

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. – 7:55 P.M. on Wednesday, October 19, 2011

Town Office Meeting Room, 8358 County Road T, Larsen, WI 54947

I. Call to Order:

A. Pledge of Allegiance, Notice Verification, Roll

1. Town Board Chair Luebke called the meeting to order at 7:00 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted, three locations in the Town.
4. Roll

a. Board of Supervisors

Chair Luebke	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman Erdmann	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Geise	PRESENT

b. Staff

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

II. Public Hearing:

A. No Public Hearing.

III. Approval of Minutes:

A. Special Town Board Meeting (Budget Workshop #5) – Tuesday, October 4th, 2011

MOTION:

Motion by: Unanimous consent

Approve the Special Town Board Meeting (Budget Workshop #5) minutes of Tuesday, October 4th, 2011, as written.

CARRIED.

B. Regular Town Board Meeting – Wednesday, October 5th, 2011

MOTION:

Motion by: Unanimous consent

Approve the Regular Town Board Meeting minutes of Wednesday, October 5th, 2011, as written.

CARRIED.

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

A. No open forum items.

V. Correspondence:

- A. Outagamie County Regional Airport (ATW) – 2011 Grant Application update
- B. Urban Towns Committee (UTC)
 - 1. Executive Board – 09/16/2011 Draft Meeting Minutes
 - 2. Annual Meeting – 10/04/2010 Draft Meeting Minutes
 - 3. Annual Meeting – 10/24/2011 Agenda
- C. Winnebago County Public Health Department
 - 1. Follow-up on a complaint about property at 9595 Lind Lane
 - 2. Follow-up on a complaint about property at 2935 Winnegamie Drive
- D. Winnebago County Solid Waste Management Board – September 2011 Recycling Tonnage Report

VI. Discussion Items (No action will be taken.):

- A. County Supervisor Report
 - 1. County Supervisor Joanne Sievert present, County Board passed a resolution that Combines the City of Oshkosh, the City of Neenah, and Winnebago County Health Departments
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
 - 1. Sheriff Deputy Sleeter present; no issues or concerns
- C. Clayton-Winchester Fire Department
 - 1. No CWFD member present
 - 2. Update: Application for a grant for a new quint truck submitted
- D. Larsen-Winchester Sanitary District
 - 1. No report.
- E. Administration Comments
 - 1. Administrator: Update on drainage issues and project in Sunburst
 - 2. Clerk: Pearl Harbor Day Commemoration Event on Wednesday, December 7, 2011, at 7:55 A.M., WTA Annual Convention, Clerk received WCMC certification (Wisconsin Certified Municipal Clerk)
 - 3. Public Works Foreman: Drainage work in Sunburst will begin tomorrow
 - 4. Engineer: DNR permit for the drainage work near Oakwood Ave. & Golfwood Dr. should be approved next week; shouldering on Larsen Road (between Clayton Ave. and STH 76) scheduled for next week
 - 5. Chair Luebke: no report
 - 6. Supervisor Lettau: no report
 - 7. Supervisor Grundman Erdmann: no report
 - 8. Supervisor Schmidt: no report
 - 9. Supervisor Geise: no report

VII. Licenses and Permits:

- A. Discussion/Action – Consideration and approval of Operator Licenses:
 - 1. New – Casey C. Poehling (Not present)
 - 2. New – Kathrine R. McCard (Not present)

MOTION:

Motion by: Unanimous consent

Approve the Operator License for Casey C. Poehling.

CARRIED

MOTION:

Motion by: Unanimous consent

Approve the Operator License for Kathrine R. McCard.

CARRIED

VIII. Zoning – Town Board receipt, review, and consideration of Plan Commission Referrals:

A. No Referrals.

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 Resolution #2011-025: A Resolution authorizing the Town Board to increase the Town's CY 2012 Levy, as authorized by State Statutes, by the carry forward of the unused Levy Limit funds in the amount of \$ 5,505.93 (0.5% of CY 2010 Levy).

1. Each Board member received a copy of Resolution #2011-025: A Resolution authorizing the Town Board to increase the Town's CY 2012 Levy, as authorized by State Statutes, by the carry forward of the unused Levy Limit funds in the amount of \$ 5,505.93 (0.5% of CY 2010 Levy).
2. The Administration has tentatively placed this item on the Draft Agenda for the Town Electors Meeting scheduled for Wednesday, November 16th, 2011.
3. Subject to Board approval of the Resolution, the Town's Electors would also need to approve the increase in the CY 2012 Levy at a Special Meeting of the Town Electors.
4. Please be advised that this Resolution must be approved by 4 of the 5 Supervisors to take effect.
5. If the Board agrees with the Administration's recommendation, a motion would be in order to approve Resolution #2011-025.
6. A roll call vote would also be in order.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Approve Resolution #2011-025: A Resolution authorizing the Town Board to increase the Town's CY 2012 Levy, as authorized by State Statutes, by the carry forward of the unused Levy Limit funds in the amount of \$ 5,505.93 (0.5% of CY 2010 Levy).

