

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, February 4<sup>th</sup>, 2015

Town Meeting Room, 8348 County Road T, Larsen, WI 54947

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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 Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Geise	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Bowen	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Rose Simon	PRESENT

II. Public Hearing(s) and/or Public Information Meeting(s):

III. Approval of Minutes:

- A. Approval of the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, January 21<sup>st</sup>, 2015.

**MOTION:**

Motion made by unanimous consent to approve the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, January 21<sup>st</sup>, 2015.

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

V. Correspondence:

- A. January 2015 Building Inspection Report.

- VI. Discussion Items (No action will be taken):
- A. County Supervisor Report
  - B. Winnebago County Sheriff's Department – Public Concerns and Issues
    - Deputy Rollo appeared at 7:20 p.m. Nothing to report to the Town Board at this time.
  - C. Clayton-Winchester Fire Department
    - Assistant Chief Kuenzi reported having 7 calls in January and training completions.
  - D. Larsen-Winchester Sanitary District
  - E. Administration Comments
    - Engineer Miller presented the engineering report. Bids going out in middle of February. Opening bids in early March.
    - Treasurer Straw discussed refunds of tax overpayments from January of 2015 and three garbage fee refunds of \$200 each. Gloria Manteufel, 9258 State Highway 76, Neenah, WI 54956.
    - Also Highway 45 Auto Sales, 8390 State Road 76, Neenah, WI 54956. Residential garbage fees got left on the tax roll from 2014. Since the structure burned there is no more residence there. I informed Ms. Kerrigan that since the garbage cans were for residential use and not commercial that we would have to take them back. Requested that the \$200 be refunded to her.
    - 8718 State Road 76, Neenah, WI 54956 (TWAS Enterprises). The home was turned into an office building for ADT.
    - Tax collection is now finished. Getting ready for the audit in the end of February.
    - Discussed the liquor license for Larsen Tavern. At this time the property taxes have not been paid. Can only get one provisional liquor license per year.
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- VII. Operator Licenses Issued by the Town Clerk:
- A. New:
    - i. Michelle Lieber
  - B. Renewal:
    - i. None
- VIII. Business referred by the Plan Commission:  
Town Board receipt, review, and consideration of Plan Commission Referrals (second Town Board meeting of the month):
- A. No Referrals.
- IX. Business referred by the Green Space Committee:  
Town Board receipt, review, and consideration of Green Space Committee Referrals (first Town Board meeting of the month):
- A. No Referrals.
- X. Business:
- A. Discussion/Action: Town Board direction to staff relative to a possible claim against the Town expected to be submitted by Lee's Plumbing (Five Star Plumbing) resulting from work done during the CY 2012 renovation of the Town/Fire Hall building located at 8348 CTR "T", Larsen, WI 54947.

**MOTION:**

Motion by: Chair Luebke

Seconded by: Supervisor Schmidt

Motion: Motion that we direct staff to refer anything regarding both Five Star Plumbing and Lee’s Plumbing in the future to the attorney for dealing with this issue.

Motion carried by unanimous consent.

- B. Discussion/Action: Town Board review and consideration of Resolution 2015 – 001 a Resolution supporting the creation of a Department of Agriculture Trade and Consumer Protection approved Agricultural Enterprise Area (AEA) in the Town of Clayton.

**MOTION:**

Motion by: Supervisor Lettau

Seconded by: Supervisor Grundman

Motion: Motion that we approve Resolution 2015 -001 and to direct staff to contact the county relative to the approval of the (AEA) concept to include the Greenville concept in the Town’s CY 2015 comprehensive plan update and to include the AEA program in the Town’s CY 2015 comprehensive plan update.

**Chair requested roll call vote:**

Supervisor Schmidt: Aye

Supervisor Grundman: Aye

Supervisor Lettau: Aye

Supervisor Geise: Aye

Chair Luebke: Aye

Motion carried 5 ayes and 0 nays.

- C. Discussion/Action: Town Board review and consideration of the purchase of the following properties in the Town of Clayton taken by the County for Tax Deed.

i. Owner:	Unknown
Tax ID #:	006-0755
Assessed Value:	\$100.00
Tax Value:	\$311.16

- Staff recommendation not to purchase since Town has no interest in it.

**MOTION:**

Motion made by unanimous consent to decline the purchase.

ii. Owner:	Key Development LLC
Tax Id #:	006-1663
Assessed Value:	\$13,400.00
Tax Value:	\$ 2,112.96

- Staff recommendation either to send it to the Town attorney or purchase the property.
- Table until the next meeting and have the Town attorney research further.

