

TOWN OF CLAYTON
Town Board of Supervisors

Meeting Minutes

7:00 P.M. – 8:40 P.M. on Wednesday, December 5th, 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	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	ABSENT (EXCUSED)
 - b. Staff

Administrator Johnston	PRESENT
Town Treasurer Bowen	PRESENT
Town Engineer Miller	PRESENT
- II. Public Hearing:
- A. No Public Hearings Scheduled.
- III. Approval of Minutes:
- A. Regular Town Board Meeting – Wednesday, November 21st, 2012 (Postponed until 12/19/2012 meeting)
- IV. Open Forum – Non-Agendized Town-related Matters:
- No Open Forum
- V. Correspondence:
- A. September issue of the DNR’s Recycling News.
- VI. Discussion Items (No action will be taken.):
- A. County Supervisor Report
1. County Supervisor Chuck Farrey present
 - a. Responsible for Cty Rd T north to Winnegamie and west to the boundary
 2. Discussed apportionment of Town
 3. Discussed (FLP) Farm Land Preservation
 - No reason to reconvene

- All standards are set and the ordinance is being developed
 - Plan has been approved by the State
 - In the process of getting the State to approve the zoning map and ordinance
 - 4. Discussed the status of the Town's Draft Zoning Ordinance
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
1. Officer Lichtensteiger present
 2. Nothing to report
- C. Clayton-Winchester Fire Department
1. Chief Mathison present
 2. In the past month there has been 1 vehicle fire, 2 vehicle rollovers, 1 chimney fire, 1 grass fire, 1 power-line down, 1 call in Winneconne for a barn fire, 1 controlled burn, and 1 false alarm
 3. 94 calls for the year
 4. New radio system is tentatively looking at January 15th for a startup date.
 - a. Old system will run simultaneously for 2 or 3 months
 - b. Radios were tested 2 weeks ago in multiple areas throughout the townships and different types of buildings, they worked well
 5. An evening training event is being put together
 6. Banquet will be held January 19th, 2013 at the Winchester Town Hall
 7. Donations from the banquet will be split 50/50 between The Wisconsin Fire Fighter Memorial and The Salvation Army
- D. Larsen Winchester Sanitary District
1. Discussed the effect on the Larsen/Winchester ponds by the Storm Water Utility Ordinance
 - a. Charged as if the wet surface was a hard surface
 - b. Set at a minimum of 1 ERU
 2. Clarified the need to petition to opt out of the Drainage District in 2013
- E. Administration Comments
1. Engineer:
 - a. Engineer Miller present
 - b. Working on site design
 - c. Working on CY 2013 projects (include Ridgeway subdivision, Braun Ct subdivision, and Fox Valley Asphalt)
 - d. Discussed remodeling of Town Hall men's bathroom
 2. Administrator/Clerk
 - a. Discussed email from assistant professor at UW Oshkosh regarding graduate students looking for policy projects
 - b. Received final version of the Hwy JJ Park Donation Agreement
 - c. General erosion permit
 - d. IDB – intent to apply
 3. Public Works Foreman:
 - a. No Report
 4. Treasurer/Deputy Clerk:
 - a. Discussed 2-day training on new fund accounting software
 5. Town Board:
 - a. Discussed having first Town Board meeting of 2013 in the new Board Room.
 - b. Chairs from old Board Room will go to the Fire Department for the training room

VII. Licenses and Permits:

A. Discussion/Action: Consideration and approval of Operator Licenses:

- 1. New:
 - a. Diana Miller
- 2. Renewal:
 - a. No Renewal Licenses Issued.

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

- A. Commission review and consideration of the proposed Town of Clayton, Zoning Code of Ordinances.
Still being worked on

NO MOTION

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

- A. No Referrals.

NO MOTION

X. Business:

- A. Discussion/Action: Town Board review and consideration of proposals for providing burial site preparation services for the Town of Clayton.

Tony Prinsen, of Tony’s Cemetery Service LLC, provided the Town with a quote for burial services in CY 2013. Staff took the opportunity to ask Ted Eckstein for a similar quote. The purpose of the second quote was to give the Town Board an opportunity to compare rates from the two providers. Based on the quotes provided to the Town the Administration recommends that the Town use Tony’s Cemetery Service LLC for CY 2013; additionally, the Board should adjust its Fee Schedule to reflect the new rates for burial services. Should the Board agree with the recommendation a motion would be in order to accept the quote from Tony’s Cemetery Services LLC and to direct staff to prepare a revised Fee Schedule for Board approval.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion made to accept the quote from Tony’s Cemetery Services, LLC and to direct staff to prepare a revised Fee Schedule for Board approval.

