

TOWN OF CLAYTON  
Town Board of Supervisors  
Meeting Minutes

7:00 P.M. – 8:25 P.M. on Wednesday, June 5<sup>th</sup>, 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 7:00 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

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

II. Public Hearing:

A. No Referrals

III. Approval of Minutes:

A. Regular Town Board Meeting – May 13<sup>th</sup>, 2013.

**MOTION:**

Motion made by unanimous consent to approve the minutes of the Town Board Meeting Minutes for Monday, May 13<sup>th</sup>, 2013.

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

A. No Referrals

V. Correspondence:

- A. Notice from the County Clerk of the Certification of the Town Of Clayton Zoning Code of Ordinances.
- B. Correspondence from Shannon L. Full, President/CEO, Fox Cities Chamber of Commerce & Industry

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

- A. County Supervisor Report
  1. Chuck Farrey reporting

2. Congratulated the Town on the zoning ordinance
3. Discussed the WTA meeting being held at Town of Vinland
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
  1. Deputy Putzer reporting
  2. Chairman Luebke notified Deputy Putzer of people running the red light at the Hwy 10 & 76 intersection
  3. Chairman Luebke reminded Deputy Putzer of ClaytonFest
- C. Clayton-Winchester Fire Department
  1. Fire Chief Glen Mathison reporting
  2. 38 calls so far this year, 2 controlled burns called in, 1 motorcycle vs. pick-up truck accident, 1 roll-over, & 1 stove fire
  3. Currently cleaning up the station for ClaytonFest
- D. Larsen Winchester Sanitary District
  1. Supervisor Lettau brought up the meter situation for the Town Office
  2. Discussed holding someone accountable for a missing meter
- E. Administration Comments
  1. Administrator/Clerk
    - a. Mr. Johnston advised the office is working on finishing everything before ClaytonFest
    - b. Discussed the numerous development inquiries
  2. Engineer:
    - a. Engineer Miller provided report
  3. Public Works Foreman:
    - a. No Report
  4. Treasurer/Deputy Clerk:
    - a. Treasurer Bowen advised she is continuing to work on the fund accounting software
  5. Town Board:
    - a. No Report

VII. Licenses and Permits:

- A. New:
  - i. No New Licenses
- B. Renewal:
  - i. No Renewed Licenses
- C. Discussion/Action – Consideration and approval of Cigarette Licenses:
  - a. The following parties have applied for a Cigarette and Tobacco Products License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances.
    - i. Larsen Cooperative Company (Trade Name Larsen Country Hardware Store), 8290 County Road T, Larsen, WI 54947.
    - ii. Remington Oil Co Inc. (d.b.a. McCarthy's Mart), 8510 State Road 76, Neenah, WI 54956.
    - iii. Pubs and More, LLC (Trade Name Headliners Bar & Grill), 2788 Towne Court, Neenah, WI 54956.
    - iv. Ridgeway Country Club, Inc., 2913 County Road II, Neenah, WI 54956.
    - v. Westridge Golf Club, LLC, 8130 Golf Course Drive, Neenah, WI 54956.

**These are the same businesses that applied in CY 2012 and there are no significant changes in the extant conditions of the Applications and/or the Applicants.**

- Supervisor Grundman pointed out an error in the agenda which has been corrected

**MOTION:**

Motion made by unanimous consent to approve the parties listed for Cigarette and Tobacco Products License, in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances.

D. Discussion/Action – Consideration and approval of Alcohol Licenses:

- a. The following parties have a renewal application for a Class “A” license to sell fermented malt beverages, and a “Class A” license to sell intoxicating liquors is on file in the Town of Clayton, Clerk’s Office for the licensing period July 1, 2013 through June 30, 2014, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:
  - i. Remington Oil Co Inc., 8510 State Road 76, Neenah, WI 54956.  
Agent: Sarah J. Borneman

**Remington Oil is the former McCarthy’s Mart, the license for the facility was changed midyear in CY 2012 when the facility changed owners. There have been no changes in the extant Application and/or Applicants since the change in Ownership of the property.**

**MOTION:**

Motion made by unanimous consent to approve the parties listed for a Class “A” license to sell fermented malt beverages and a “Class A” license to sell intoxicating liquors in and for the Town of Clayton, for the period of July 1, 2013, to June 30, 2014, subject to compliance with State Statutes and Municipal Ordinances.

