

TOWN OF CLAYTONRegular Meeting of the Town Board of Supervisors
Meeting MinutesMarch 2, 2011
7:00 p.m. – 8:27 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 Klingenberg	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Geise	PRESENT

Roll: Staff

Administrators Johnston	PRESENT
Clerk Nester-Huebner	PRESENT
Treasurer Bowen	PRESENT
Public Works Foreman Pamerter	PRESENT
Town Engineer Madsen	PRESENT
Town Architect Schulz	PRESENT

Meeting properly posted; three locations in the Town.

II. Approval of Minutes

- Regular Town Board Meeting – February 16, 2011
MOTION: (unanimous consent) Approve Regular Town Board Meeting Minutes from February 16, 2011, as written.
CARRIED.

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

- Winnebago County Sheriff – Alcohol Sales Compliance Check result for McCarthy's Mart (passed)
- Winnebago County Solid Waste Management Board – January 2011 Recycling Tonnage Report
- Winnebago County Zoning Department – Permit Issuing & Walk-In Office Hours (change in hours)
- Renewegy, LLC – Seminar: "Renewable Energy...How Might Communities Respond?" on Friday, March 25, 2011
- Winnebago County Zoning Department – No documents for the Town of Clayton to review (March)

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

- County Supervisor Report – Supervisor Joanne Sievert, District 29, present: no report
- Winnebago County Sheriff's Dept. – no Deputy present:
- Clayton-Winchester Fire Chief Report – Fire Chief Mathison not present: Fire Department has received 19 calls year-to-date; March 21 fundraising event
- Administration Comments –

Town Administrator: memo regarding email from a resident relative to sewer and water on the east end of Fairview Road, letter from Mr. Wirth regarding drainage on Larsen Road east of Clayton Ave.

Clerk: Newsletter prior to April 5 Spring Election

Public Works Foreman: Vehicle replacement cycle discussion

Town Engineer: Larsen Road ditch on north side (concerned property owner), Larsen Road drainage east of State Road 76

Treasurer Bowen: 2nd Tax Settlement completed, issues with tax software, 1st monthly budget of 2011, Purchase Order process, 2010 Audit – Auditor from Schenck will present to Town Board on April 6, 2011, and then present to residents at Annual Meeting

Chair Luebke: Attended WTA District Meeting, February Town of Clayton Building Inspector Report

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

VII. Licenses

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

- New – (Postponed from 2/16/2011) Derek A. Fronek
- New – (Postponed from 2/16/2011) Laura Spranger
- New – Veronica Solecki
- New – Donald L. Ruechel

MOTION: (Geise, Klingenberger) Approve Operator License for Derek A. Fronek.
CARRIED by unanimous voice vote.

MOTION: (Geise, Klingenberger) Approve Operator License for Laura Spranger.
CARRIED by unanimous voice vote.

MOTION: (Unanimous consent) Approve Operator License for Veronica Solecki.
CARRIED.

MOTION: (Unanimous consent) Approve Operator License for Donald L. Ruechel.
CARRIED.

VIII. Business

A. **Discussion / Action** – Town Board review and consideration of Resolution #2011-004, a Resolution authorizing the Town Clerk to reduce the number of poll workers to three (3) for an election with a minimal number of items on the ballot and expected low voter turnout.

During the off-year elections, it is fairly common to have a minimum number of items on the election ballot. At those elections, the required staffing level of five (5) poll workers is excessive and unnecessarily increases the cost of running the election to the Town.

Section 7.32 of the Wisconsin Statutes allows the Town Board to authorize the Town Clerk to reduce the number of poll workers to a minimum of three (3). The decision on staffing is at the discretion of the Town Clerk and is based upon past experience and electoral activity. The Administration has always advised the Clerk to err on the side of more staff; however, small election events can routinely be run with three (3) poll workers.

The Administration recommends approval of Resolution #2011-004, with the caveat that when in doubt, the Clerk should err on the side of more poll workers than needed.

Chair Luebke read aloud, in its entirety, Resolution #2011-004.

Board Direction: Clerk to notify Town Board of a reduction in number of election workers prior to the specific Election Day.

MOTION: (Klingenberger, Schmidt) Resolution #2011-004, a Resolution authorizing the Town Clerk to reduce the number of poll workers to three (3) for an election with a minimal number of items on the ballot and expected low voter turnout.
CARRIED by unanimous voice vote.

B. **Discussion / Action** – Town Board review and direction to staff relative to energy conservation options for the planned CY 2012 remodeling and consolidation of the Town Hall and Fire Station structures to include but not limited to the following items, energy savings construction options, passive solar construction, geothermal heating ventilation and air conditioning systems, roof-mounted solar heat and electric generation, wind energy systems.

The Town’s Engineering firm has submitted information regarding Administration is asking the Board for direction on the costly green additions to the building project. The simple and logical green additions will be incorporated into the project as a matter of course. These include low volatile organic

compound (VOC) paints, carpets, and other construction products. Staff will also include energy efficient lighting and water consumption devices.

The Board needs to provide staff with direction relative to significant green investments that have a longer payback period associated with higher initial costs. This does not include items such as active solar or wind energy that can be considered as add-ons to the project at a later date. Please be advised that Administration is researching the cost and payback periods for these larger investments and will report its findings to the Board as part of the project updates.

