

**TOWN OF CLAYTON**  
Board of Supervisors  
Meeting Minutes  
7:00 p.m. on Wednesday, May 6<sup>th</sup>, 2020  
Town Meeting Room, 8348 County Road T, Larsen, WI 54947

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- I. Call to Order: Town Board Chairman Geise called the meeting to order.
  - A. Pledge of Allegiance
  - B. Verification of Notice
  - C. Meeting Roll
    - a. Board of Supervisors

Chair Geise	PRESENT
Supervisor Lettau	EXCUSED
Supervisor Grundman	PRESENT
Supervisor Wisnefske	PRESENT
Supervisor Reif	EXCUSED
    - b. Staff

Administrator Straw	PRESENT
Clerk Stevens	EXCUSED
Treasurer Schiessl	EXCUSED
Town Engineer – Mary Jo Miller	EXCUSED
Town Attorney – Ben Lafrombois	PRESENT
  
- II. Public Hearing(s) and/or Public Information Meeting(s):
  - a. No Public Hearings and/or Public Informational Meetings are scheduled.
  
- III. Approval of Minutes:
  - A. Approval of the Minutes of the Wednesday, April 15<sup>th</sup>, 2020 Town Board Meeting.  
  
**MOTION:**  
Motion by unanimous consent to approve the minutes from the Wednesday, April 15<sup>th</sup>, 2020 Town Board Meeting.
  
- IV. Open Forum – Town-related Matters not on the Agenda: NONE
  
- V. Correspondence:
  - A. Distribution of the March 2020 Building Inspection Report.
  - B. Distribution of the April 2020 Building Inspection Report.
  - C. Distribution of the Community Foundation CY 2019 Statement regarding the Town of Clayton Community Trails Fund.
  - D. Distribution of an email from Winnebago County Solid Waste regarding the cancellation of the May 2020 Household Hazard Waste collection dates.
  - E. Distribution of the Sewer Service Area Amendment Approval from East Central Regional Planning Commission and the Wisconsin Department of Natural Resources.
  
- VI. Discussion Items (No action will be taken):
  - A. County Supervisor Report—No Report

- B. Winnebago County Sheriff's Department: – Public Concerns and Issues—No Report
- C. Clayton Fire Rescue (First Meeting of the Month)
  - a. Clayton Fire Rescue Department— Report received - No Comments
  - b. Emergency Management Activity Report—No Report
  - c. Clayton Police Department—Report received - No Comments
- D. Larsen/Winchester Sanitary District—No Report
- E. PW Director/Economic Development Director—Report received - No Comments
- F. Administration Comments
  - Chair Geise
    - The Sewer Service Area Amendment has been approved by WDNR
    - Received proposal from IPR regarding P3 partnership for sewer pipes
    - Preliminary meeting set for June 10<sup>th</sup> with the Public Service Commission for Water Utility service area amendment

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
  - i. Madeline A. Rohloff
  - ii. Scott A. LeMire
  - iii. Kraig D. Joy
  - iv. Kinley E. Regan
  - v. Rachel K. Lemke
- B. Renewal:
  - i. No Renewal Licenses Issued

VIII. Business referred by the Plan Commission:

Town Board receipt, review, and consideration of Plan Commission Referrals (second Town Board meeting of the month):

- A. No Referrals

IX. Business referred by the Green Space Committee:

Town Board receipt, review, and consideration of Green Space Committee Referrals (second Town Board meeting of the month):

- A. No Referrals

X. Business:

- A. Discussion/Action: Town Board review and consideration of the Revised CY 2020 Stormwater Management Utility Budget due to the hiring of two (2) additional employees.

The Board reviewed a copy of the revised CY 2020 Stormwater Management Utility Budget.

The first column of the spreadsheet shows the original budget as approved by the Electors. The second column shows the proposed amended budget to accommodate the two new employees' wages and benefits. The revised budget also shows allocations of funds for uniforms, additional fuel and equipment maintenance, and also funds for equipment rental.

- Administrator Straw stated that this is more of an administrative function because the money is not being moved from one fund to another – the funds are being redistributed within the Stormwater Management Utility Fund. Staff is presenting the changes to keep the Board informed of the changes.

**MOTION:**

Motion by unanimous consent to approve amending the Town's CY 2020 Storm Water Management Utility Budget as presented and direct staff to amend the budget within the Fund Accounting Software.

B. Discussion/Action: Town Board review and consideration of the following Police Department Policies:

- i. Mobile Video/Audio Recording Equipment
- ii. Elder Adult-At-Risk
- iii. Dissemination of Crime Victim and Witness Information
- iv. Automatic External Defibrillator (AED)
- v. Tourniquet Use

The Board reviewed the copies of the proposed Town of Clayton Police Department Policies. The draft policies have been reviewed by the Town Attorney and the Administration. The Director of Public Safety and the Administration are recommending that the Town Board approve the draft policies and direct the Director of Public Safety to place the policies into effect.

