

TOWN OF CLAYTON  
Town Board of Supervisors

Meeting Minutes

7:02 P.M. – 7:56 P.M. on Wednesday, April 3rd, 2013

Town Office 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 Luebke called the meeting to order at 7:02 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted at three locations in the Town.
4. Roll

a. Board of Supervisors

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

b. Staff

Town Engineer – Mary Jo Miller	PRESENT
Administrator Johnston	PRESENT
Town Treasurer Bowen	PRESENT

II. Public Hearing:

- A. Public Hearing before the Town Board on Resolution #2013-002 A Resolution Adopting an Official State of Wisconsin Compliant Records Retention Ordinance for the Town of Clayton, County of Winnebago.

Attached please find a copy of the Town's Records Retention Policy and a Draft copy of Resolution #2013-002 A Resolution Adopting an Official State of Wisconsin Compliant Records Retention Ordinance for the Town of Clayton, County of Winnebago. The proposed Records Retention Ordinance formally adopts the State's records retention requirements that are included in the Town's Policy. For clarity, the proposed Ordinance formalizes the Town's Policy by making disposition of those records controlled by the State subject to a Town Ordinance and the force of law. The Administration has recommended that the Board take this step because staff will be reviewing the Town's files and should dispose of surplus or dated records in the manner specified by the State. If the Board agrees, following the Public Hearing and the first reading of Resolution #2013-002 a motion would be in order to adopt Resolution # 2013-002 A Resolution Adopting an Official State of Wisconsin Compliant Records Retention Ordinance for the Town of Clayton, County of Winnebago, additionally, the Board should direct staff to post and publish the Ordinance.

**MOTION:**

Motion by: Supervisor Schmidt

Seconded by: Supervisor Lettau

Motion made to close the Public Hearing on Resolution #2013-002 A Resolution Adopting an Official State of Wisconsin Compliant Records Retention Ordinance for the Town of Clayton, County of Winnebago.

Motion carried by unanimous voice vote

III. Approval of Minutes:

- A. Regular Town Board Meeting – March 20<sup>th</sup>, 2013.

**MOTION:**

Motion made by unanimous consent to approve the minutes of the Town Board Meeting Minutes for Wednesday, March 20<sup>th</sup>, 2013.

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

- A. Ruth Holden (2989 Braun Court, Neenah)

- Discussed concerns with snow plowing on Braun Court
- Administrator Johnston apologized for the issue and discussed plans for plowing improvements in CY 2013-2014

- B. Denice Laehn (2984 Braun Court, Neenah)

- Expressed concerns regarding water drainage and the talk about a resolution being pushed back due to budget issues

V. Correspondence:

- A. Notice of a Winnebago Towns Association Unit Meeting.

- B. Winnebago County Zoning Department notice.

- C. Notice of Award for a Department of Natural Resources Recycling Grant

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

- A. County Supervisor Report

1. No Report

- B. Winnebago County Sheriff's Department – Public Concerns and Issues

1. Deputy Darren Putzer reporting

2. Sheriff John Motz requested that Deputy Putzer share information on the “Reverse 911” system. More information can be obtained at

[www.winnebagoountywi.mystateusa.com](http://www.winnebagoountywi.mystateusa.com)

- C. Clayton-Winchester Fire Department

1. Al Kuenzi reporting

2. 4 calls in March. 1 mutual aid call, 1 rollover on Highway 45, total 22 calls for the year

3. Joint Fire Board meeting is April 25th

- D. Larsen Winchester Sanitary District

1. Administrator Johnston advised that there was a display set up at the election and it will be back up for the Annual Meeting

- E. Administration Comments

1. Engineer:

- a. Engineer Miller Reporting

- b. Contracts for 2013 Roadway Improvement Project were sent to MCC and they have 15 days to return them with proof of insurance

