

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

Immediately following the Special Town Electors' Meeting
7:33 P.M. – 8:08 P.M. on Wednesday, November 16, 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 7:33 P.M.
2. Pledge of Allegiance recitation waived.
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
Treasurer Bowen	PRESENT
Public Works Foreman Pamentner	PRESENT
Town Engineer Miller	PRESENT

II. Public Hearing:

- A. No Public Hearing.

III. Approval of Minutes:

- A. Regular Town Board Meeting – Wednesday, November 2nd, 2011

MOTION:

Motion by: Unanimous consent

Approve the Regular Town Board Meeting minutes of Wednesday, November 2nd, 2011, as written.

CARRIED.

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

- A. No open forum items.

V. Correspondence:

- A. No correspondence.

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 Sleeter arrived at 6:56 P.M., prior to the start of the Public Hearing
- C. Clayton-Winchester Fire Department
 1. No CWFD member present
 2. Update: 85 calls year-to-date
- D. Larsen Winchester Sanitary District
 1. No LWSD member present; Mike Pfankuch was elected Chairperson of the Larsen Winchester Sanitary District Board
- E. Administration Comments
 1. Administrator: Photographs and email from resident in Sunburst Estates commenting on the drainage work our Public Works crew has completed; drainage issue communication from the attorney
 2. Clerk: no report
 3. Treasurer: no report
 4. Public Works Foreman: Beginning of December will be ditching at the intersection of Center Road and Larsen Road and west of that intersection plus some other small projects and renting a grade-all to do the work with our own labor
 5. Engineer: no report
 6. Chair Luebke: Read the communication from the resident in Sunburst Estates regarding the drainage work in the subdivision; received complaint regarding trees on the trail in Clayton Park
 7. Supervisor Lettau: Introduced Mary Jo Miller, our new Town Engineer
 8. Supervisor Grundman Erdmann: no report
 9. Supervisor Schmidt: no report
 10. Supervisor Geise: no report

VII. Licenses and Permits:

- A. Discussion/Action – Consideration and approval of Operator Licenses:
 1. New – Shannon M. Steele (Not present)

MOTION:

Motion by: Unanimous consent

Approve the Operator License for Shannon M. Steele.

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 2011-027: A Resolution adopting the Town Tax Levy and Transportation Budget as set by the Town Electors at a Special Meeting of the Town Electors and the Town's CY 2012 Budget as presented by the Town Board.

1. Each Town Board member received a copy of Resolution 2011-027.
2. The numbers and the vote from the Electors Meeting will be filled in by the Clerk following the Electors Meeting.
3. The Board will then approve the attached Resolution to comply with the Town Electors Vote and set the Town's CY 2012 Budget as presented by the Town Board.
4. This Resolution should be voted on by a Roll Call Vote.
5. Commented on item: No resident comments.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman Erdmann

Approve Resolution 2011-027: A Resolution adopting the Town Tax Levy and Transportation Budget as set by the Town Electors at a Special Meeting of the Town Electors and the Town's CY 2012 Budget of \$1,116,644.84, as presented by the Town Board.

CARRIED by unanimous voice vote.

- B. Discussion/Action: Town Board review and consideration of a request by Town staff to purchase Paraglide plow wing control devices for the Town's newest plow units. Funding for the proposed purchase is to come from the Town's CY 2012, Public Works Capital Equipment Budget Line Item.

1. Each Town Board member received a copy of the literature explaining the Paraglide wing post unit and a quote from Monroe Truck to install the units on the Town's two (2) newest plow trucks.
2. Staff researched these units based on a number of accidents with the plow wing in the past two (2) years.
3. If the plow wing is used when the road shoulders are soft, it is not unusual for the leading end of the wing to dig into the ground and kick up.
4. When this happens, the wing will often hit the truck's passenger mirror and door.
5. This type of accident has occurred four (4) times in the past two (2) years.
6. As a result of these accidents, the Town has spent several thousand dollars repairing its plow trucks.
7. Because the Town carries a \$2,000.00 deductible on its insurance policies, it has paid for the repairs out of the General Government Contingency, Judgments and Losses Line Item.
8. Staff is proposing to install the Para Glide Wing Post on the Town's newest plow trucks and order the pending (CY 2013) replacement plow truck with the device installed.
9. In addition to installing the device on the Town's newest truck (Truck 14), staff is proposing to rework the plow mount to bring the plow closer to the wing.
 - a. This will eliminate the windrowing on corners that occurs with the plow as it is installed.
10. The quote from Monroe Truck for the work is \$12,056.00.
11. This includes the additional work to move the plow mounts on Truck 14.

12. Staff is proposing to do the work in CY 2011 with a CY 2012 billing date in order to guarantee that the plows will be operational when it snows.
13. Monroe Truck has agreed to complete the work in CY 2011 and bill the work in CY 2012.
 - a. This will allow the Administration to make the expenditure out of the CY 2012 Budget.
14. Based on the expectation that the Town's Electors will approve the Board recommended Tax Levy and Transportation Budget, the Administration is seeking approval from the Board to authorize the work as quoted by Monroe Truck.
15. If approved, staff would take one (1) truck at a time to Monroe Truck which has indicated that it will do the work on a priority basis.
 - a. This schedule will ensure staff that it will have sufficient equipment on hand for any early snow events.
16. If the Board agrees with the Administration's recommendation, a motion would be in order to approve the expenditure at a cost not to exceed \$12,500.00 with the funding to come from the Town's CY 2012 Public Works Capital Expenditures Line Item.
17. Commented on item: No resident comments.

