

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, June 15<sup>th</sup>, 2016

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 Geise called the meeting to order at 7:00 P.M.
2. Pledge of Allegiance was recited.
3. Meeting properly posted at three locations in the Town.
4. Roll

a. Board of Supervisors

Chair Geise	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Reif	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Straw	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Ashley Lehocky	ABSENT
Public Works Foreman Pamerter	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, June 1<sup>st</sup>, 2016.

**MOTION:**

Motion made by unanimous consent to approve the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, June 1<sup>st</sup>, 2016.

IV. Open Forum – Town-related Matters not on the Agenda:

- Sara Beth Janssen, 8048 Prairiewood Trail, Neenah, WI. Discussed fence at Clayton Park and requested having a barrier there sooner than later. Also discussed having a bike/running trail on Larsen road and that it is a safety issue not having a trail.
- Administrator Johnston responded that it is the intention to get the “Chevron” barrier up.
- Chair Geise stated that when Larsen Road is replaced it is the intention to have a trail added.
- Administrator Johnston discussed that the homeowner’s association could possibly put in the trail as well.

- V. Correspondence:
- A. Report to the Town Board on the rental revenue from the home on Clayton Avenue.
  - B. Material provided by the Winnebago County Unit of the Wisconsin Towns Association.
  - C. Winnebago County Solid Waste Management Board May 2016 Recycling Tonnage Report.
  - D. Legal Opinions from the Town's Association Legal Counsel.
- VI. Discussion Items (No action will be taken):
- A. County Supervisor Report
  - B. Winnebago County Sheriff's Department – Public Concerns and Issues
  - C. Clayton-Winchester Fire Department
    - a. Clayton Fire Rescue First Responder (First Meeting of the Month)
  - D. Larsen-Winchester Sanitary District
  - E. Administration Comments
    - Engineer Miller reviewed the Whispering Meadows project, Clayton Avenue construction and Hickory Avenue construction.
    - Administrator Johnston is working at finishing the paperwork. Confirmed Clayton Sanitary District #1 values / parcel.
    - Chair Geise discussed the water and sewer for the Town of Clayton.
- VII. Operator Licenses Issued by the Town Clerk:
- A. New:
    - i. Charles Fitzgerald
    - ii. Jason Smith
  - B. Renewal:
    - i. Robert Hilgers Jr.
    - ii. Kimberly Hayes
    - iii. Melissa Lone
    - iv. Julaine Schroeder
    - v. Alexandria Hueller
    - vi. Sage Cummings
    - vii. Katherine Wolf
    - viii. Amber Pontow
    - ix. Kristen Dathe
  - C. Administrator Johnston updates to the Board on the CY 2016/17 Cigarette and Liquor License Renewals.**
- 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, the Wednesday, June 8<sup>th</sup>, 2016 Plan Commission Meeting was cancelled.
- 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, the Wednesday, June 8<sup>th</sup>, 2016 Green Space Committee Meeting was cancelled.

## X. Business:

- A. Discussion/Action: Town Board review and consideration of the Town's CY 2015 Audit presented by Mike Konecny from the Town's auditing firm, Schenck SC and a proposal for accounting support for the Treasurer's Office.

Attached please find a copy of the Town's CY 2015 Audited Annual Financial Report and Management Communications. As it has in the past the Town has received an unqualified Audit. The term "unqualified" in this case, indicates that the Town's Auditors found no issues with staff's reporting and recording of the sources and uses of the funds allocated by the Board in its CY 2015 Budget. For CY 2015 the Town has \$419,806.00 in unassigned funds. The Fund Balance Carryover from the Town's CY 2015 Budget has historically been used to fund the Town's Capital Equipment Replacement Accounts. The details of the Fund Balance Carryover distribution will be available after staff reviews the details of the Audit with the Auditor. Also included is a proposal for accounting consulting assistance for the Treasurer's Office at an estimated cost of \$4,500.00 to \$7,500.00. If the Board wishes, a motion would be in order to accept, approve and place on file the Town's CY 2015 Audited Annual Financial Report and Management Communications, additionally, if the Board wishes to approve the accounting assistance the motion should be included in the approval at a cost not to exceed \$7,500.00.