Roll call:

Supervisor Lettau = yes

Supervisor Grundman Erdmann = yes

Supervisor Schmidt = yes

Supervisor Geise = yes

Chair Luebke = yes

CARRIED by 5-0 roll call vote.

B. Discussion/Action: Town Board review and consideration of Resolution #2011-026: A Resolution authorizing the Town Treasurer to designate signatories and open a Checking Account, Savings Account, and/or Certificate of Deposit Accounts at Wells Fargo Bank for the purposes of depositing Town Funds.

1. Each Board member received a draft copy of Resolution #2011-026, A Resolution authorizing the Town Board to designate signatories and the Town Treasurer to open Checking Accounts, Savings Accounts, and/or Certificate of Deposit Accounts at Wells Fargo Bank for the purposes of depositing Town Funds.
2. The Board has authorized the consolidation of the Town's accounts; approval of this Resolution will allow the Treasurer to open the required accounts at Wells Fargo.
3. The Treasurer is following the Board's Policies relative to this process and will prepare monthly reports for the Board once the accounts are created and funded.

MOTION:

Motion by: Supervisor Lettau

Seconded by: Supervisor Schmidt

Approve Resolution #2011-026: A Resolution authorizing the Town Treasurer to designate signatories and open a Checking Account, and a Savings Account, and/or Certificate of Deposit Accounts at Wells Fargo Bank for the purposes of depositing Town Funds, with designated signatories as Town Chair Mark Luebke, Town Board Supervisor Russ Geise (Vice-Chair), Town Clerk Susan Nester-Huebner, and add Town Administrator/Deputy Clerk Richard Johnston.

CARRIED by unanimous voice vote.

C. Discussion/Action: Town Board review and consideration of the following documents relating to the approval of the Town's CY 2012 Operating Budget:

1. Updates to the draft CY 2012 Revenue, Expense and Capital Expense Budgets.
2. Review of the Budget Summary to be presented at the Town's Electors Meeting scheduled for Wednesday, November 16th, 2011.
3. Review of the updated CY 2011 Municipal Levy Limit Worksheet drafted by the Wisconsin Department of Revenue.
4. Board direction to staff relative to any additional agenda items to be placed on the CY 2011 Town Electors Meeting to approve the Town's CY 2012 Levy and the Transportation Budget.
5. Commented on item: Joanne Sievert (7383 Murray Rd., Neenah)

MOTION:

Motion by: Chair Luebke

Seconded by: Supervisor Grundman Erdmann

Approve the four items listed above [Business Item C (1), (2), (3), (4)].

CARRIED by unanimous voice vote.

D. Discussion/Action: Town Board review and consideration of the annual renewal of the Winnebago County, 911 Emergency System, Joint Powers Agreement between the Town of Clayton and the County of Winnebago.

1. Each Town Board member received a copy of correspondence from Winnebago County Sheriff, John F. Matz.
2. Each member also received a copy of the renewal Resolution for the Town's participation in the Winnebago County 911 Emergency System.
3. The Joint Powers Agreement, required under Wisconsin Statutes 146.70, essentially set system protocol and requires that an emergency vehicle dispatched by the County 911 System render service even if it is outside its jurisdiction.
4. A motion to authorize the Town Chair and the Town Clerk to sign the Winnebago County 911 Emergency System, Joint Powers Agreement would be in order.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman Erdmann

Authorize the Town Chair and Town Clerk to sign the Winnebago County 911 Emergency System, Joint Powers Agreement.

CARRIED by unanimous voice vote.

E. Discussion/Action: Town Board review and consideration of the Town's participation in the Winnebago County Solid Waste Rebate Program and estimated CY 2012 solid waste tonnage to be delivered to the County Landfill by the Town of Clayton.

1. Each Town Board member received a copy of an e-mail from Adam Timm of Veolia showing the Town's solid waste tonnage history over the past three years.
2. Each member also received a copy of the Town's CY 2012 Winnebago County Solid Waste Rebate Program Agreement, Tonnage Designation Form, and the supporting documentation for the program.
3. Given the continued impact of the current economic climate and the transition to single stream recycling on garbage volumes, the Town may wish to reduce its CY 2012 estimated delivered tonnage of municipal solid waste to 1,150 tons.
4. Once the Board designates the estimated tonnage of solid waste, the Administration will complete the documents and return them to the Winnebago County Solid Waste Board in a timely manner.
5. If the Board agrees, a motion to approve the Town's continued participation in the Winnebago County Solid Waste Rebate Program with a CY 2012 estimated solid waste tonnage of 1,150 would be in order.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Approve the Town's continued participation in the Winnebago County Solid Waste Rebate Program with a CY 2012 estimated solid waste tonnage of 1,150.

