

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. – 8:02 P.M. on Wednesday, November 21st, 2012

Town Office Meeting Room, 8358 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	ABSENT (EXCUSED)
Supervisor Lettau	PRESENT
Supervisor Grundman	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 Scheduled.

III. Approval of Minutes:

- A. Regular Town Board Meeting – Wednesday, November 7th, 2012

MOTION:

Motion made by unanimous consent to approve the minutes of the Town Board Meeting for Wednesday, November 7th, 2012 as presented.

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

- No Open Forum

V. Correspondence:

- A. Public Service Commission of Wisconsin, Strategic Energy Assessment Notice.
- B. Public Health News, Winnebago County Health Department.
- C. Veolia Environmental Services Letter
- D. John Volkman Gunshot Email (To be placed on December 5th agenda per Chairman Luebke)
- E. Winnebago County Solid Waste Management Board and Tonnage Report.

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 Mitch Grube present
 - 2. Discussed the Hwy 76 & Fairview shooting call – Deputy Grube advised they can only tell a person that he/she is responsible for where the bullet goes unless an ordinance is violated (To be placed on December 5th agenda per Chairman Luebke)
 - 3. No calls have been received for the rumored mock police vehicle pulling citizens over
 - 4. A taskforce was present the evening there was rumored to be a hip hop gathering at The Spot and returned nothing
- C. Clayton-Winchester Fire Department
 - 1. Discussed the sale of the fire-truck
- D. Larsen Winchester Sanitary District
 - 1. No Report
- E. Administration Comments
 - 1. Administrator/Clerk
 - a. Getting ready to move in next door
 - b. Discussed removal of telephone pole
 - c. Office to be closed December 3rd and 4th
 - 2. Public Works Foreman:
 - a. No Report
 - 3. Treasurer/Deputy Clerk:
 - a. No Report
 - 4. Engineer:
 - a. No Report
 - 5. Town Board:
 - a. No Report

VII. Licenses and Permits:

- A. Discussion/Action: Consideration and approval of Operator Licenses:
 - 1. New:
 - a. No New Licenses Issued.
 - 2. Renewal:
 - a. No Renewal Licenses Issued.

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

- A. Discussion/Action: Plan Commission recommendation to the Town Board on a request by Jim Lombard, General Manager of Quietwoods RV, 9042 Campers Way, Neenah WI 54956 to add a 1.6 foot x 8.3 foot LED back-to-back reader board to the site's existing sign that faces USH 10.

MOTION

Motion made by unanimous consent to approve the request by Jim Lombard, General Manager of Quietwoods RV, with the understanding that the proposed LED reader board exceeds the specific limitation of 33% of the sign area. This concession is being allowed because the area of the main portion of the sign could be legally increased to meet the specific Sign Ordinance requirements.

- B. Discussion/Action: Plan Commission recommendation to the Town Board on an Application for a Zoning Change from A-2 (GENERAL FARMING DISTRICT) to R-1

(SINGLE FAMILY NON-SUBDIVIDED) submitted by Steven J. Julius, 3911 County Road II, Larsen WI; Rosanne C. Keller, 5839 East Island Drive, Butte Des Morts, WI; and Mark E. Luebke, 3905 CTR II Unit 21, Larsen, WI for property located at 3919 CTR II, Larsen, WI and 3911 CTR II, Larsen WI, specifically described as Tax ID # 006-0566 (p), and 006-0561 (p), being part of the northeast ¼ of the northwest ¼ of Section 21, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

MOTION:

Motion by: Supervisor Glendman

Seconded by: Supervisor Schmidt

Motion made to approve what the Plan Commission recommended to the Town Board to perform a Zoning Change from A-2 (GENERAL FARMING DISTRICT) to R-1 (SINGLE FAMILY NON-SUBDIVIDED) for property located at 3919 CTR II, Larsen, WI and 3911 CTR II, Larsen WI, specifically described as Tax ID # 006-0566 (p), and 006-0561 (p), being part of the northeast ¼ of the northwest ¼ of Section 21, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

ROLL CALL VOTE:

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

Motion carried by unanimous voice vote.

C. Discussion/Action: Commission review and consideration of a Draft Town of Clayton Zoning Code of Ordinances: No Referrals.

The Plan Commission reviewed in detail the Land Use Section of the Draft Town Zoning Code of Ordinances. Staff was directed to make the changes to the Draft Document recommended by the Plan Commission and provide both the Plan Commission and the Town Board with a draft copy of the Town of Clayton Zoning Code of Ordinances for their review in a timely manner. Additionally, the Commission affirmed the Special Meeting scheduled for 7:00 P.M. on Wednesday, November 28th, 2012.

NO MOTION

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

A. Discussion/Action: Continued discussion and general direction to staff relative to the Committee’s long-term plans for the Town’s Parks.

Attached please find a copy of the Draft Minutes of the Thursday, November 15th, 2012 Green Space Committee Meeting. The Committee discussion is summarized in the Draft Minutes. Staff will be ready to answer any questions the Board may have relative to the process of implementing the Committee’s recommendations.

