

TOWN OF CLAYTON
Town Board of Supervisors

Meeting Minutes

7:00 P.M. – 7:40 P.M. on Wednesday, December 19th, 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	ABSENT (EXCUSED)
Supervisor Grundman	PRESENT
Supervisor Schmidt	ABSENT (EXCUSED)

b. Staff

Administrator Johnston	PRESENT
Town Treasurer Bowen	PRESENT

II. Public Hearing:

- A. No Public Hearings Scheduled.

III. Approval of Minutes:

- A. Public Hearing and Special Electors Meeting – Wednesday, November 7th, 2012.

MOTION:

Motion made by unanimous consent to approve the minutes of the Public Hearing and Special Electors Meeting for Wednesday, November 7th, 2012 as presented.

- B. Regular Town Board Meeting – Wednesday, November 21st, 2012

MOTION:

Motion made by unanimous consent to approve the minutes of the Town Board Meeting for Wednesday, November 21st, 2012 as presented.

- C. Regular Town Board Meeting – Wednesday, December 5th, 2012

MOTION:

Motion made by unanimous consent to approve the minutes of the Town Board Meeting for Wednesday, December 5th, 2012 as presented.

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

- No Open Forum
- V. Correspondence:
- A. Wisconsin Towns Association, Winnebago County Unit Meeting notice.
 - B. Wisconsin Towns Association, Winnebago County Unit, October 4th, 2012 Meeting Minutes.
 - C. Winnebago County, Solid Waste Management Board, 2013 Solid Waste Tipping Fee Memorandum.
 - D. Winnebago Area Firefighters Association, Draft September 11th, 2012 meeting minutes.
- 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. No Report
 - C. Clayton-Winchester Fire Department
 - 1. No Report
 - D. Larsen Winchester Sanitary District
 - 1. No Report
 - E. Administration Comments
 - 1. Engineer:
 - a. Presented packet
 - b. No questions
 - 2. Administrator/Clerk
 - a. Mr. Johnston advised parts of the Town of Harrison and the Town of Buchanan are now villages and cannot be taken by surrounding cities
 - b. Tax bills were sent out Monday, December 17th
 - 3. Public Works Foreman:
 - a. No Report
 - 4. Treasurer/Deputy Clerk:
 - a. Tax collection report
 - b. Advised on the Administrative Assistant progress
 - c. Discussed the Zeinert garbage fees (To be placed on 1/2/13 agenda)
 - d. Discussed rescheduling of software training
 - 5. Town Board:
 - a. No Report
- VII. Licenses and Permits:
- A. Discussion/Action: Consideration and approval of Operator Licenses:
 - 1. New:
 - a. Crista Johnson-Schmidli
 - b. Jennifer L. Uttendorfert
 - c. Angela Sonnleitner
 - 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 Board of a Certified Survey Map (CSM) for Theodore M. and Patricia K. Vander Wielen, 7355 Sunburst Lane, Neenah WI 54956 and George Strum, 3292

Breezewood Lane, Neenah WI 54956 for properties located at 3270 Breezewood Lane, 3278 Breezewood Lane, 3282 Breezewood Lane and 3292 Breezewood Lane, Neenah WI 54956, specifically described as Tax ID # 006-0877-03, 006-0877-02, 006-0877-01 and 006-0877, being all of Lots 1, 2, and 3 of Certified Survey Map No. 5176 and part of the northwest ¼ and southwest ¼ of the southwest ¼ of Section 35, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion made to approve the Certified Survey Map (CSM) for Theodore M. and Patricia K. Vander Wielen, 7355 Sunburst Lane, Neenah WI 54956 and George Strum, 3292 Breezewood Lane, Neenah WI 54956 along with all the Plan Commission and staff recommendations.

ROLL CALL VOTE:

Supervisor Grundman	AYE
Chairman Luebke	AYE
Supervisor Geise	AYE

Motion carried by unanimous voice vote.

B. Discussion/Action: Plan Commission recommendation to the Board of a Draft of the proposed Town of Clayton, Zoning Code of Ordinances.

- Dick Knapinski present
- Recommendation to the Town Board to forward to the Department of Agriculture, Trade, and Consumer Protection for review
- This must be adapted as *Certified* by DATCAP
- Discussed timeline regarding opting into County Zoning

MOTION:

Motion made by unanimous consent to forward the proposed Town of Clayton, Zoning Code of Ordinances to the Wisconsin Department of Agriculture, Trade and Consumer Protection for its review prior to the Plan Commission making a formal recommendation to the Board relative to approval of the Draft Zoning Code of Ordinances.

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 revised and updated Fee Schedule for CY 2013.