ROLL CALL VOTE:

Supervisor Lettau	AYE
Supervisor Grundman	AYE
Chairman Luebke	AYE
Supervisor Geise	AYE

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review and consideration of the purchase of a used gas powered material compactor for the Town’s Public Works Department.

Based on the work done by Department staff on the Town/Fire Hall project, the Administration would like the Board’s authorization to purchase a used gas powered material compactor from United Rental in Oshkosh. The tool is used to compact layers of fill material as it is installed. Staff recently used a tool belonging to Cardinal Construction to compact the driveway aprons in front of the fire bay doors. Based on that experience,

the Town’s Public Works Foreman has indicated that such a tool would be useful when replacing culverts and placing cold patch on Town roads. United Rentals has a 2010 model compactor that they would sell for \$1,500.00, a comparable new unit would cost in excess of \$3,000.00. The Administration is recommending that the Board authorize the purchase of a used gas powered material compactor for the Town’s Public Works Department at a cost not to exceed \$1,500.00. Funding for the purchase would come from the Town CY 2012 Budget, Public Works Equipment Purchase Line Item. Should the Board agree with the Administration’s recommendation, a motion would be in order to authorize the purchase and the funding as specified.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Motion made to approve the purchase of a used gas powered material compactor for the Town’s Public Works Department at a cost not to exceed \$1,500.00 with funding for the purchase to come from the Town CY 2012 Budget, Public Works Equipment Purchase Line Item.

ROLL CALL VOTE:

Supervisor Lettau	AYE
Supervisor Grundman	NO
Chairman Luebke	AYE
Supervisor Geise	AYE

Motion carried by 3-1 voice vote.

- C. Discussion/Action: Town Board review and consideration of a Lease contract for 7.11 acres of Town-owned land located at 2990 County Road “II” and specifically known as Tax ID # 006-0391-05.

Attached please find copies of the current lease and the proposed lease for the 7.11 acres of Town-owned land located at 2990 County Road “II” and specifically known as Tax ID # 006-0391-05. The price per acre and the language of the proposed Lease will need to be approved by the Board. The language in the document as presented has not been changed and the current Lease price is \$75.00 per acre. If the Board agrees with the lease language and dollar value per acre a Motion to approve the Lease Agreement for CY 2013 with Leslie Ory at a cost of \$_____ per acre would be in order.

MOTION:

Motion made by unanimous consent to approve the Lease Agreement for CY 2013 with Leslie Ory at a cost of \$75.00 per acre

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review and consideration of the purchase of two replacement HP LaserJet printers (one HP P3015 and one P2035) for the Town Offices.

Attached, please find a proposal from Home and Business Computer Services Inc. to purchase two replacement HP LaserJet printers for the Town Offices at a cost of \$1,148.00. In order to control the lease/maintenance cost of using the Town’s large copier/printer staff has been using the Town’s old LaserJet printers for routine printing functions. Both of the Town’s LaserJet printers are in need of repair and have reached the end of their useful lives: however, when staff looked at repairing the newest LaserJet printer the cost of repair exceeded the cost of replacing the unit. With the advent of moving into the new Town Hall Offices the Administration believes the Town would be best served by replacing the two existing LaserJet printers with the proposed units so that they could be installed as part of the transition process. The smaller unit would be

installed at the service desk and be used to print receipts and point of service documents. The larger unit would be installed in the Treasurer’s cube and be used to print memoranda, reports and accounts payable/billable documentation. Funding for the purchase would come from the Town’s CY 2012 Budget, Office Equipment Capital Budget Line Item. If the Board agrees with the Administration’s recommendation, a motion would be in order to authorize the proposed purchase of two replacement HP LaserJet printers at a cost not to exceed \$1,200.00.

MOTION:

Motion made to approve order to the proposed purchase of two replacement HP LaserJet printers at a cost not to exceed \$1,200.00.

Motion carried by unanimous voice vote.

- E. Discussion/Action: Town Board review and consideration hiring, through a temp service, an individual to fill the Administrative Assistant position authorized in the Town’s CY 2013 Budget.

Staff has contacted Kara Manuel, Staffing Manager at CADRE to solicit candidates for the Administrative Assistant position authorized in the Town’s CY 2013 Budget. Attached, please find a copy of one additional resume submitted for the position. Listed below please find the names of the five candidates for the position:

1. Laura Roland: Laura withdrew her name from consideration for the position.
2. Jenna Prange
3. Judith Steinmetz
4. Jessica Sauby
5. Jan D. Peterson: added following the first memorandum to the Board.