**MOTION:**

Motion by unanimous consent to approve amending the Town's CY 2020 Storm Water Management Utility Budget as presented and direct staff to amend the budget within the Fund Accounting Software.

C. Discussion/Action: Town Board review and consideration of the following Fire Department Policies and Guidelines:

- i. Administrative Responsibilities
- ii. Purchasing and Receiving Department Materials
- iii. Station Security
- iv. Fire Alarm Investigations
- v. Vehicle Safety
- vi. Cleaning of Vehicles

The Board reviewed the copies of the proposed Town of Clayton Fire Rescue Department, Standard Operating Policies (SOPs) and Standard Operating Guidelines (SOGs). The draft SOPs and SOGs have been reviewed and approved by the Department's Command staff. Both the Chief and the Administration are recommending that the Town Board approve the draft SOPs and SOGs and direct the Fire Chief to place them into effect.

**MOTION:**

Motion by unanimous consent to approve the listed Fire Rescue Department Policies and Guidelines as presented and direct the Fire Chief to place them into effect.

D. Discussion/Action: Town Board review and consideration of reducing the Annual Fee for Liquor License Renewals due to the closures.

The Board reviewed the copies of Governor Evers' Emergency Order #5 directing all bars and restaurants to be closed effective 5:00 p.m. on Tuesday, March 17, 2020 and Governor Evers' Emergency Order #31 Badger Bounce Back and related material outlining the plan to reopen Wisconsin. The Badger Bounce Back plan does not give out specific timelines as to when the State will allow the bars to open. When the bars are allowed to open, the plan indicates the social distancing and mass gathering orders will still need to be observed limiting the number of patrons allowed in the establishments which in turn will affect the revenue of the businesses. Several communities around the State of Wisconsin have chosen to reduce the annual fees for the licensing period of July 1, 2020 – June 30, 2021. The reduction of fees has been anywhere from the State minimum to reducing the fees by 50% to reducing the fees by the months the businesses have been closed.

The State Statutes regarding fees and the Town's current fees are as follows:

(Class "A") - Wis. State Statute § 125.25 (4) states that the fees shall be determined by the municipal governing body issuing the license. Currently the Town charges \$150.00 for the Class "A" license.

("Class A") – Wis. State Statute § 125.51 (d) (1) states that the fees shall be determined by the municipal governing body...except that the minimum fee is \$50 and the maximum fee is \$500. Currently the Town charges \$200.00 for the "Class A" license.

(Class "B") – Wis. State Statute § 125.26 (4) states that the fees shall be determined by the municipal governing body issuing the license but the fee may not exceed \$100 per year. Currently the Town charges \$100 for the Class "B" license.

("Class B") – Wis. State Statute § 125.51 (3) (e) (1) states that the fees shall be determined by the municipal governing body...except that the minimum fee is \$50 and the maximum fee is \$500. Currently the Town charges \$400 for the "Class B" license.

With the bars and restaurants closed for the unforeseeable future, the staff would like direction from the Board as to the fee schedule for the issuance of the Liquor Licenses for the licensing period of July 1, 2020 – June 30, 2021.

- Chair Geise recommended reducing the fees by 50%.
- Supervisor Grundman agreed and added that if the closures continue the Board may want to revisit the fees prior to the June 30, 2020 expiration.

**MOTION:**

Motion by unanimous consent to reduce all liquor license fees by 50% for the licensing period of July 1, 2020 – June 30, 2021.

- E. Discussion/Action: Town Board review and consideration of Town Board Resolution 2020-006, A Resolution Assigning an Individual Responsibility for Runoff Management Grants.

The Board has reviewed a copy of Resolution 2020-006 A Resolution Assigning an Individual Responsibility for Runoff Management Grants. The staff has been preparing a DNR Grant Application for helping to finance the construction of the Stormwater Management Pond on the “Noffke” property on County Road JJ. The grant application is due May 15, 2020 with the grant monies to be awarded in CY 2021. The approval of the Resolution is required to complete the application.

**MOTION:**

**Motion by** Supervisor Grundman

**Second by** Supervisor Wisnefske

**Motion to** approve Town Board Resolution 2020-006 A Resolution Assigning an Individual Responsibility for Runoff Management Grants.

**ROLL CALL VOTE:**

Chair Geise	Aye
Supervisor Wisnefske	Aye
Supervisor Grundman	Aye
Supervisor Reif	Absent – Excused
Supervisor Lettau	Absent – Excused

**Motion carried** by a vote of 3-0

XI. Review of Disbursements

XII. Review of General Fund Budget Update (Second Town Board meeting of the month)

XIII. Upcoming Meeting Attendance

- a. Board of Review                      Tuesday, May 19<sup>th</sup>, 2020
- b. Annual Meeting                        Thursday, May 28<sup>th</sup>, 2020

XIV. Board Member Requests for Future Agenda Items

XV. Adjournment

**MOTION:**

Motion made by unanimous consent to adjourn 7:16 p.m.

Respectfully submitted, Tori Straw, Administrator