CARRIED by unanimous voice vote.

- F. Discussion/Action: Town Board review and consideration of setting the Fee for Rural Addressing Plaques for new residential, commercial, and industrial construction in the Town of Clayton.
1. Each Town Board member received a copy of a spreadsheet identifying the full burden costs of providing Rural Addressing Plaques for new residential construction in the Town of Clayton.
 2. Staff has started to see some new construction activity in the Town and would like to set the Fee for the new Rural Addressing Plaques before the costs and the process become an issue.
 3. The Administration has created a document of actual installation costs that the Town would recover using a Fee of \$120.72.
 4. This Fee was generated by including the full burden costs of installing the sign and the actual costs of purchasing the sign.
 5. Staff started with the presumption that it would take a combined staff time of one (1) hour to complete the project from collecting the fee to installing the plaque.
 6. The Board may wish to use a different Fee to recover only a portion of the project costs.
 7. A motion would be in order to set the Fee for the purchase and installation of a Rural Addressing Plaque at \$120.00, to be collected at the same time as the Fire and Park Impact Fees.

MOTION:

Motion by: Supervisor Lettau

Seconded by: Supervisor Schmidt

Set the fee for the purchase and installation of a Rural Addressing Plaque at \$120.00, to be collected at the same time as the Fire and Park Impact Fees.

CARRIED by unanimous voice vote.

- G. Discussion/Action: Town Board review and consideration of scheduling Halloween Trick-or-Treat Hours for the Town of Clayton.

1. Staff has received several inquiries relative to Halloween Trick or Treat hours in the Town of Clayton.
2. In the past, the Administration has recommended following the same Trick or Treat hours as the City of Neenah and the Board has approved the Administration's recommendation.
3. The City of Neenah has scheduled its Halloween Trick or Treat activities between the hours of 4:00 P.M. and 7:00 P.M. on Monday, October 31st, 2011.
4. If the Board agrees, a motion would be in order to schedule the Town's Halloween Trick-or-Treat hours between 4:00 P.M. and 7:00 P.M. on Mon., Oct. 31st, 2011.

MOTION:

Motion by: Supervisor Grundman Erdmann

Seconded by: Supervisor Schmidt

Schedule the Town's Halloween Trick-or-Treat hours between 4:00 P.M. and 7:00 P.M. on Monday, October 31st, 2011, to coincide with the City of Neenah.

CARRIED by unanimous voice vote.

H. Discussion/Action: Town Board review and direction to staff update on the Town's Storm Water Management projects.

1. Each Town Board member received a copy of the following documents:
 - a. Project estimate for installation of the Strawberry Fields Swale Enclosure.
 - b. The Professional Services Agreement for Strawberry Fields Swale enclosure project.
 - c. A costs summary for the Strawberry Fields Swale Enclosure Project.
2. The cost summary for the Strawberry Fields Swale Enclosure Project is based upon the bills the Treasurer has received to-date and pending bills that have not been submitted for payment.
3. Staff is comfortable that the project will be completed under budget; however, we are not sure how much under budget.
4. The project estimate was \$9,295.00, and the costs to-date total \$4,153.98, leaving an estimated surplus of \$5,138.02.
5. The only variable would be an invoice that has been overlooked when creating the estimated costs summary document.
6. The Administration intends to provide the Board with this type of documentation for each storm water management project the Board has authorized.
7. The next project the Public Works Foreman would like to start is the Sunburst Estates Swale grading and drain tile work.
8. The project should be started during the week of October 17th, 2011.
9. Staff should be able to give the Board a preliminary update on the project at the Board's Wednesday, October 19th, 2011, meeting.

No motion on the item.

XI. Upcoming Meeting Attendance

- A. October 23, 2011, through October 26, 2011 – WTA Annual Convention (KI Convention Center, Green Bay, WI)
- B. Wednesday, December 7, 2011, 7:55 A.M. – Pearl Harbor Day Commemoration Event (EAA, Eagle Hangar, Oshkosh, WI)

XII. Board Member Requests for Future Agenda Items

- A. No items.

XIII. Approval of Disbursements

MOTION:

Motion by: Unanimous consent
Approve disbursements as presented.
CARRIED.

XIV. Adjournment – 7:55 P.M.

MOTION:

Motion by: Unanimous consent
Adjourn.
CARRIED.

Respectfully submitted, Susan Nester-Huebner, Town Clerk