The Administration’s recommendation is based on the resumes and the test/certifications submitted by CADRE, and the staff interview process. The Administration has recommended and that the Board’s Personnel Panel has agreed and recommends that the Board authorize the hiring of Jenna Prange for the position of Administrative Assistant for the Town of Clayton. Jenna is able to start work on Monday, December 10th, 2012. The Administration’s recommendation is that the position start with a probationary wage of \$10.50 per hour with a nominal adjustment following the end of the Town’s probationary period. If the Board agrees with the recommendation, a motion would be in order to authorize the Administration to contract with CADRE to place Jenna Prange as a temp to hire for the position of Administrative Assistant for the Town of Clayton. Please be advised that as a temp to hire, neither Jenna nor the Town is committed to the transition to a full time position with the Town. Funding for the CY 2012 employment period will come from the unused wages in the Town’s CY 2012 Town Clerk Line Item.

- Discussed interview process, the applicants, the process of the decision, the drug test/background check, and the probationary period.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion made to authorize the Administrator to contract with Cadre to place Jenna Prange on as a temp-to-hire for the position of Administrative Assistant for the Town of Clayton at a probationary wage of \$10.50 per hour with nominal increase at the end of the probationary period not to exceed \$11.00 per hour, provided she pass the drug test.

- Verified the probationary period would total 6 months.

ROLL CALL VOTE:

Supervisor Lettau	AYE
Supervisor Grundman	AYE
Chairman Luebke	AYE
Supervisor Geise	AYE

Motion carried by unanimous voice vote.

F. Discussion/Action: Town Board review and consideration of the CY 2012 Performance Evaluations, unused vacation time and potential wage increases for the following Town Employees:

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

Attached please find copies of the listed performance evaluations. Relative to the Treasurer’s Evaluation the Board will need to provide its input on the Evaluation and the Administration’s recommended wage increase. The Administration intends to provide the Board with its wage recommendation and wage reasoning at the Board’s Wednesday, December 5th, 2012 meeting. The Administration would like to spend the weekend working on the wage memorandum. Relative to the Public Works Foreman’s evaluation, the Board will need to provide its input on the Evaluation and direct staff to place the evaluation in the Foreman’s Personnel File. Any wage increase for the Town’s Public Works staff will be negotiated when the Teamsters Union Contract is renewed. Relative to the Administrator’s Performance Evaluation, possible wage increase, and vacation pay, the Town Chair will be preparing a memorandum for the Board. Should the Board wish to have any of these discussions in a Closed Session, a motion to refer the item to the Board’s Wednesday, December 19th, 2012 meeting with direction to staff to place the item on the agenda as a Closed Session item.

The Administration would like to provide the Board with the following information relative to staff wages:

Town Administrator: The current wage for position of Administrator/Clerk is \$75,929.60 plus benefits. The last wage adjustment for the position was done in CY 2009.

Town Treasurer/Deputy Clerk: The current wage for the positions of Treasurer/Deputy Clerk is \$33,500.00 plus benefits. The wage for the position of Town Clerk was \$37,000.00. The last wage adjustment for the position was November of CY 2010 (time of hire). The Administration is recommending that the wage for the Treasurer position with the additional responsibilities of Deputy Clerk be set at \$37,000.00.

Town Public Works Foremen: The current wage for the position is \$19.00 per hour (\$39,530.00 for a 2080 hour work year). The last wage adjustment for the position was in CY 2012.

- Discussed evaluation, added workload, the wage increase, performance, and the recommendation by the Personnel Panel.

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Geise

Motion made to approve the wage for the Treasurer position to be increased to \$37,000.00 effective the first full payroll in 2013.

ROLL CALL VOTE:

Supervisor Lettau	AYE
Supervisor Grundman	AYE
Chairman Luebke	AYE
Supervisor Geise	AYE

Motion carried by unanimous voice vote.

- Each Town Board member did an evaluation for the Town Administrator/Clerk position.
- Discussed Richard’s measure of his own evaluation.
- Discussed added responsibilities.
- Chairman Luebke recommended the Board increase salary for the Town Administrator/Clerk to \$79,500.00.

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Lettau

Motion made to approve the wage increase for the Town Administrator/Clerk to \$79,500.00 effective the first full payroll in 2013.

ROLL CALL VOTE:

Supervisor Lettau	AYE
Supervisor Grundman	AYE
Chairman Luebke	AYE
Supervisor Geise	AYE

Motion carried by unanimous voice vote.

- Discussed Town Administrator’s unused vacation.
- Discussed options and recommendation to pay out for 2 weeks.
- Remaining vacation time will carry over to CY 2013.
- Discussed value of vacation time and decision to pay out this year.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion made to authorize the payment of Mr. Johnston’s for 2 weeks vacation and be paid the next pay period before the end of the year and carry over the other 2 weeks.