MOTION:

Motion by: Supervisor Lettau

Seconded by: Supervisor Schmidt

Approve the request by the town staff for the expenditure at a cost not to exceed \$12,500.00, with the funding to come from the Town's CY 2012 Public Works Capital Equipment Line Item.

CARRIED by unanimous voice vote.

- C. Discussion/Action: Town Board review and consideration of the purchase of an open bottom culvert to be placed at the at the intersection of Oakwood Avenue and Golf Wood Drive as part of the Town's CY 2011 Board-Approved County Bridge Aids project.

1. Each Town Board member received a proposal and schematic drawing for an open bottom Aluminum Box Culvert to be installed in Oakwood Avenue at Golf Wood Drive.
2. This project is scheduled as the Town's County Bridge Aids Project for CY 2011.
3. The cost of the culvert is \$31,806.00, with an additional \$13,550.00 for two (2) headwalls and four (4) wing walls.
4. At the Town Engineer's recommendation, staff will not be using the two (2) headwalls and four (4) wing walls, for a savings of \$13,550.00.
5. The alternative to the open bottom culvert would be three (3) 60-inch culverts placed side by side.
 - a. This type of installation would cause several problems with maintenance of the site, including installing three (3) culverts, widening the navigable water way to accommodate the width of the three (3) culverts, and maintaining the ditches in the area so a reasonable flow pattern can be achieved.
6. The Town's Budget for the project is \$20,000.00, and includes the County's \$10,000.00, since the County is paying for half of the project.

7. The project is to be completed primarily by Town staff but will require some assistance from a local contractor.
8. The contractor assistance is needed to complete the excavation and to place the culvert.
9. Therefore, the total costs of the project, including labor should be approximately \$35,000.00, with the County covering half of that cost (\$17,500.00).
10. This would put the Budget Line Item over by approximately \$15,000.00, with the County covering half the overage (\$7,500.00) and the Town covering the other half by paying for the labor to install the culvert.
11. The Administration has reviewed the situation with the Town Chair and the Town Engineer.
12. Based on that review, the Administration is authorizing the project with the intent of billing the County for half the project costs including labor costs.
13. This process should minimize the Town's cost overrun for the project and result in the best possible solution for the drainage problem in the area.
14. Commented on item: No resident comments.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Authorize the purchase of the open-bottom culvert, to be placed at the intersection of Oakwood Avenue at Golf Wood Drive, to be part of the County's Bridge Aid project, at an amount not to exceed \$35,000.00.

CARRIED by unanimous voice vote.

D. Discussion/Action: Town Board review and consideration of the CY 2012 Animal Impound and Maintenance Contract with the Animal Welfare League, Inc. (d.b.a. Neenah Animal Shelter).

1. Each Town Board member received a copy of the proposed CY 2012 Animal Impound and Maintenance Contract with the Animal Welfare League, Inc. (d.b.a. Neenah Animal Shelter).
2. The Administration has reviewed the proposed Contract and would make the following recommendation:
 - a. The "Animal Control Contact" in the Definition Section of the Contract should consist of a list identifying those individuals who are authorized to serve as contacts for the Town.
3. The Administration's recommendation for a contact list consists of the following:
 - a. The Town's designated Animal Control Officer
 - b. The Town Administrator
 - c. The Town Chairperson
4. This list should provide the Shelter facility and local law enforcement with a contact under most situations.
5. In the event any of these three (3) individuals cannot be contacted, there is likely to be a law enforcement officer present who would use Officer Discretion to make a decision.
6. A motion would be in order to approve the CY 2012 Animal Impound and Maintenance Contract with the Animal Welfare League, Inc. (d.b.a. Neenah Animal Shelter) with the Administration's recommended contact list.

7. Commented on item: No resident comments.

MOTION:

Motion by: Supervisor Lettau

Seconded by: Supervisor Grundman Erdmann

Approve the CY 2012 Animal Impound and Maintenance Contract with the Animal Welfare League, Inc. (d.b.a. Neenah Animal Shelter), including the Administration's recommended contact list – Animal Control Officer, Town Administrator, Town Chairperson.

CARRIED by unanimous voice vote.

- E. Discussion/Recommendation: Town Board review and direction to staff relative to a memorandum identifying and explaining certain CY 2011 Budget Line Item overruns.

1. Each Town Board member received a copy of a Memorandum from the Town's Treasurer relative to CY 2011 Budget Line Item reconciliations.
2. The Treasurer has identified those Budget Line Items that are overspent and provided the expense details and the reasoning behind the expenditures.
3. From the Administration's perspective, the only Budget Line Item that is truly overspent without specific Board approval is the Public Works Fuel Line Item.
 - a. Over the course of the year, as the cost of a barrel of oil increased the cost of diesel fuel also increased, and, unlike gasoline, the cost of diesel has not followed the downward slope of the cost of a barrel of oil.
4. Both the Administrator and the Treasurer were available at the Board's meeting to review the details of the Treasurer's memorandum.

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

A. Board review of disbursements as presented.

No motion on this item.

- XIV. Adjournment – 8:08 P.M.

MOTION:

Motion by: Unanimous consent

Adjourn.

CARRIED.

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