per hour starting with the CY 2013 Election year.

E. Discussion/Action: Town Board review and consideration of a request from the East Central Wisconsin Regional Planning Commission staff for potential Town Planning and/or Economic Development Projects that it can include in its CY 2013 work program.

Attached, please find a copy of a request from the East Central Wisconsin Regional Planning Commission (Commission) asking for potential CY 2013 projects the Town may have that the Commission could facilitate. The Administration has reviewed the Town's plans for CY 2013 and can find only two projects that the Commission may be able to help with. Both projects involve the provision of sanitary sewer and water to portions of the Town. Specifically, the Town could benefit from Commission help with the provision of sanitary sewer and water to the USH 10/STH 76 corridor and the southeast corner of the Town (the Breezewood Lane area east of STH 76). The Administration is recommending that the Town ask the Commission for help with facilitating both of these potential projects. Please remember that a request to be

added to the Commission's list of projects does not bind the Town to doing the planning work or the projects.

- Discussed the potential projects for CY 2013 and the benefit of the Commission's help with those projects
- Discussed the cost to recruit the Commission's help
- The Town Board directed Staff to ask for the Commission's help provided that if the Commission were to charge a fee, the cost would be brought to the Town Board for approval.

NO MOTION

F. Discussion/Recommendation: Town Board review and direction to staff relative to the implementation of the proposed Storm Water Utility Ordinance.

The Town's Engineer will have a document showing a potential fee structure for the Town's pending Storm Water Management Utility ready for the Board to review at its Wednesday, September 19th, 2012 meeting. The document should allow the Board to see the revenue generated by various fee amounts. The Administration has taken this tack because of the large number of relatively expensive projects that staff has been made aware of in the past few years. The Board will be reviewing the list of projects as part of its Wednesday, September 19th, 2012 agenda items. Specifically, the Board would have to authorize a significant Utility Fee if it wants to complete the listed projects in five years. The Administration is recommending that the Board approve projects in an ad hoc manner based on importance and the availability of funds. The list of projects on the Utilities 5-year Capital Plan (see the attached material for Agenda Item H) should be the basis for inclusion in the Town's plans. Additional projects can be included in the plan; however, inclusion in the plan should be based on a hierarchy of need and the availability of funding. The combination of the two items on the Board's agenda relating to the pending Storm Water Management Utility should be the final pieces of the puzzle that are needed to complete the project and allow the Board to present the potential Ordinance to the Town's residents.

- Discussed the content of the Storm Water Management Utility report.
- Discussed the process of calculating the ERU's for the Town.
- Discussed the calculation and criteria for credits
- Discussed the list of projects relative to the potential Storm Water Management Utility fees to be charged to the Town's residents.
- Discussed modifying the 5-year Capital Plan relative to adjusting the Storm Water Management Utility fees

NO MOTION

G. Discussion/Recommendation: Town Board review and direction to staff relative to the scheduling of a storm water management project on Fondotto Drive.

Attached please find a copy of an article written by Miller Engineers and Scientists. The article gives some credence to staff's use of drain tile to create a small storm sewer system under a roadside ditch that functions as a storm water management system. The article describes a more sophisticated way of doing what Town staff has been doing to date; however, it does not describe anything that Town staff could not start doing. The article also describes significant additional benefit to the process as it relates to water clarity and road life.

Relative to the Fondotto Drive project, the Administration would like to advise the Board that it would like to postpone the project to CY 2013. As can be seen on the plan, Wisconsin Public Service (WPS) has a gas line buried in the bottom of the ditch on the north side of the road. It will take approximately two weeks for WPS to move the line and another week for Town staff to finish the basic tiling and ditching work plus the time needed to restore the project. As a result of the limited staff, the volume of work, and some poor planning on the part of the Administration, staff will need approximately 4 to 5 weeks before it can get to the project as staff will need to finish the ditching work on Sunburst Lane and the ditch enclosure on Grand Meadows Crossing. Finishing this work will take the better part of the remaining construction season. Based on these facts, the Administration is recommending that the Board direct staff to postpone the Fondotto Drive project until Spring of CY 2013 and notify the residents of the area of the postponement.

- Discussed the residents' concerns relative to the project
- Discussed the changes in the process relative to the article by Miller Engineers and Scientists.
- Town Board directed staff to postpone the Fondotto Drive project until Spring of CY 2013 and notify the residents of the area of the postponement.

NO MOTION

H. Discussion/Recommendation: Review and consideration of a 5-Year Capital Plan and related project costs for the Town's Draft Storm Water Management Ordinance

Attached, please find a spread sheet and map containing the Administration's recommended list of projects for the Storm Water Management Utility's 5-year Capital Plan. The Administration has created what appears to be a 5-year plan; however, the rationale for the order of the projects is based solely on a project Phasing/complexity and an apparent timeline priority. The list and ranking of the projects could be improved based on a better understanding of the resources available and the criticality of the projects. Given the time and the resources available, the Administration was not able to establish accurate and dependable costs or priorities for the projects. The Administration is recommending that the Board conditionally approve the 5-Year Capital Improvement list for the Town's Storm Water Management Utility as submitted, the conditions are as follows:

- 1) That the storm water management costs for the CY 2013 Capital Construction Projects are included in the Capital Construction project costs;
 - 2) That preference is given to completing the phases of a project in a timely manner;
 - 3) That preference is given to completing projects with Force Account Labor whenever possible;
 - 4) That Town staff leases equipment that it does not own and when an operator is needed the costs should be included in the leasing costs;
 - 5) That projects such as large culvert replacements are completed under the yearly County Bridge Aids program in order to extend the Town's funding;
 - 6) That projects are added to the list on an ad hoc basis with approval from the Town Board;
 - 7) That the Administration submits a project plan and cost estimates for each project to the Board for approval before it is started;
 - 8) That staff is directed to refine the Storm Water Management Utility 5-Year Capital Plan over the course of the next 12-months.
- Discussed the procedure for creating the 5-Year Capital Plan relative to the projects the Town needs to complete.

- Discussed the possibility of borrowing the money to enable the staff to complete more of the projects faster.
- Discussed the 5-Year Capital Plan projects relative to the Storm Water Management Utility fees (ERU's).
- Discussed individual projects listed on the 5-Year Capital Plan relative to the cost of each project.

NO MOTION

- XI. Upcoming Meeting Attendance
 - A. Annual Town's Association Meeting end of October in Appleton
 - B. Joint Fire Board Meeting, October 8th, 2012 at 7:00 p.m.
 - C. October 9th Budget Meeting at 7:00 p.m.
- XII. Board Member Requests for Future Agenda Items
 - A.
- XIII. Review of Disbursements
 - A. Disbursements
- XIV. Adjournment – 8:37 P.M.

MOTION:

Motion made by unanimous consent to Adjourn.

Respectfully submitted,
Tori Bowen, Treasurer/Deputy Clerk