Town Architect Schulz presented information on the following:

- Cost of geothermal heating ventilation and air conditioning systems
- Payback of variable air system for larger spaces
- Geothermal – heating of smaller spaces versus larger spaces
- Cost of fuel – dependent upon type of fuel source
- Air conditioning will work with the geothermal system to cool building
- Geothermal system can be retrofitted/adapted to the remodeled portion of building

Town Administrator commented on the following – in-floor heating in the area that will be the relocated town office area, primary goal of wind energy option will be to save money, Focus on Energy grant funding for geothermal systems and wind energy systems

Audience members providing input on item: Joanne Sievert

MOTION: (Geise, Lettau) Move forward with the geothermal along with doing all the other routine things.

CARRIED by unanimous voice vote.

- C. **Discussion / Action** – Town Board approval of an Emergency Shelter Agreement with the East Central Wisconsin Chapter of the Northeast Wisconsin Region of the American Red Cross for the Town’s Municipal Building located at 8348 CTH “T”, Larsen, WI 54947.

Staff provided the Board with a copy of a Shelter Facility Survey and an American Red Cross Shelter Agreement. Staff met with Nick Cluppert, Emergency Services Manager for the East Central Wisconsin Chapter of the Northeast Region of the American Red Cross to review these documents.

Based upon the Shelter Facility Survey, the Town’s Municipal Building can serve as a shelter facility for the Red Cross as it sits today. However, once the building is renovated, it will make a fully-functional emergency site. The same improvements that make the Fire Hall structure a proper and fully-equipped Fire Hall make for an ideal emergency structure. When a large Board meeting room and the Town Office facilities are added, the building becomes a fully-operational emergency facility.

Administration is asking the Board for authorization to sign the American Red Cross Shelter Agreement for the Town’s existing Municipal Building in anticipation of the scheduled reconstruction project. When the reconstruction project is completed, staff will complete another Shelter Facility Survey and Shelter Agreement. These activities will be used by the Administration to support the Town’s application for project funding from the State and the Federal Government.

Audience members providing input on item: Joanne Sievert

MOTION: (Schmidt, Lettau) Approve an Emergency Shelter Agreement with the East Central Wisconsin Chapter of the Northeast Wisconsin Region of the American Red Cross for the Town’s Municipal Building located at 8348 CTH “T”, Larsen, WI 54947.

CARRIED by unanimous voice vote.

- D. **Discussion / Action** – Town Board review and direction to staff on the details of the information requested on the Town’s Operators License Application.

Town Board Supervisor Geise asked that this item be placed on the Board’s agenda for review. Supervisor Geise appears to have difficulties with the manner in which the Operator’s License Application process is conducted. The Town’s Application requires that the applicant list all violations of law on their record. The Town’s Policy states that the Board will consider offenses for a five (5) year period. There is no inconsistency between the Town’s Operator’s License Application and its

Operator License Approval Policy. The difficulty appears to be in the applicants accurately and completely completing the application and the Board’s use of the application and background check information.

The Board has taken the position that any question left blank on the application is cause for denial of the Operator’s License. Staff has advised applicants that they need to be complete and accurate, even if it means stating that they can’t remember or have too many citations to list.

Applicant compliance is improving, however, it is far from perfect. This means that on occasion an applicant will be denied and have to appeal the denial. If the applicant holds a provisional operator’s license, it is not a problem for the individual.

Administration believes that the issue is relevance. The applicant releases all information related to their police record when, by State Statute, the Board should only consider items significantly related to the provision of alcohol. The Board needs to arrive at a consensus or agree to disagree.

Administratively, the process is working since applicants are given an opportunity to appeal a denial. There have been approximately five (5) denials by the Board in the past three years; of those denied, several have appealed the denial and been granted their operator’s licenses, others have chosen to not appeal the denial.

Board Direction: Prepare a revised copy

No Motion on this item.

E. **Discussion / Action** – Town Board review and direction to staff relative to a Draft Revision of the Town’s Ordinance Prohibiting Dogs From Running At Large.

Staff distributed the Draft Ordinance to the Board for its review. Administration asks Board members to indicate the portions of the Draft Ordinance that they would like to review and/or edit. Once the Board’s edits are completed, staff will prepare the adopting resolution and provide the Board with a schedule for adopting the Ordinance.

Town Board to send any revisions to the Town Administrator

No Motion on this item.

X. Upcoming Meeting Attendance

- Road Maintenance Program – March 18, 2011 (7:30am-3:00pm) (Green Bay) (Geise, Schmidt)
- Renewegy, LLC – Seminar: “Renewable Energy...How Might Communities Respond?” on Friday, March 25, 2011
- Fox Valley Urban Towns Group Meeting – Wednesday, March 30, 2011 (7:00pm) (Buchanan Town Hall)
- Town Board Reorganization Meeting: Reschedule to 11:00am on April 13, 2011

XI. Board Member Requests for Future Agenda Items

- The Town of Clayton Town Board of Supervisors will be accepting applications from interested residents of the Sanitary District to serve and represent the Town of Clayton on the Larsen Winchester Sanitary District Board; the Larsen Winchester Sanitary District Board meets on the 1st Wednesday of each month at 4:00pm in the Winchester Town Hall
- April 6 – Appoint Larsen-Winchester Sanitary District Representative from Clayton

XII. Approval of Disbursements

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

XIII. Adjournment – 8:27p

MOTION: (Unanimous consent) Adjourn.
CARRIED.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*