

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. – 7:30 P.M. on Wednesday, October 16th, 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	LATE
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Bowen	PRESENT
Town Planner – Jon Bartz	ABSENT
Town Engineer – Mary Jo Miller	PRESENT

II. Public Hearing:

A. No Referrals

III. Approval of Minutes:

- A. Approval of the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, October 2nd, 2013.

MOTION:

Motion made by unanimous consent to approve the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, October 2nd, 2013

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

A. No Referrals

V. Correspondence:

- A. Clayton/Winchester Joint Fire Board 3rd Quarter Financial Report.
- B. Copies of an e-mail correspondence relative to Certification of the Town's Zoning Code of Ordinances, Farmland Preservation program.

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 Putzer; Deputy Pankratz present
- C. Clayton-Winchester Fire Department at Winchester
 1. Joint Fire Board meeting on October 28 at Winchester Town Hall
- D. Larsen Winchester Sanitary District
 1. No Report
- E. Administration Comments
 1. Engineer
 - a. Engineer Miller provided a status report
 - b. Discussed Ridgeway Drive, 1st layer asphalt is down and seeding is delayed due to rain
 - c. Discussed Fox Valley Asphalt project preconstruction meeting. Construction should start week of October 28th. Discussed holding off on paving until Spring 2014
 - d. Discussed Oak Openings project, construction should start October 21st
 2. Administrator/Clerk
 - a. Administrator Johnston advised on issues with the cistern
 - b. The projector was set up the past two days and staff is working on a power point presentation for the budget meeting
 3. Public Works Foreman:
 - a. No Report
 4. Treasurer/Deputy Clerk:
 - a. No Report
 5. Town Board:
 - a. No Report

VII. Licenses and Permits:

- A. New:
 - i. Cassandra Johnson
 - ii. Danielle Von Neupert
 - iii. Melissa Mischler
- B. Renewal:
 - i. No Renewal Licenses Issued

VIII. Business referred by the Plan Commission:

Town Board receipt, review, and consideration of Plan Commission Referrals:

- Plan Commission Chair Knapinski presented the recommendations
- A. Plan Commission recommendation to the Board on a Residential Development Concept Plan submitted by Michael and Marian Sabee, 3033 West Shady Lane Neenah, WI 54956, for property located at 3033 West Shady Lane, Neenah, WI and specifically described as Tax ID # 006-0306, Tax ID # 006-0307, Tax ID # 006-030706, Tax ID # 006-0308, Tax ID # 006-0309, and Tax ID # 006-0313 all located in Section 11, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Plan Commission Action

MOTION:

Staff was directed to work with the Sabees to ensure that the proposed concept plan complies with Town Ordinances and the Town’s Long Range Planning Documents.

- Supervisor Lettau arrived at 7:09 P.M.
- Town Board unanimously confirmed Plan Commission action recommendation
- Mrs. Sabee asked if they could move forward with their plan and asked about the time frame
- Mr. Johnston explained the process to Mrs. Sabee
- Discussed the issues with the property relative to the access of the Sabee’s property

MOTION:

Motion made by unanimous consent to direct Staff to work with the Sabee’s on the concept plan changes

- B. Plan Commission recommendation to the Board on a Site Plan Application for a building expansion project for Kimberly Clark Global Sales LLC, Kline Street and Martin Drive, Neenah, WI 54956; specifically identified as Tax ID # 006-0368-0401.

Plan Commission Action

MOTION:

Motion by: Commissioner Eckstein

Seconded by: Commissioner Schmidt

Motion: To approve the Site Plan Application for a building expansion project for Kimberly Clark Global Sales LLC, Kline Street and Martin Drive, Neenah, WI 54956, specifically identified as Tax ID # 006-0368-04-01

Motion: carried by unanimous voice vote.

- Mr. Johnston pointed out the color-corrected application

MOTION:

Motion made by unanimous consent to approve the Site Plan Application for a building expansion project for Kimberly Clark Global Sales LLC, Kline Street and Martin Drive, Neenah, WI 54956, specifically identified as Tax ID # 006-0368-04-01

- C. Plan Commission recommendation to the Town Board on material provided to staff by the Town’s Association relative to the State’s New Mobile Service (Cell) Tower Preemptions (local control of mobile service/cell tower siting).

Plan Commission Action

MOTION:

Motion by: Commissioner Klingenberg

Seconded by: Commissioner Eckstein

Motion: To direct Town Planner Bartz to look at making a new chapter in the Zoning Code of Ordinances

- Commissioner Linsmeier added the consideration of fixing Town roads

Motion carried by unanimous voice vote.

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 Resolution 2013-005, A Resolution Authorizing the Borrowing of Funds from the Wells Fargo Bank for the Purpose of Paying for a Storm Water Utility, Storm Sewer Capital Construction project.