Attached please find a draft copy of the Administration’s recommended changes to the Town’s Fee schedule. The only changes to the schedule are in the cost of burial plots and burial services. The Administration has made an effort to rationalize the cost and discounts related to the purchase of a burial plot. In the case of burial services the Administration has tried to relate the contract cost to the Town and the charges to the

consumer of the service. Specifically, the Administration has added a fixed \$100.00 to the cost charged by Tony’s Cemetery Service LLC (see fee schedule listed below).

Provider	Tony Prinsen
Services:	
Regular Adult Burials:	\$435.00
Regular Child Burials:	\$195.00
Winter Burials:	\$595.00
Saturday Burials add:	\$ 60.00
Sunday Burials add:	\$100.00
Holiday Burials add:	\$100.00
Cremation Burials:	\$195.00
Winter Cremation Burials:	\$275.00

Clearing Roads: \$ 70.00 (per hour)

The Administration has not made any distinction between Saturday and/or Sunday burials or included the reduced fees for child burials. Should the Board agree with the Administration’s recommendations relative to the Town’s Fee Schedule, a motion would be in order to approve the revised Fee Schedule with an effective date of January 1st, 2013.

- Discussed changes regarding zoning ordinance
- Discussed cemetery fee changes: Cost of service provided plus \$100 to cover the Town’s costs is how the new fees were calculated

MOTION:

Motion made by unanimous consent to approve the revised and updated Fee Schedule for CY 2013.

- B. Discussion/Action: Town Board review and consideration of Contract renewal with the International Brotherhood of Teamsters, General Teamsters Union Local 662 representing the Town Public Works Department.

Attached please find a copy of the proposal submitted by the International Brotherhood of Teamsters, General Teamsters Union Local 662 representing the Town Public Works Department. The proposal as submitted is for one year and meets the requirements of Wisconsin Act 10. The only item subject to negotiations under Act 10 is wages and the proposal has a 0% increase for the year. The Administration has forwarded the proposal to the Town’s Labor Attorney for review and comment, as soon as the results of the review and the commentary is available it will be provided to the Board. Based on a telephone conversation between the Administration and the Attorney, the Administration believes that Labor Counsel is comfortable with the Proposal as presented. Based on its review of the proposal the Administration is recommending that the Board approve the 1-year contract renewal with the International Brotherhood of Teamsters, General Teamsters Union Local 662 as presented. If the Board agrees with the recommendation, a motion would be in order to approve the 1-year Contract renewal with the International Brotherhood of Teamsters, General Teamsters Union Local 662, to authorize the Town Chair to sign the Contract, and to direct staff to place the Contract on file in the Town Offices.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion made to approve the 1-year Contract renewal with the International Brotherhood of Teamsters, General Teamsters Union Local 662 as presented.

ROLL CALL VOTE:

Supervisor Grundman	AYE
Chairman Luebke	AYE
Supervisor Geise	AYE

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review and consideration of an agreement to extend the Town’s Employee Health Insurance coverage with the Teamsters Health and Welfare Fund for CY 2013, CY 2014, and CY 2015.

Attached please find a copy of the Central States Health and Welfare Fund, Health Insurance proposal for CY 2013, CY 2014, and CY 2015. The Town has for the past 3-years provided Health Insurance to its employees through the Central States Program. The program costs for CY 2013 are \$263.70; the not to exceed program costs for CY 2014 are \$294.20 per week, and for CY 2015 they are \$326.50. Historically, the Town has paid the dollar value of an 80% / 20% cost allocation with the covered employees. If the Board wishes to keep the same arrangement for CY 2013, CY 2014, and CY 2015 the cost to the Town and the employees would be the following:

CY	Weekly Costs	Town Costs	Employees Costs
2013	\$263.70	\$210.96	\$52.74
2014	\$294.20	\$235.36	\$58.84
2015	\$326.50	\$261.20	\$65.30

The Administration has done some informal research on Health Insurance Policies and based on that research the Central States Health and Welfare Fund has one of the better combinations of costs and benefits provided to the Town’s Employees. Additionally, the program cost share is well in excess of the minimum requirements of the State’s ACT 10. If the Board agrees with the Administration’s recommendation to approve the Central States Health and Welfare Fund, Health Insurance proposal for CY 2013, CY 2014, and CY 2015, a motion would be in order to approve the programs as presented and to revise the Town’s Employee Manual to reflect the new rates.

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Geise

Motion made to approve the Central States Health and Welfare Fund, Health Insurance proposal for CY 2013, CY 2014, and CY 2015.

ROLL CALL VOTE:

Supervisor Grundman	AYE
Chairman Luebke	AYE
Supervisor Geise	AYE

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review and consideration of a proposal from Building Services Inc. (BSI) to make a limited number of final modifications to the Town/Fire Hall office furniture.