- Mike Konecny reviewed the 2015 Audit and Management Letters.
- Discussed accounting support.

Vote: The 2015 Audit and Management letters were approved by unanimous consent.

- B. Discussion/Action: Town Board review and consideration of Pay Request No. 1 from R and R Wash Materials, Inc, 1110 Dartford Road, Ripon, WI 54971 for the Whispering Meadows Capital Construction Project.

Attached, please find a copy of Pay Request #1 in the amount of \$69,204.57, submitted by R and R Wash Materials, Inc, 1110 Dartford Road, Ripon, WI 54971. Both the Town Engineer and the Town Administrator have reviewed the pay request and agree that it is correct and should be paid. Once the Board approves the Pay Request, staff will make the first payment for the Whispering Meadows Drive project. Please be advised that staff will be making the payment out of operating funds with the intent of replacing the funds with a borrowing from the State of Wisconsin, Board of Commissioners of Public Lands in August of CY 2016. If the Board is comfortable with staff's recommendation, a motion would be in order to approve the pay request in the amount of \$69,204.57 and to direct the Treasurer to make the payment to R and R Wash Materials, Inc, 1110 Dartford Road, Ripon, WI 54971. Additionally, the Board should direct staff to start the Special Assessment process for the project costs to the Developer with the intent of placing the debt on the CY 2016 taxes payable in CY 2016/17.

- Supervisor Lettau asked why the Town of Clayton is acting as the general contractor for the Whispering Meadows Project. Inquired about the meeting rate and administrative fees. Discussed levying a special assessment and debt service. Discussed the interest rate being a half percent higher.
- Supervisor Reif stated that the Town would get an increased tax revenue.

**MOTION:**

Motion by: Supervisor Reif

Seconded by: Supervisor Schmidt

Motion: To approve Pay Request #1 in the amount of \$69,204.57 payable to R and R Wash Materials, Inc, 1110 Dartford Road, Ripon, WI 54971.

Vote: Carried by unanimous voice vote.

- C. Discussion/Action: Town Board review and consideration of the Town's options relative to repairing and/or purchasing a new truck to replace the Town's existing 2009 International tandem axle plow truck.

Attached please find copies of proposals to replace the Town's existing 2009 International tandem axle plow truck from Packer City Trucks in Appleton and Quality Truck Care Center in Oshkosh. Also attached are proposals to replace the Town's existing 2009 International tandem axle plow truck with a unit in inventory at either dealer. As the Administration has advised the Board the Town's 2009 International ground a cam follower and cam lobe when a retaining pin on the cam follower failed. The estimate for repairing the Town's 2009 International is \$7,000.00 to 13,000.00 depending on the extent of the repairs. The low end simply fixes the problem the high end fixes the problem and does some preventative work to minimize the possibility of any future repairs. Please be advised that repairing the Town's 2009 International does not eliminate the issue of an underpowered truck.

There are 5 proposals from Quality Truck in Appleton, the differences are based on the transmission in the unit and the type of salt spreading device. The transmissions are an electronically shifted manual and a fully automatic transmission. The salting units are a conventional salter with tailgate mounted brine unit and an insert unit with box mounted brine tanks (similar to the units on the Town's F550). The fifth proposal is for an existing unit that is in Minnesota. The prices of these units verify from \$178,650.00 to \$203,210.00.

There are 3 proposals from Quality Truck Care Center in Oshkosh, the differences are based on the type of salt spreading device. The salting units are a conventional salter with tailgate mounted brine unit and an insert unit with box mounted brine tanks. The third proposal is for an existing unit that is available locally. The prices of these units verify from \$186,380.00 to \$205,725.00.

Staff would like to review the Town's options with the Board and get some direction on where the Board wants to go with this process. Should the Board opt to replace the Town's existing 2009 International the Administration expects that the payment on a 7-year lease to purchase would be approximately \$25,000.00 per year using the existing 2009 International as a trade-in. The other question that the Board needs to give direction on if it chooses to replace the truck is the type of salting unit.

The Administration has advised the providers that the Board is not likely to make a final decision until the Wednesday, July 6<sup>th</sup>, 2016 Town Board Meeting.

- Discussed the cost of repairs.
- Discussed the limits of the truck.