2. Administrator/Clerk

- a. Administrator Johnston discussed a notice from the Department of Public Instruction notifying him of the change of school district on Chairman Luebke's property
  - b. Provisional election results were handed out
  - c. Discussed the Westfield Ridge Road Project and a complaint received about the parking of machinery
  3. Public Works Foreman:
    - a. No Report
  4. Treasurer/Deputy Clerk:
    - a. Ms. Bowen discussed 3 DNR properties which were exempt from the special assessment fee due to mitigation, so the Town paid \$45 to Winnebago County for the fee
    - b. Jenna trained on the Utility Billing software last week but is having issues getting the meter reading software company to return her calls. Hoping to get meters read by Friday
    - c. Jenna passed the Notary Public Class and she is just waiting on her certificate from the State
    - d. Payroll is up to date in the new software, but checks will not be deposited until Friday this week. Hoping to be up and running live with the new Fund Accounting software by the end of next week
    - e. Jenna recorded all votes into SVRS from yesterday's election and the election will be closed after that Board of Canvass on Monday 4/8/13
    - f. Continuing to set up working files and get caught up on filing
  5. Town Board:
    - a. Chairman Luebke advised Ms. Bowen will be graduating with a degree in Accounting
    - b. Supervisor Geise reported on the Urban Town's Association Meeting
      - Harrison is now a village
      - Ignite Fox Cities will not be changing their name to Appleton Regional Economic Development Committee due to concerns expressed and threats of withdrawing donations
    - c. Posting signs will be placed at the front entrance
    - d. Handicap parking spaces were discussed
- VII. Licenses and Permits:
- A. New:
    - i. Molly Stark
  - B. Renewal:
    - i. No Renewed Licenses Issued:
- 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 the Second Reading of Resolution #2013-002 A Resolution Adopting an Official State of Wisconsin Compliant Records Retention Ordinance for the Town of Clayton, County of Winnebago.

**MOTION:**

Motion by: Supervisor Schmidt

Seconded by: Supervisor Lettau

Motion made to adopt Resolution # 2013-002 A Resolution Adopting an Official State of Wisconsin Compliant Records Retention Ordinance for the Town of Clayton, County of Winnebago and additionally direct staff to post and publish the ordinance.

Motion carried by unanimous voice vote

- B. Discussion/Action: Town Board review and consideration of its continuing membership and contribution level in the Fox Cities Online Organization.

Attached please find a copy of the membership renewal application for the Fox Cities Online Organization. The Town has retained its membership during my tenure as Administrator. Staff would like the Board's authorization to renew the membership at the "Sustaining" level. This will allow for continued participation in the organization at a reasonable cost. Listed below please find the Mission Statement for the Organization.

Mission: Fox Cities Online promotes community through access to information by providing a comprehensive directory of Fox Cities websites, and by hosting websites for local organizations.

- Goal 1: To be the most complete, accurate and up-to-date directory of Fox Cities websites.
- Goal 2: To enable any Fox Cities organization that wants a web presence to have one.
- Goal 3: To be widely recognized as a primary source for Fox Cities web information.
- Goal 4: To be easy to use.
- Goal 5: To maintain awareness of potential new services and to incorporate those that enhance our mission.
- Goal 6: To develop funding and resources as necessary to sustain operations and accomplish goals.
- Goal 7: To increase the effectiveness and visibility of our partnerships with other providers of Fox Cities web-based community information.

If the Board agrees with the Administration's recommendation, a motion would be in order to approve the Town's membership in Fox Cities Online at a cost not to exceed \$100.00 with funding to come from the Legislative Support Line Items of the Town's CY 2013 General Fund Budget.

- Discussed how the Town benefits by donating
- Supervisor Grundman suggested saving the money and putting it to use with the new office

**MOTION:**

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion made to approve the Town's membership in Fox Cities Online at a cost not to exceed \$100.00 with funding to come from the Legislative Support Line Items of the Town's CY 2013 General Fund Budget.

Motion Carried by 3-2 voice vote. Supervisor Lettau and Supervisor Grundman voted NO.

C. Discussion/Action: Town Board review and consideration of the following Change Orders to the Town/Fire Hall renovation project:

- a. Fire Hall shower room heating and lighting controls.
- b. Well pump controls for the Trail Head Park restrooms and Town Garage.

