

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. – 7:37 P.M. on Wednesday, November 2, 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 Pamentor	ABSENT (Excused)
Town Engineer Madsen	PRESENT

II. Public Hearing:

- A. No Public Hearing.

III. Approval of Minutes:

- A. Regular Town Board Meeting – Wednesday, October 19th, 2011

MOTION:

Motion by: Unanimous consent

Approve the Regular Town Board Meeting minutes of Wednesday, October 19th, 2011, as written.

CARRIED.

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

- A. No open forum items.

V. Correspondence:

- A. WI Towns Association Urban Towns Committee – October 24, 2011, Annual Meeting minutes
- B. Winnebago County Zoning Department – No items for Town of Clayton to review in November

- VI. Discussion Items (No action will be taken.):
- A. County Supervisor Report
 - 1. County Supervisor Joanne Sievert not present, no report
 - B. Winnebago County Sheriff's Department – Public Concerns and Issues
 - 1. Sheriff Deputy McMillin present
 - C. Clayton-Winchester Fire Department
 - 1. No CWFD member present
 - 2. Update: 81 calls year-to-date
 - D. Larsen Winchester Sanitary District
 - 1. No LWSD member present
 - E. Administration Comments
 - 1. Administrator: no report
 - 2. Clerk: Fall Partisan Primary election moved from September to August
 - 3. Public Works Foreman: no report
 - 4. Engineer: Larsen Road shouldering and striping complete
 - 5. Chair Luebke: no report
 - 6. Supervisor Lettau: The Larsen Winchester Sanitary District is investigating aerators for the lagoons
 - 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 – Mallory J. Marnocha (Not present)
 - 2. New – Brandon K. Hoppe (Not present)

MOTION:

Motion by: Unanimous consent

Approve the Operator License for Mallory J. Marnocha and Brandon K. Hoppe.

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. Green Space Committee recommendation to the Town Board relative parking at Olsen's Rest on the Friendship Trail.
 - 1. The Committee reviewed the Administration's proposal for off-street parking in the Olson's Rest area of the Friendship Trail.
 - 2. Following a brief conversation relative to the Administration's presentation, the Committee voted to table the agenda item.

No motion on this item.

- B. Green Space Committee recommendation to the Town Board for additional plants in the parking lot islands of Clayton Park.
1. Because Supervisor Lettau has expressed significant interest in the project and was absent from the meeting, the Committee voted to refer this item to its Thursday, November 17th, 2011, meeting.
 2. It is the Administration's understanding that the discussion may be scheduled for a later meeting based on Supervisor Lettau's schedule.

No motion on this item.

- C. Green Space Committee/ClaytonFest Committee discussion on CY 2012 ClaytonFest activities.

1. The Committee opened the meeting to participation by the ClaytonFest volunteers.
2. Discussion was had relative to the following issues:
 - a. The Administration has generated a proposed site plan for the CY 2012 ClaytonFest event based on access during the scheduled construction period.
 - b. The Committee and the volunteers should review the site plan and bring their comments, wishes, and proposed changes to the next meeting.
 - c. There was significant discussion on how many and what type of bands should be scheduled.
 - d. This item will be subject to greater discussion at the next meeting.
 - e. Town Chair Luebke will be researching the Town's options relative to the band issue and reporting to the Committee at its next meeting.
3. The Administration has recommended that the Committee purchase new yard signs that publish the ClaytonFest home page address.
 - a. A report on the costs of the project will be prepared for the Committee's next meeting.
4. Town Chair Luebke will continue to handle the Posters and place mats advertising the event.
5. The Administration was directed to look for sponsors to defer the costs of the tent, the bands and the fireworks.

No motion on this item.

X. Business:

- A. Discussion/Action: Town Board review and consideration of a request by Veolia ES Solid Waste Midwest, LLC, to add a one-year extension clause to the Town's CY 2012, 2013, and 2014, Solid Waste and Recycling Contract.

1. Dave Tellock, General Manager of Veolia ES Solid Waste Midwest, LLC, has asked the Administration if the Board would consider amending the Town's CY 2012, 2013, and 2014, Solid Waste and Recycling Contract to include a 1-year renewal option for CY 2015.
2. The existing Term language in the Contract is:

- a. TERM
 - i. The term of this agreement between the Town and Vendor shall be a three (3) year contract, beginning on January 1, 2012, and ending on December 31, 2014.
3. The Administration's recommendation would be to make the following change to the existing language:
 - a. TERM
 - i. The term of this agreement between the Town and Vendor shall be a three (3) year contract, beginning on January 1, 2012, and ending on December 31, 2014.
 - ii. By agreement of both parties, the Contract may be extended for 1 year (CY 2015) at the CY 2014 contract rates and with the specified adjustment to the base number collected.
 - b. Using this language, the contract can be extended for 1 year (CY 2015).
 - c. The contract extension would be at the CY 2014 rate; however, the number of units collected would be adjusted to reflect any new construction in CY 2014.
4. The idea of a Contract extension carries some inherent risk to both parties.
 - a. Veolia may have some cost savings that it will not have to pass through to the Town for the extra year, while the Town may not experience a cost increase for the extra year.
 - b. The proposed language offers both parties an opt-out clause if the costs are too high.
 - c. The main benefit the Administration can identify to the Town is the ability to extend the service to its residents without having to increase the fee.
5. Please be advised that Veolia signing the Contract is not dependent upon the request.
6. A motion would be in order to direct staff.