Attached please find a draft copy of Resolution 2013-005 for the Board’s consideration. Staff has looked at the Town’s options relative to short term borrowing from both the State and local financial institutions. Based on that review, and a conversation relative to the Town’s options with the Town Chair, staff is recommending that the Town borrow the funds for the Oak Openings Storm Water Utility project from Wells Fargo Bank. Wells Fargo Bank is one of the Town’s depository institutions and, because of that relationship, it is willing to lend the Town the required funds at reasonable rates with less paperwork. Additionally, this process will add to the collaborative working history for both entities. Staff is recommending that the Town borrow the required funds (\$110,000.00) for a period of three years at an interest rate of 2.5 % +/- . The proposed loan will have monthly payments and no pre-payment penalties which will allow the Town to pay off the loan early if the funding is available in the Storm Water Management Utility Budget. Staff is recommending the three year loan so that more funding will be available for Public Works Department (DPW) projects. If the DPW does not encumber all of the available funds the fund balance carryover could be used for debt service. If the Board agrees with the Administration’s recommendation, a motion would be in order to approve Resolution 2013-005 as drafted and presented, with funding for the debt service to come from the Town’s Annual Storm Water Management Utility Budget.

- Discussed the payment plan of three years versus two years
- Discussed having to borrow more in the future years for storm water management

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion to approve Resolution 2013-005 as drafted and presented, with funding for the debt services to come from the Storm Water Management Utility Budget

- Supervisor Grundman asked about future projects relative to future borrowing

ROLL CALL VOTE:

Supervisor Geise	AYE
Supervisor Lettau	AYE
Supervisor Schmidt	AYE
Supervisor Grundman	NO
Chair Luebke	AYE

Motion carried by 4-1 roll call vote.

- B. Discussion/Action: Town Board review and consideration of authorizing the purchase, by staff, of a public address and recording system for the Town Office, Board Meeting Room.

Attached please find several pieces of information relative to wireless microphone and speaker systems. Staff has been working on the installation of a microphone and speaker system in the new Town Board Meeting Room for several months. Because of the block construction of the building and the cistern system used by the Fire Department, it has proven difficult to find an unobtrusive microphone and speaker system. Additionally, the installation of the systems is made more difficult by the fact that, for election purposes, the room has to be cleared up to four times in any given year. Staff has concluded that a wireless system would provide the best possible solution to the problem. Wireless systems should provide good results and would eliminate a majority of the wiring problems that staff is concerned about. Staff has found a reasonably priced, 8-microphone wireless system that can be controlled from the dais and a number of wireless speaker systems that would work with the wireless microphone system. The only real inconvenience that can be identified with the wireless systems is the need to keep batteries charged and/or have replacements on hand. The questions now are: 1) what systems will be most compatible and 2) can staff have the authorization to make the purchase? Because the most compatible systems still need to be identified, the Administration is asking for approval of a not-to-exceed \$3,000.00 purchase authorization from the Board. Funding for the purchase would come from the CY 2013 Office Capital Equipment Line Item. The Town Chair has indicated that he has expertise in the area and would like to participate in the decision making process. Should the Board wish to proceed with the project, a motion to approve a not-to-exceed \$3,000.00 purchase authorization for a public address and recording system for the Town Office, Board Meeting Room would be in order, with funding for the purchase to come from the CY 2013 Office Capital Equipment Line Item.

MOTION:

Motion made by unanimous consent to approve a not-to-exceed \$3,000.00 purchase authorization for a public address and recording system for the Town Office, Board Meeting Room
Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review and consideration of the annual renewal of the Winnebago County, 911 Emergency System, Joint Powers Agreement between the Town of Clayton and the County of Winnebago.

Attached please find a copy of correspondence from Winnebago County Sheriff, John F. Matz. Also attached is a copy of the renewal Resolution for the Town's participation in the Winnebago County 911 Emergency System. The Joint Powers Agreement, required under Wisconsin Statutes, essentially sets system protocols and requires that an emergency vehicle dispatched by the County 911 System render service even if it is outside the department's jurisdiction. A motion to authorize the Town Chair and the Town Clerk to sign the Winnebago County 911 Emergency System, Joint Powers Agreement would be in order.

MOTION:

Motion made by unanimous consent to authorize the Town Chair and the Town Clerk to sign the Winnebago County 911 Emergency System, Joint Powers Agreement
Motion carried by unanimous voice vote.

XI. Upcoming Meeting Attendance

- Wednesday October 30th, Town of Omro, meeting on Managing Subdivisions at 8:00 P.M.
- XII. Board Member Requests for Future Agenda Items
 - A. None
- XIII. Review of Disbursements
 - A. Disbursements
- XIV. Adjournment – 7:30 P.M.

MOTION:

Motion made by unanimous consent to Adjourn.

Respectfully submitted,
Jenna Prange, Administrative Assistant