

TOWN OF CLAYTONRegular Meeting of the Town Board of Supervisors
Meeting MinutesJanuary 5, 2011
7:00 p.m. – 7:48 p.m.

8358 County Road T Larsen, WI 54947

I. Call to Order

Called to order at 7:00 p.m. by Chairperson Luebke.

Roll: Town Board

Chairperson Luebke	PRESENT
Supervisor Lettau	PRESENT
Supervisor Klingenberger	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Geise	PRESENT

Roll: Staff

Administrator Johnston	PRESENT
Clerk Nester-Huebner	PRESENT
Public Works Foreman Pamerter	PRESENT
Town Engineer Madsen	PRESENT

Meeting properly posted; three locations in the Town.

II. Approval of Minutes

- Regular Town Board Meeting – December 15, 2010
MOTION: (unanimous consent) Approve Regular Town Board Meeting Minutes from December 15, 2010, as written.
CARRIED.

III. Open Forum – Non-Agendized Town-related Matters – none**IV. Correspondence**

- Winnebago County Board of Supervisors (received 12/29/2010) – Agenda for Special Orders Session on Tuesday, January 4, 2011
- Winnebago County Sheriff (received 12/17/2010) – Alcohol Sales Compliance Checks
 - Ridgeway Liquor – Passed
 - McCarthy's Mart – Passed
 - Headliners – Passed
 - Willie Beamon's – Passed
 - Woodshed Bar and Grill – Passed
 - Larsen Tavern – Passed
- Winnebago County Zoning Department (received 12/21/2010) – No documents for the Town of Clayton to review for the January Public Hearing

V. Discussion Items (No action will be taken.)

- County Supervisor Report – Supervisor Joanne Sievert, District 29, present: nothing to report
- Winnebago County Sheriff's Dept. – no Deputy present
- Clayton-Winchester Fire Chief Report – Fire Chief Mathison not present: no report
- Administration Comments –

Town Administrator: Scott, Tori, and Richard working on a Purchase Order System that will allow us to track money spent before bill goes through system

Clerk: 2011 Spring Election – Chairperson Candidate Mark Luebke, Supervisor #1 Candidate Kay Lettau, Supervisor #2 Candidate Linda Grundman Erdmann; 51% of total taxes to collect have been collected through 12/31/2010

Town Engineer: Some issues downstream of Larsen Road

Supervisor Klingenberger: Called Sunday morning regarding water issues on Larsen Road but issue was into the Town of Neenah

VI. Zoning – Receipt of Information from Plan Commission – none

VII. Licenses

- A. **Discussion / Action** – Operator Licenses
 - New – Jerit R. Merholtz
 - New – Blake T. Anderson
 - New – Christie M. Oleson

MOTION: (Klingenberger, Geise) Deny the new operator license for Jerit R. Merholtz and give him an opportunity to answer questions.
CARRIED by unanimous voice vote.

MOTION: (Unanimous consent) Approve the new operator license for Blake T. Anderson.
CARRIED.

MOTION: (Klingenberger, Geise) Approve the new operator license for Christie M. Oleson.
CARRIED by unanimous voice vote.

VIII. Business

- A. **Discussion/Recommendation:** – Town Board direction to staff relative to a Resolution Expressing the Town Board’s Position on the Size of the Winnebago County Board

State Statutes require that the County consider reducing the size of the County Board following a Federal Census. District 29 County Board Representative Joanne Sievert has asked the Town Board to consider a Resolution expressing its concern with the possible downsizing of the Winnebago County Board.

Ms. Sievert’s concerns relate to the impact of this action and related redistricting effects on rural representation on the County Board. Should the Board wish to consider a Resolution expressing its concerns with the issue, the Administration will have a Draft Resolution prepared for the Wednesday, January 19, 2011, Town Board meeting.

Ms. Sievert present.

Ms. Sievert presented the following concerns:

1. People pushing to lower County Board size are from the City of Oshkosh; some of these people have never held office; it is believed that they feel what is good for the City of Oshkosh is good for the County
2. Members of County Board would have more meetings to attend; currently there is not good attendance at County Board Committee meetings
3. People don’t seem to run for office the way it is currently set up
4. If County Board size is lowered too much, the City will be telling the County how to vote
5. Approximately nineteen (19) County Board members have already signed onto the resolution

MOTION: (Lettau, Schmidt) Send a resolution to the County Board stating that the size of the County Board should remain the same or be reduced by no more than one (1) member.
CARRIED by 4-1 voice vote. (Klingenberger = no)

- B. **Discussion / Action** – Town Board action on a Municipal Postage Machine lease for the Town of Clayton

Research indicates that the most popular provider of mailing systems in the area is Pitney-Bowes. There are three (3) options and all three (3) will facilitate the work process generated by office staff.

Administration has several problems with the manner in which staff currently deals with the Town’s postage requirements. Currently, staff purchases postage (USPS stamps), in bulk, in a variety of denominations and must plan postage needs related to large-scale mailing done by the Town. This planning often results in more stamps being purchased than what is needed; routinely leaving several hundred dollars in stamps on hand. These problems are compounded by the lack of an accurate postage scale and variable postage meter.