- D. Discussion/Action: Town Board review and direction to staff on what type of meal to provide at the meeting of the Winnebago County Unit of the Town's Association scheduled to be held at the Town of Clayton Offices on Thursday, April 2<sup>nd</sup>, 2015.
- Lengthy discussion on what kind of foods to serve. Chair Luebke discussed having the Town Board contribute towards the food and time to prepare, serve and clean up. Have staff look into the cost of catering this meeting.
- E. Discussion/Action: Town Board review and consideration of the purchase of a small roller (1 Ton) for the Public Works Department to use when compacting shouldering material and asphalt patches placed on Town Roads.

**MOTION:**

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion: Motion for us to authorize the purchase of a small roller not to exceed \$9,000 with 50% of the funding for the purchase to come from the Public Works Department CY 2015 budget equipment purchase line item and the other 50% of the funding for the purchase to come from the Town's storm water management utility budget.

Motion carried by unanimous consent.

- F. Discussion/Action: Town Board review and consideration of the purchase of hydro seeding equipment to be used by the Town's Public Works Department for restoring lawns damaged as part of the Town's Stormwater Management Utility projects and the Town's Capital reconstruction projects.

**MOTION:**

Motion by: Supervisor Grundman

Seconded by: Supervisor Lettau

Motion: Motion to authorize the purchase of the specified hydro seeding equipment at a cost not to exceed \$9,000 with 50% of the funding for the purchase to come from the Public Works Department CY 2015 budget equipment purchase line item and the other 50% of the funding for the purchase to come from the Town's storm water management utility budget.

Motion carried by unanimous consent.

- G. Discussion/Action: Town Board review and consideration of staff's recommendation relative to the enforcement of the Town's Pool Ordinance on property located at 8094 Coleman Ridge, Neenah WI 54956, specifically identified as Tax ID # 006-1490.
- Attorney Simon discussed it from a court's standpoint and the issue of winter weather for replacing the fence.

**MOTION:**

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion: Motion that we wait until March to issue the citation with the court date in April to resolve the issue that is being discussed at 8094 Coleman Ridge.

Motion carried by a 4 to 1 vote with Supervisor Schmidt voting no.

- H. Discussion/Action: Town Board review and consideration of the purchase of office furniture from BSI to be used to create an office for the Town Treasurer in what was the file room in the Town Hall.

**MOTION:**

Motion made by unanimous consent to approve purchase of office furniture from BSI not to exceed \$3,615.30.

- I. Discussion/Action: Town Board review and consideration of a refund of the Solid Waste and Recycling Fee for a duplex located at 9258 STH “76”, Neenah, WI 54956, specifically known as Tax ID # 006-0332 that has been converted to a single family unit.

**MOTION:**

Motion made by unanimous consent to approve the Solid Waste and Recycling Fee for property at 9258 STH “76,” Neenah, WI 54956.

- J. Discussion/Action: Town Board review and consideration of the demolition of the Elmer property located at 8328 CTR “T”, Larsen, WI 54947 and specifically identified as Tax ID# 006-0535-06-02 in the Town of Clayton, County of Winnebago.

- Habitat for Humanity (Restore) came on February 4<sup>th</sup>, 2015 to salvage what they could in the inside of the property such as trim, etc. They will get us a statement of tax deduction amounts.
- Direct staff to look into salvaging the windows, etc. Some firms do that kind of work.

- K. Discussion/Action: Town Board review and consideration on several variances from the Town’s Minimum Road Standards Ordinances on the Town’s CY 2015 Capital reconstruction projects.

**MOTION:**

Motion made by unanimous consent to approve the Town’s Minimum Road Standards Ordinances on the Town’s CY 2015 Capital reconstruction projects.

- L. Discussion/Recommendation: Town Board review and direction to staff on the proposed creation of a full time Building Inspector for the Town, a possible Contract Building Inspector for area communities and an Assessor position for the Town of Clayton.

- Lengthy discussion relative to creating a full-time Building Inspector on staff.

**MOTION:**

Motion by: Supervisor Geise

Seconded by: Chair Luebke

Motion: Motion to direct staff to research the Town’s options relative to contracting building inspection services with some of the adjoining communities, create a job description, create a

model revenue and expense budget for the department and create a timetable for implementation of this project.

Motion carried by unanimous consent.

**Chair requested roll call vote:**

Supervisor Schmidt: Aye

Supervisor Grundman: Aye

Supervisor Lettau: Aye

Supervisor Geise: Aye

Chair Luebke: Aye

Motion carried 5 ayes and 0 nays.

XI. Upcoming Meeting Attendance:

- Wisconsin Town's Association Capital day is on March 24<sup>th</sup>, 2015 in Madison. Chair Luebke suggested that all the Town Board members attend.
- Joint Fire Board meeting is February 23<sup>rd</sup>, 2015.

XII. Board Member Requests for Future Agenda Items:

XIII. Review of Disbursements:

XIV. Adjournment:

**MOTION:**

Motion made by unanimous consent to Adjourn at 8:25 p.m.