ROLL CALL VOTE:

Supervisor Lettau	AYE
Supervisor Grundman	AYE
Chairman Luebke	AYE
Supervisor Geise	AYE

Motion carried by unanimous voice vote.

- G. Discussion/Action: Town Board review and consideration of the direction to the Green Space Committee relative to the organization of the CY 2013 and future years ClaytonFest Activities

In CY 2012 the Town’s Green Space Committee assumed responsibility for coordinating the planning activities for ClaytonFest. It is the Administration’s opinion that even with the construction activities on the site the CY 2012 event went well and generated significant revenues for the event participants. The question that has been asked relates to

the cost of the event to the Town. The larger event participants share their revenue with the Town; the Town’s share of the revenues is intended to be used for Trail and Park Development. However, over the past few years the Town’s revenues have not covered the cost of the labor for Town staff to set up and provide support during the event. It is the Administration’s belief that the solution to the revenue generating problem is traffic at the event. Specifically, there are sufficient activities during the course of the day; however, there is insufficient traffic to generate revenues throughout the day. The Board should consider giving direction to the Green Space Committee that it is not content with the event as it is, and that the Committee should take steps to add traffic at the event, or if it wishes, to phase out the event in CY 2013.

- Discussed ClaytonFest concerns of Chairman Luebke.
- Discussed turning over the event to the Drifters or another organization.
- Discussed changing the name to something other than ClaytonFest.
- Discussed the staff involvement and time put into ClaytonFest.
- Supervisor Lettau discussed her concerns of removing the only social event in the Town.
- Discussed different options to keep ClaytonFest going.

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Geise

Motion made to discontinue the Town’s involvement in the planning of ClaytonFest.

ROLL CALL VOTE:

Supervisor Lettau	NO
Supervisor Grundman	AYE
Chairman Luebke	AYE
Supervisor Geise	AYE

Motion carried by 3-1 voice vote.

- H. Discussion/Action: Town Board review and consideration of a revised Lead Removal Agreement between the City of Neenah, the Noffke Estate and the Town of Clayton for land, located on CTH JJ east of USH 76, to be dedicated to the Town of Clayton as a Park.

Because of CY 2013 budgeting consideration in the City of Neenah the completion of the lead removal on the Noffke site that is to be donated to the Town of Clayton has been delayed until May of CY 2014. Attached please find a copy of the document showing the proposed amendments and a clean copy of the amended document. The amendments were made to facilitate the City’s Budgeting process and are not a significant change to the dedication process. The Administration is recommending that the Board approve the revised Lead Removal Agreement as presented. Should the Board agree with the Administration’s recommendation a motion would be in order to approve the revised document and to authorize the Town Chair to sign and forward the Agreement for approval by the other parties to the process.

MOTION:

Motion made by unanimous consent to approve the revised Lead Removal Agreement and to authorize the Town Chair to sign and forward the Agreement for approval by the other parties to the process.

- I. Discussion/Recommendation: Town Board review of a letter from a Town resident concerning the discharge of a firearm.

Attached please find a copy of the e-mail from John Volkman relative to the discharge of firearms in the Town. The Administration has advised the Board that this type of complaint is likely to become more common as time goes by and development in the Town increases. Eventually, the Board is likely to create an Ordinance to deal with the issue; however, little will be done until the Town has the ability to enforce its Ordinances.

- Discussed enforcing a Discharge of Firearms Ordinance.
- Discussed the Winnebago Sheriff's Office response to the situation.

NO MOTION

- J. Discussion/Recommendation: Town Board review and direction to staff relative to scheduling a Christmas Party for members of the Board, the Plan Commission, and the Green space Committee and Staff.

The Town Chair has asked that this item be placed on the Board's agenda so that a place, time and date could be set for the annual event. As in the past the event is funded by the participants.

- Discussed holding it at Century Elm on January 7th, 2013 for \$14.00 per person.
- Discussed holding it at Willie Beamon's or Ridgeway Country Club

MOTION:

Motion made by unanimous consent to have the Christmas Party at Century Elm on January 7th, 2013 with a charge of \$14.00 per person

- XI. Upcoming Meeting Attendance
A. No Meetings listed
- XII. Board Member Requests for Future Agenda Items
A. No requests made
- XIII. Review of Disbursements
A. Disbursements
- XIV. Adjournment – 9:34 P.M.

MOTION:

Motion made by unanimous consent to Adjourn.

Respectfully submitted,
Tori Bowen, Treasurer/Deputy Clerk