Attached please find a copy of a proposal from Building Services Inc. (BSI) to make a limited number of final modifications to the Town/Fire Hall office furniture. Because of some of the modifications to the layout of the Town Offices the office furniture was reconfigured. The attached proposal makes use of the furniture purchased with some minor modifications to improve the file storage and operational efficiency of the office area. Specifically, staff is recommending that one of the counters be replaced in order to conform is size the operation with the existing storage and counter area. This process will allow staff to shorten the surplus counter and install it over the existing flat file storage facility, once this counter is in place surplus shelving will be installed over the counter. The additional shelving will allow staff to store supplies in an organized and efficient manner. The cost of the additional office furniture including installation is \$963.80, funding for the project will come from the money set aside for constructing the building. If the Board agrees with staff's recommendation to purchase and install the additional office furniture a motion would be in order to authorize the Chair to sign the proposal and to direct staff to fund the project from the building fund.

- Discussed repairing meeting chairs
- Discussed solution for drop box

MOTION:

Motion made by unanimous consent to approve the purchase and installation of the additional office furniture recommended by the staff.

- E. Discussion/Action: Town Board review and consideration of a proposal from Fockel's Superior Drapery & Blinds to provide and install blinds in the Town/Fire Hall Offices.

Attached, please find a copy of a proposal from Fockel's Superior Drapery & Blinds to provide and install blinds in the Town/Fire Hall Offices. As the Board has probably noticed there are two large window units in the remodeled Town Offices with western exposures. Staff's experience in the current Town Offices is that the Administrator's Office gets very hot in the afternoon when the sun is shining; staff believes that the same problem will hold true for the new Town Offices. At the Chair's direction, staff has contacted Fockel's Superior Drapery & Blinds to get the attached quote. Staff has worked with the provider to enable the purchase and install of a product that will have a life expectancy of a minimum of ten years. The combination of product quality and life expectancy are driving the cost of the project; however, the provider is giving the Town a 35% discount off the price of the product. The Administration is comfortable that any other supplier will be in the same price range for the same quality product, therefore, it is recommending that the Board authorize the purchase of blinds for the new Town Offices from Fockel's Superior Drapery & Blinds at an installed cost not to exceed \$1,900.00. Should the Board agree with the Administration's recommendation, a motion would be in order to authorize the purchase of blinds for the new Town Offices from Fockel's Superior Drapery & Blinds at an installed cost not to exceed \$1,900.00 with funding to come from the project building fund.

- Discussed styling and type of blinds to be installed
- Discussed using a room darkening shade

MOTION:

Motion made by unanimous consent to approve the purchase of blinds for the new Town Offices from Fockel’s Superior Drapery & Blinds at an installed cost not to exceed \$1,900.00.

F. Discussion/Action: Town Board review and consideration of the following Financial Policies:

- i. Town of Clayton, Fund Balance Policy in Accordance with GASB #54.
- ii. Town of Clayton Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligation.

Attached, please find draft copies of the above referenced Policies. The Fund Balance Policy was recommended by the Town’s Auditors to comply with GASB#54. The Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations was recommended by the Town’s Financial Advisor and Bond Counsel. Both Policies bring the Town into compliance with Regulatory State and Federal Agencies.

Relative to the Fund Balance Policy, the Town’s Auditors started using GASB #54 rules with the CY 2011 Audit; the proposed Policy will bring the Town into compliance with the Auditors existing process. This process and the Policy relate primarily to the names and functions of the Town’s Audit Accounts.

Relative to the Post-Issuance Compliance Policy, Town staff has been meeting the reporting requirements of the regulatory agencies. The proposed Policy simply makes what staff has already been reporting a requirement according to Town Policy as well.

The Administration believes that both proposed Policies are in the Town’s best interest and do not increase the work load that is already being done by staff. Therefore, the Administration recommends that the Board approve the draft Policies as presented. If the Board agrees with the Administration’s recommendation, a motion would be in order to approve the Fund Balance Policy as recommended by the Town’s Auditors to comply with GASB#54; and the Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations as recommended by the Town’s Financial Advisor and Bond Counsel as presented, and to direct staff to place the Policies on file in the Town Offices.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion made to approve the Fund Balance Policy as recommended by the Town’s Auditors to comply with GASB#54 and the Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations as recommended by the Town’s Financial Advisor and Bond Counsel as presented and to place the Policies on file in the Town Offices.

ROLL CALL VOTE:

Supervisor Grundman	AYE
Chairman Luebke	AYE
Supervisor Geise	AYE

Motion carried by unanimous voice vote.

G. Discussion/Recommendation: Town Board review and direction to staff relative to the Town’s Annual Legal Services Agreement with Gill & Gill S.C. for personnel issues.

Respectfully submitted,
Tori Bowen, Treasurer/Deputy Clerk