During the past two (2) years staff has routinely placed more postage than necessary on mail because it could not accurately determine the correct amount of postage. This process is clearly a waste of Town money. More importantly, staff has received returned mail as a result of insufficient postage requiring re-packaging of the item and a second mailing of the item with the correct postage amount.

Administration has reviewed the research material and recommends the lease of the unit based upon the non-appropriation clause in the Pitney-Bowes Lease Program. This clause will allow the Town to return the device with no penalty if the Board opts to not fund its use from year to year.

Of the three (3) options presented, Administration recommends the DM 100 Semi Automatic Digital Postage Meter. The monthly cost of the unit to the Town is \$42.14 for a 60-month lease, resulting in an annual lease cost of \$505.68. The lease cost would come from the Office Supply Line Item in the Town's CY 2011 Budget. The Administration believes that the lease of a postage machine will generate as savings to the Town's postage costs. However, the bulk of the savings will come from minimizing the amount of staff time dedicated to postage activities.

If the lease is approved, staff will track the use of the postage machine and generate a report for the Board on the cost savings to the Town.

MOTION: (Klingenberger, Schmidt) Approve the postage machine as requested.
CARRIED by unanimous voice vote.

C. **Discussion / Action** – Town Board action on an Information Technologies (IT) Policy for the Town of Clayton

With the approval of the Town's CY 2011 Budget, the Town Board authorized the purchase of a cell phone for the Town's Public Works Foreman. Staff will provide the requisite phone at the beginning of CY 2011. In anticipation of this process, the Administration has prepared the attached Information Technologies (IT) Policy for the Board's consideration. The Draft Policy includes the use of the Town's standard phones, cell phones, internet, e-mail, fax, and mail systems. The inclusion of all forms of IT is a routine process in this type of policy. Additionally, it clearly defines what any individual employee is allowed to use the Town's IT systems for and how the employee is to use them.

Should the Board find this Draft Policy acceptable, a motion to approve the Draft IT Policy would be in order. If approved, the Administration will distribute the Policy for review and acknowledgment by the Town's employees. A signed copy of the Policy will be placed in each employee's permanent personnel file.

MOTION: (Schmidt, Klingenberger) Approve the Information Technologies (IT) Policy for the Town of Clayton.
CARRIED by unanimous voice vote.

D. **Discussion / Action** – Town Board direction to staff relative to the Town's Right-Of-Way Maintenance Policy and mowing practices in Town-maintained ditch lines

The Town's Right-Of-Way Maintenance Policy contains the element of the Clear Zone portion of the policy relating to the mowing of the Town's ditch lines. At the Board's direction, staff has been mowing only the flow-line and the front slope of the ditches for the past few years. Staff mows the back slope of the ditches only in the fall. This process has placed some stress on staff and on the Town's mowing equipment.

The problems with mowing the back slope of the ditches only in the fall are the inordinate amount of time spent mowing the back slope of the ditch and the necessity of using a flail mower to mow the extremely long vegetation. Flail mowers are good for short vegetation; however, once the vegetation gets long, it tends to wrap itself on the mowing drum and stress the drive belts. In order to minimize the wear on the mower, staff makes multiple passes to cut down the vegetation on the back slope of the ditch.

Administration believes that the process of multiple mowing passes takes much more time than mowing the back slope of the ditch on a regular basis. The downside to the proposed process is the impact on wildlife nesting in the ditch area. Administration believes that starting to mow the back slope of the ditch lines in spring will minimize the negative impact on the area wildlife by removing the vegetative cover before the wildlife starts to reproduce in the spring of the year. The routine mowing of all of the Town's ditch lines will minimize the wear on the Town's equipment. Should the Board

authorize the change in the mowing process, Administration will revise the Town's Right-Of-Way Maintenance Policy to reflect the change in mowing policy.

No motion on this item. Place on agenda for first meeting in February.

E. **Discussion / Action** – Town Board direction to staff on the Town's CY 2010 County Bridge Aids project

Because of the timeline for completing the Oakwood Avenue culvert replacement project, the County Highway Commissioner will not be able to visually inspect the project for completion before spring of CY 2011. Since the Commissioner cannot recommend payment to the Town without inspection the Town without inspection the Town will not be paid the County's share of the project until spring of CY 2011.

Staff is providing the Commissioner with the project details he requested. When the Town receives its payment, the payment will be placed in the CY 2011 County Bridge Aids Revenue Budget Line Item. The end result of this process is that the Town's CY 2010 Revenue Budget will be understated and the CY 2011 Revenue Budget will be overstated. Administration will advise the Town's Auditors of the process so the information can be included in the Town's CY 2010 Audit.

No motion on this item.

X. Upcoming Meeting Attendance – none

- Thursday, January 6, 2011 (6:30pm) – Winnebago County Unit, Wisconsin Towns Association (Location: Town of Algoma, Town Hall, 15 North Oakwood Road, Oshkosh, WI)

XI. Board Member Requests for Future Agenda Items – none

XII. Approval of Disbursements

MOTION: (Unanimous consent) Approve disbursements as presented.
CARRIED.

XIII. Adjournment – 7:48p

MOTION: (Unanimous consent) Adjourn.
CARRIED.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*