NO MOTION

B. Discussion/Action: Green Space Committee discussion on CY 2013 ClaytonFest planning activities.

Chairman Luebke advised discussing ClaytonFest as a whole will be added to the next agenda.

NO MOTION

X. Business:

- A. Discussion/Action:** Town Board review, consideration and direction to staff relative to filling the Administrative Assistant position authorized in the Town's CY 2013 Budget. With the approval of the Town's CY 2013 Budget, the Board has funded an Administrative Assistant position in the Town's Offices. In order to facilitate the training of the individual on the Town's new fund accounting software and the collection of the Town's CY 2013 taxes, the Administration has discussed filling the position in December of CY 2012. In the recent past the Town has used an employment agency to hire its new employees. This option allows the Town to use a temp-to-hire process where the position is not truly filled until the individual and staff have had the opportunity to work together and to determine if a good working relationship can be achieved. The Administration has used CADRE with some success and would like to continue that relationship with this new position. The Administration has funded the position in the Town's CY 2013 Budget at a wage of \$11.00 per hour plus benefits. The Administration would like to fill the Administrative Assistant position with a temp-to-hire individual in early December. In order to meet that timeline, staff and the Board's Labor Panel would have to interview individuals registered with and recommended by CADRE in late November and early December. A recommendation could be made to the Board at its Wednesday, December 5th, 2012 meeting with the individual starting work the following week. If the Board agrees with the Administration's recommendation, funding for the December CY 2012 cost of the position would come from the Clerk's CY 2012 Budget Wage Line item. At the Board's discretion, a motion would be in order to authorize the Administration to start the temp-to-hire process for the Administrative Assistant position with funding for the CY 2012 cost to come from the Clerk's Wage Line Item in the CY 2012 Town Budget.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion made to authorize Administration to start the temp-to-hire process for the Administrative Assistant position with funding for the calendar year 2012 to come from the Clerk's wage line item in the CY 2012 Town Budget.

ROLL CALL VOTE:

Supervisor Lettau AYE

Supervisor Grundman AYE

Chairman Luebke AYE

Supervisor Schmidt AYE

Motion carried by unanimous voice vote.

- B. Discussion/Action:** Town Board direction to staff relative to the demolition of the Elmer building, 8348 CTR T (the structure that was destroyed by a fire) and the disposition of the Elmer house at 8328 CTR T.

Relative to the house, Town staff will need to move the driveway from the south side of the house to the north side. This work is needed because a significant portion of the current driveway sits on property owned by Kenton L Wiedenbeck (8322 CTR T).

Relative to the structure that was destroyed by a fire, the Administration would like to demolish the building as soon as reasonably possible. The Administration's concern is the use of the building by area juveniles as a gathering place. As part of a conversation with the excavator who is scheduled to demolish the Town Office building, the Administration was told that it would cost between \$7,500 and \$10,000 to demolish the building. Staff had originally discussed a Change Order to the Town/Fire Hall Contract to demolish the structure however; the excavator has recommended that the Town use a separate Contract.

This recommendation is based on the Prevailing Wage cost of the Town/Fire Hall project. It has been the Administration's experience that excavators will do work if they can make a profit, however, they will always try to maximize that profit. Therefore, the Administration recommends that the Board authorize the Town Chair to sign a demolition contract at a cost not to exceed \$7,500 with funding to come from the Town's Solid Waste and Recycling Utility Fund Balance. If the Board is comfortable with the Administration's recommendation, a motion would be in order to direct staff to negotiate a demolition contract and to authorize the Town Chair to sign a demolition contract at a cost not to exceed \$7,500 with funding to come from the Town's Solid Waste and Recycling Utility Fund Balance. Additionally, the Board should give staff direction relative to the disposition of the Elmer House.

- Chairman Luebke discussed an option to sell the house and use a portion of the selling price to pay for the demolition

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Schmidt

Motion made for Chairman and Administrator to work together to come up with a conclusion to this issue but not to exceed the \$7500 demolition fee over and above the traded land, etc.

Motion carried by unanimous voice vote.

ROLL CALL VOTE:

Supervisor Lettau AYE

Supervisor Grundman AYE

Chairman Luebke AYE

Supervisor Schmidt AYE

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board direction to the Administration relative to the CY 2012 Performance Evaluations for the following Town Employees:

1. Town Administrator/Clerk
2. Town Treasurer/Deputy Clerk
3. Town Public Works Foreman

Richard Johnson to bring evaluations and recommendations for the Town Treasurer/Deputy Clerk and the Town Public Works Foreman to the December 5th meeting. Chairman Luebke and Supervisor Geise have requested that all board members bring evaluations for the Town Administrator/Clerk in order for them to make a recommendation at the December 5th meeting as well.

NO MOTION

- XI. Upcoming Meeting Attendance
A. No Meetings listed
- XII. Board Member Requests for Future Agenda Items
A. John Volkman Gunshot Email
B. ClaytonFest
C. Lease contract for 2990 County Road "II"
- XIII. Review of Disbursements
A. Disbursements

XIV. Adjournment – 8:02 P.M.

MOTION:

Motion made by unanimous consent to Adjourn.

Respectfully submitted,
Tori Bowen, Treasurer/Deputy Clerk