

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. on Wednesday, January 17th, 2018

Town Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice, Verification, Roll

1. Town Board Chairman Geise called the meeting to order
2. Pledge of Allegiance.
3. Verification of Notice
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
Deputy Clerk Stevens	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Ashley Lehocky	PRESENT

II. Public Hearing(s) and/or Public Information Meeting(s): NONE

III. Approval of Minutes:

- A. Approval of the Wednesday, January 3rd, 2018 Town Board Meeting Minutes.

MOTION:

Motion by unanimous consent to approve the Minutes as presented

IV. Open Forum – Town-related Matters not on the Agenda: NONE

V. Correspondence:

- A. Winnebago County Solid Waste Management Board 2017 Recycling Tonnage Report.
- B. Email Correspondence regarding glass & debris along Knox Lane.
 - Staff reported to Advanced Disposal—issue resolved (found and repaired hole in truck bottom)

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

- A. County Supervisor Report
 - NO REPORT

- B. Winnebago County Sheriff’s Department – Public Concerns and Issues
 - Officer Beck present—no issues or concerns
- C. Clayton Fire Rescue Department (First Meeting of the Month)
 - Chief Rieckmann written report
 - 8 calls year-to-date (2018)
 - 257 calls in 2017
- D. Larsen-Winchester Sanitary District
 - NO REPORT
- E. Administration Comments
 - Engineer Mary Jo Miller
 - Requested dredging project be placed on an upcoming agenda to review the application changes required by the WI DNR
 - Administrator Johnston
 - Tax Collection continues and Transitioning to new calendar year tasks
 - Will be meeting with Engineer to review minimum road standards
 - Deputy Clerk Stevens
 - Primary Election preparations have started
 - PW Department repaired a water softener issue which resulted in a quarterly savings in Sanitary District costs of approximately \$140.
 - Town Board Chair Russ Geise
 - Border talks with the Village of Fox Crossing to continue

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. Donna M. Clarke
- B. Renewal:
 - i. NONE

VIII. Business referred by the Plan Commission:

Town Board receipt, review and consideration of Plan Commission Referrals:

- A. Plan Commission recommendation on a 1-Lot Certified Survey Map (CSM) application submitted by Terry Haase and Julie Kitzmiller, 2865 Winnegamie Drive, Appleton, WI 54914, for property located at 2865 Winnegamie Drive, Appleton, WI 54914, and specifically described as Tax ID# 006-0006-02, being part of Lot 2 of Certified Survey Map No. 5591 located in the Northwest ¼ of Section 1, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
 - Plan Commission Chair Knapinski reported the Plan Commission is recommending approval of the CSM with staff recommendations as follows:
 1. That Lot-1 of the proposed CSM be re-zoned to R-1 (Rural Residential District).
 2. Add the term East to the legal description of the CSM
 3. The Surveyor providing the Town with a recorded copy of the CSM.
 4. Documentation of the approval of the proposed CSM Application by any overlying unit of government having jurisdiction.
 - Administrator Johnston noted that the Town’s Access Ordinance will require the lot be accessed from Lind Lane, the less traveled of the two roads bordering the lot.

MOTION:

Motion by unanimous consent to approve, with Staff recommendations, the 1-Lot Certified Survey Map (CSM) submitted by Terry Haase and Julie Kitzmiller, 2865 Winnegamie Drive, Appleton WI 54914, for property located at 2865 Winnegamie Drive, Appleton, WI 54914, and specifically described as Tax ID# 006-0006-02, being part of Lot 2 of Certified Survey Map No. 5591 located in the Northwest ¼ of Section 1, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- B. Plan Commission recommendation on a Re-zoning Application submitted by Terry Haase and Julie Kitzmiller, 2865 Winnegamie Drive, Appleton, WI 54914, for property located at 2865 Winnegamie Drive, Appleton, WI 54914, and specifically described as a portion of Tax ID# 006-0006-02, being part of Lot 2 of Certified Survey Map No. 5591 located in the Northwest ¼ of Section 1, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Application is to re-zone the property from A-2 (General Agriculture District) to R-1 (Rural Residential District).

- Chair Knapinski reported the Plan Commission recommends approval, with Staff recommendations, the re-zoning of the property.

IX. Business referred by the Green Space Committee:

Town Board receipt, review, and consideration of Green Space Committee Referrals:

- A. NO REERRALS

X. Business:

- A. Discussion/Action: Town Board review and consideration of Ordinance 2018-001 approving a re-zoning request made by Terry Haase and Julie Kitzmiller, 2865 Winnegamie Drive, Appleton, WI 54914, for property located at 2865 Winnegamie Drive, Appleton, WI 54914, and specifically described as a portion of Tax ID# 006-0006-02, being part of Lot 2 of Certified Survey Map No. 5591 located in the Northwest ¼ of Section 1, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Application is to re-zone the property from A-2 (General Agriculture District) to R-1 (Rural Residential District).

The Board reviewed a copy of Ordinance 2018-001 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map. The applicant(s) Terry Haase and Julie Kitzmiller, 2865 Winnegamie Drive, Appleton WI, 54914, applied for the rezoning; the Plan Commission held the required Public Hearing on the proposed rezoning and has recommended approval of the rezoning application to the Town Board.