- Discussed current truck proposals and the warranty offered.
- Compared the rebuilt engine vs. the new truck relative to warranty.
- Discussed how the purchase of a new truck would affect the budget.
- Burt Drews, 3113 County Rd II, Neenah, WI asked how much the new truck would cost vs. getting the Casper parts.
- Chair Geise asked about what gets affected in the budget.
- Discussed allocation of money between funds.
- Directed staff to narrow down the choices and get more information on warranty for the next meeting.

- D. Discussion/Action: Town Board review and consideration of the purchase of an automobile for use by the Town's Building Inspector in lieu of paying mileage at the Internal Revenue Service Rate.

In the CY 2016 Building Inspection Budget the Administration included \$1,500.00 for mileage. This number was arrived at based on the assumption that the Board was going to authorize the replacement of the Town's 2000 GMC 3500 as Budgeted. This vehicle was then going to be assigned to the Building Inspection Department. Because of financial constraints in the Town's General Fund and Capital Replacement Accounts the Administration has elected to recommend that the Board purchase a used automobile for the Building Inspection Department, any unused funds would then remain in the Town's Capital Replacement Account. Attached please find information on two vehicles that staff has looked at for the Building Inspection Department, both vehicles have been looked at and recommended by Scott Reif of Reif's Auto Repair. The vehicles are a 2011 Toyota Camry with 64,500 miles for \$12,900.00 and a 2011 Ford Fusion with 64,500 miles for \$9,300.00. Tom Spierowski, the Town's Building Inspector would prefer to have the automatic transmission in the Toyota Camry; however, he is familiar with the budgetary constraints. If the Board agrees with the purchase of an automobile for the Building Inspection Department, a motion would be in order to authorize the purchase of the preferred vehicle with the funding to come from the Town's Capital Equipment Replacement Account. Additionally, please be advised that the Building Inspector would take the automobile home and keep track of any personal mileage used. Personal mileage would be billed to the Inspector at the IRS rate.

- Discussed the Building Inspector vehicle preference.
- Discussed mileage cost.
- Discussed that the Building Inspector will be taking the vehicle home at night and weekends.

Vote: Approve the purchase of the 2011 Toyota Camry for the purchase price of \$12,900.00.

- E. Discussion/Action: Town Board review and consideration of an update from staff relative to the purchase and equipping of Clayton Fire Rescue Engine 43.

Early in the year the Board authorized the purchase of a 1994 Pierce Saber for the Clayton Fire Rescue Department at a cost not to exceed \$103,000.00 fully equipped. Over the past month Engine 43 has been placed in service; Scott Rieckmann (Scott) the Town's Fire Chief would like to update the Board on the process of purchasing the unit and placing it

into service. Scott will also be updating the Board on the new NFPA compliant extrication equipment purchased as part of the project.

- The truck has been put into service.
- Revised cost list.
- Discussed new radios.
- Discussed purchasing hose from Neenah.
- Discussed training with new jaws.

NO ACTION TAKEN.

- F. Discussion/Action: Town Board review and consideration of an update by staff on the schedule for the Public Hearing for the CY 2015/16 Comprehensive Plan Update and the Public Hearing for the Town's Special Assessment Ordinance.

Attached please find the Notice Publications for the CY 2015/16 Comprehensive Plan Update and the Public Hearing for the Town's Special Assessment Ordinance. In order to meet the Class 1 Notice requirements the Public Hearings for the two Ordinances have been scheduled for the Wednesday, July 20<sup>th</sup>, 2016 Town Board Meeting. Also attached are a copy of the Town's Special Assessment Ordinance and the Town Attorney's comments on the Draft Ordinance. Please be advised that both documents will be placed on the Town's Home Page on the same day as the Notice Publication.

- Public hearing to be held the third week in July and will need 30 days to publish notice.

NO ACTION TAKEN.

- XI. Review of Disbursements:
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month):
- XIII. Upcoming Meeting Attendance:
- XIV. Board Member Requests for Future Agenda Items:
- The Drifters Snowmobile Club thanked the Town of Clayton staff for ClaytonFest being successful
- XV. Adjournment:
- MOTION:**  
Motion made by unanimous consent to Adjourn at 8:55 p.m.

Respectfully submitted,  
Laurie Goffard, Deputy Clerk