Winnebago County Sheriff's Deputy McMillin arrived at 7:08 P.M.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Approve the request by Veolia ES Solid Waste Midwest, LLC, to add a one-year extension clause to the Town's CY 2012, 2013, and 2014, Solid Waste and Recycling Contract, for the same price.

CARRIED by unanimous voice vote.

- B. Discussion/Action: Town Board review and consideration of a request by Town staff to purchase and install a true file server to replace the Town's current computer network system.
1. As the Board is aware, staff has been having some problems recovering from a computer virus.
 2. Under the current system, one of the three computers in the office (the Treasurer's computer) serves a dual use as the hub for the network system and the Treasurer's computer.

3. A true file server will only store data that is generated on the office's free standing computers.
4. Staff has spent a significant amount of time trying to correct the recent computer virus issues with little success.
5. Reliable data storage, manipulation, and retrieval have become a source of concern to the Administration.
6. The Administration has always intended to move to a true file server system when the office was moved to the new facilities in CY 2012 and funds for the project were included in the proposed CY 2012 Town Budget.
7. However, given the Administration's concern with the reliability of the Town's computer system, and the costs of correcting a system that is proposed to be abandoned in a few months, the Administration respectfully requests that the Board authorize the project in CY 2011.
8. Each Board member received a copy of a project estimate from the Town's IT provider, Home & Business Computer Services, Inc.
9. The estimated cost of the hardware is \$2,558.00, and the installation cost is estimated at \$1,600, for a total of \$4,158.00.
10. Once in place, the new file server can simply be moved to the new office facility.
11. Funding for the project would come from the Town's CY 2011 Town Office Capital Expenditure Budget.
12. The Town Office Capital Expenditure Budget has a current balance of \$9,183.04.
13. The Administration is recommending that the Board authorize the File Server Project at a cost not to exceed \$4,500.00.
14. This will allow the Town's IT provider to install and test the system before the tax season rush starts.
15. If the Board agrees with the proposed project a motion would be in order to authorize the Administration to purchase and install a new computer file server at the Town Office at a cost not to exceed \$4,500.00.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Authorize the Administration to purchase and install a true file server to replace the Town's current computer network system at a cost not to exceed \$6,500.00.

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.

1. We are waiting for the State to distribute its Manufacturing Assessment values for the Town of Clayton before we can calculate the projected mill rate.

No motion on this item.

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

1. Each Board member received a copy of the project plan showing the ditch design and the elevations for the Sunburst Estates Storm Water Management project.
 - a. Staff has cleared the vegetation from the flow line of the ditch and established the rough grade of the ditch.
 - b. The work of installing the drain tile should be substantially completed by the end of the week.
2. The Administration would like to advise the Board that it may have some issues with the County's Land and Water Department (Department) relative to its permitting and regulatory oversight.
 - a. On an annual basis, the Town applies for, and the Department regularly issues, a General Permit for doing roadside ditch cleaning and other such work.
 - b. The General Permit requires that the Town use Erosion Control, Best Management Practices (BMP's) on all of the Town's Storm Water Management work sites.
 - c. The Administration has always taken the position that drainage easements internal to a Plat and/or a Development are an integral part of the Town's Storm Water Management system and should be covered by the General Permit.
 - d. It appears that the Department is taking the position that only roadside ditches are covered by the General Permit, making all other storm water management system maintenance and improvement work subject to developing plans and obtaining permits.
 - e. In the current financial environment, the best the Administration can do is to minimize the storm water management expenses to the Town, while at the same time making minor improvements to the system that allows the adjoining property owners to maintain the Town's ditches and easements with residential mowing equipment.
 - f. The drain tile that is being installed in the Plat of Sunburst Estates is intended to allow a drainage easement with a minimum grade to dry.
 - g. This will allow the adjoining property owners to mow the easement at the same time they mow their lawns.
 - h. In a perfect world, the best possible solution to the issue is a storm sewer system; however, that would be exceptionally disruptive to the residents of the area and prohibitively expensive as a retrofit.
 - i. The Administration does not have an issue with installing erosion control devices on its projects and/or advising the Department relative to the Town's storm water management activities.
 - j. The issue is going to be one of escalating costs and time.

- k. As projects are subjected to more detailed review they are going to become more sophisticated, and as they become more sophisticated they will become more expensive.
- l. The Town Engineer provided the Board with his input on the issue.

No motion on this item.

- XI. Upcoming Meeting Attendance
 - A. No items.
- 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 – 7:37 P.M.
 - MOTION:**
 - Motion by: Unanimous consent
 - Adjourn.
 - CARRIED.

Respectfully submitted,
Susan Nester-Huebner, *Town Clerk*