Attached please find a copy of Change Order #7 for the Town/Fire Hall Project. The Administration's logic and recommendations are as follows:

Fire Hall shower room heating and lighting controls Change Order:

The Administration has always considered age and sexual harassment as the two most difficult law suits to defend. Additionally, the Administration has seen careers and lives destroyed by what, on the face of the issue, appears to be frivolous issues. This Change Order puts the controls for the heating and lighting of the showers inside the lockable shower rooms thus avoiding the potential that the lights and/or the heating units could be turned on or off as a prank. The Administration's concern is the potential for exposure as part of a prank and the possible law suit that would follow.

Well pump controls for the Trail Head Park restrooms and Town Garage Change Order:

During the demolition of the Town Office building the Administration has determined that the Town Office well provides water to the Town Offices, the Town Garage, and the Trail Head Park Restrooms, however, the well is/was controlled by the pressure tank and power switch in the Town Offices. Once the Town Offices were removed from the power grid, the well ceased to operate. The Administration had made provision to power the Town Office well from the new Town/Fire Hall in order to use the water to fill the cistern. The Change Order will place the controls for the well in the Public Works Garage and connect them to the power source in the Town/Fire Hall. This process will provide a long term solution to the problem.

If the Board agrees with the Administration's recommendation a motion would be in order to approve Change Order #7 at a cost not to exceed \$18,444.76 with funding to come from the Town/Fire Hall Capital Construction Project.

- Supervisor Lettau brought up her concerns with visibility into the men's bathroom when the door is opened
- Supervisor Grundman questioned placing a partition next to the sink

**MOTION:**

Motion by: Supervisor Grundman

Seconded by: Supervisor Schmidt

Motion to approve Change Order #7 at a cost not to exceed \$18,444.76 with funding to come from the Town/Fire Hall Capital Construction Project.

Motion carried by unanimous voice vote.

- D. Discussion/Recommendation: Town Board direction to staff relative to issuing a 3-year Request For Proposals (RFP) for Engineering Services for the Town of Clayton.

Attached please find a draft copy of the Administration’s recommendation for a 3-year Request for Proposals (RFP) for Engineering Services for the Town of Clayton. Late in CY 2012 the Town renewed its Contract for Engineering Services with Martenson & Eisele, Inc for 1-year. That renewal process directed the Administration to issue an RFP for Engineering Services early in CY 2013. The Administration has prepared the attached draft RFP document and is asking the Board to authorize staff to issue the RFP and to schedule a review process for the respondents to the request. Specifically, staff would review the responses to the Town’s RFP, and prepare a report and recommendation for the Board. The Board would then appoint a panel to conduct the interviews and prepare a recommendation for the Board. The final step in the process would be approval of a 3-year Engineering Services Contract by the Board and appointment of a Town Engineer both starting on January 1<sup>st</sup>, of CY 2014.

**NO MOTION**

- E. Discussion/Recommendation: Town Board review of a Draft Agenda and direction to staff relative to the potential agenda items for consideration at the Town’s Annual Electors Meeting.

This item was placed on the Agenda at the Administrator’s request so that the Board could give staff direction on which items it would like to see on the agenda for the Annual Meeting of the Town’s Electors. The Administration has made the changes recommended by the Board at its Wednesday, March 17<sup>th</sup>, 2013 meeting. Additionally, the Administration has made some other minor format changes to the document. At this point the Administration is recommending that the Board use the attached Draft Agenda for the CY 2013 Meeting of the Town’s Electors.

**NO MOTION**

- XI. Upcoming Meeting Attendance
  - A. Wisconsin Town’s Association Meeting in Madison
  - B. Joint Fire Department Meeting 7:00 P.M. on 4/25/13 at Winchester Town Hall
  - C. Annual Elector’s Meeting 7:00 P.M. on 4/16/13
- XII. Board Member Requests for Future Agenda Items
  - A. No Requests
- XIII. Review of Disbursements
  - A. Disbursements
- XIV. Adjournment – 7:56 P.M.

**MOTION:**

Motion made by unanimous consent to Adjourn.

Respectfully submitted,  
Tori Bowen, Treasurer/Deputy Clerk