MOTION:

Motion by Supervisor Schmidt

Second by Supervisor Lettau

Motion to approve Ordinance 2018-001 and to direct staff to file the appropriate documentation with the County.

ROLL CALL VOTE:

Chair Geise	Aye
Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Reif	Aye
Supervisor Schmidt	Aye

Motion carried by a vote of 5-0.

- B. Discussion/Action: Town Board review and consideration of a request by the Best Friends of Neenah/Menasha to hold the Clayton Park rental fee at \$60.00 for their 32nd, Annual Best Friends Gourmet Bike Tour, scheduled to be held on Sunday, July 22nd, 2018.

Best Friends of Neenah/Menasha is requested that the Board reduce the rental fee for Clayton Park to \$60.00 for the organization’s Annual Best Friends Gourmet Bike Tour. The Town’s current fee for renting Clayton Park is \$80.00. Over the past few years the organization has made this request and the Board has routinely denied the request; however, an individual has always made a donation to cover the rental fee for the Organization. The Administration recommended that the Board reject the request for consideration by Best Friends of Neenah/Menasha. The recommendation was based on the uncertainty of what criteria the Board would use to agree to the consideration. Barring a Board Policy that defines the conditions that would merit consideration of the rental fee reduction, staff recommended not reducing the fee for anyone. Staff was comfortable that a donation will be made to cover the cost of renting Clayton Park by Best Friends of Neenah/Menasha.

MOTION:

Motion by unanimous consent to deny the request of Best Friends of Neenah/Menasha to lower the Clayton Park Rental Fee.

- C. Discussion/Action: Town Board review and consideration of hiring of Matthew Bluhm as probationary employee for the Town’s Public Works Department pursuant to the Town’s Teamsters Local 662 Contract.

The Administration received authorization from the Town Chair to offer the Public Works Laborer position to Matthew Bluhm. Matthew has indicated that he would like to change his career track from elevated tower work to municipal public works, municipal utility work, and fire rescue work. The Administration would like to hire Matthew as a probationary (6 months) full-time Public Works Laborer for the Town’s Public Works Department and the Town’s Sanitary District #1 when it is in place and operating, at an hourly wage of \$18.87.

MOTION:

Motion by unanimous consent to authorize the Administrator to offer Matthew Bluhm the position of Public Works Laborer for a 6-month probationary basis with a starting hourly wage of \$18.87.

- D. Discussion/Action: Town Board review and consideration of a donation from the proceeds of the CY 2017 ClaytonFest revenues in the amount of \$273.22 by the Drifters' Snowmobile Club and the dedication of those funds to the maintenance of the Friendship Trail facility.

The Board reviewed that last year they accepted a donation from the proceeds of the CY 2016 ClaytonFest revenues made by the Drifters' Snowmobile Club and then dedicated those funds to the maintenance of the Friendship Trail facility. The donation from the Drifters' Snowmobile Club this year (CY 2017) are \$273.22. The Administration recommended that the Board thank the Drifters' Snowmobile Club for their generous donation and dedicate the funds to the repair and maintenance of the Friendship Trail in the Town of Clayton.

MOTION:

Motion by unanimous consent to accept the donation from the Drifters' Snowmobile Club and to dedicate the funds to the maintenance and repair of the Friendship Trail in the Town of Clayton.

- E. Discussion/Action: Town Board review and consideration of a \$25,000.00 payment from the Town of Clayton Sanitary District #1 to the Village of Hortonville for the Intermunicipal Agreement for Acceptance of Hauled Domestic Wastewater.

The Board reviewed a copy of correspondence from Diane Wessel (Diane), Administrator of the Village of Hortonville. As part of the process of providing municipal sanitary sewer to the Town of Clayton, Sanitary District #1, the Village of Hortonville and the Town of Clayton signed an Intermunicipal Agreement to have the Village treat hauled waste from the Town's Sanitary District. This Agreement included a fixed annual fee of \$25,000.00 payable on or before March 15th of the calendar year. In order to maintain the Town's position in its legal procedures, the Administration is recommending that the Town make the payment in a timely fashion.

MOTION:

Motion by unanimous consent to authorize the payment and to direct staff to make the payment in a timely fashion.

- F. Discussion/Action: Town Board review and consideration of Pay Request No. 1 from MCC, Inc., P.O. Box 1137, 2600 North Roemer Road, Appleton, WI, 54912-1137 for the Rosemary Lane Construction Project.

The Board reviewed a copy of Pay Request #1 in the amount of \$89,689.08, submitted by MCC, Inc., P.O. Box 1137, 2600 North Roemer Road, Appleton, WI, 54912-1137 for the Rosemary Lane Construction Project. Both the Town Engineer and the Town Administrator had 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 pay request for the Rosemary Lane Construction Project from the escrow account held by the Developer's Bank. The Administration advised the Board, that staff will be making the payment out of escrow funds provided by the Developer.

MOTION:

Motion by unanimous consent to approve the pay request submitted by MCC, Inc., P.O. Box 1137, 2600 North Roemer Road, Appleton, WI, 54912-1137 in the amount of \$89,689.08 with the funding to come from the Developer's Escrow Account.

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance: NONE
- XIV. Board Member Requests for Future Agenda Items: NONE
- XV. Adjournment:

MOTION:

Motion made by unanimous consent to adjourn at 7:28 p.m.

Respectfully submitted,
Holly Stevens, Deputy Clerk