- b. The following parties have a renewal application for a Reserve Class “B” license to sell fermented malt beverages, and a Reserve “Class B” license to sell intoxicating liquors is on file in the Town of Clayton, Clerk’s Office for the licensing period July 1, 2013 through June 30, 2014, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:
  - i. Boe, LLC (dba The Spot Lounge LLC), 8386 State Road 76 Suite B, Neenah, WI 54956.  
Agent: Stephanie Soto

**Boe, LLC (dba The Spot Lounge LLC), 8386 State Road 76 Suite B, Neenah, WI 54956. Agent: Stephanie Soto. With the exception of the Agent, this License has not changed. Staff has completed a background check of Stephanie Soto as the proposed Agent for the License. The Administration is comfortable that Ms. Soto has cleared her record of any felony related issues that raised red flags for staff in the past. Staff has reviewed the Application and the Applicant and has no concerns relative to the License renewal and Agent transfer.**

- An error was found in the agenda and has been corrected

**MOTION:**

Motion made by unanimous consent to approve the parties listed for a Reserve Class “B” license to sell fermented malt beverages, and a Reserve “Class B” license to sell intoxicating liquors in and for the Town of Clayton, for the period of July 1, 2012, to June 30, 2013, subject to compliance with State Statutes and Municipal Ordinances.

- c. The following parties have a renewal application for a Class “B” license to sell fermented malt beverages, and a “Class B” license to sell intoxicating liquors is on file in the Town of Clayton, Clerk’s Office for the licensing period July 1, 2013 through June 30, 2014, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:
  - i. Pub and More, LLC (dba Headliners Bar and Grill), 2788 Towne Court, Neenah, WI 54956.  
Agent: Kenneth Zastrow
  - ii. SB Food & Beverage Inc.(dba Sandy Shot Grill), 3501 Winnegamie Drive, Neenah, WI 54956.  
Agent: Sandy Beltz
  - iii. Ridgeway Country Club, Inc., 2913 County Road II, Neenah, WI 54956.  
Agent: Brett Devine
  - iv. PCF Holdings, Inc. (dba Willie Beamons), 2590 County Road II, Neenah, WI 54956.  
Agent: Frances Pfeffer
  - v. The Woodshed Inc., 2895 County Road II, Neenah, WI 54956.  
Agent: Dino O. Valeri
  - vi. Green Golf Management LLC (dba Westridge Golf Club), 8130 Golf Course Drive, Neenah, WI 54956.  
Agent: John Rader
  - vii. Christopher R.D. Clauson (dba The Larsen Tavern), 8338 County Road T, Larsen, WI 54947.  
Agent: Christopher Clauson
  - viii. Kenneth R. Loehrke (dba Century Elm Supper Club), 8300 County Road T, Larsen, WI 54947  
Agent: Kenneth Loehrke

**The Applicant, SB Food & Beverage Inc.(dba Sandy Shot Grill), 3501 Winnegamie Drive, Neenah WI 54956, Agent: Sandy Beltz is replacing the current license holder, Winagamie, Inc. (Trade Name Winagamie Golf Course), 3501 Winnegamie Drive, Neenah, WI 54956. Agent: Mary Beth Nienhaus. Mary Beth Nienhaus has voluntarily surrendered her License to the new Applicant Sandy Beltz. Ms. Beltz has been issued a provisional License in anticipation of the renewal process. This change was prompted by correspondence from the State questioning how these individuals were/are conducting their business. The new Application and Agent accurately represents the way that the business is run and complies with the State’s requirements. Staff has reviewed the Application and the Applicant and has no concerns relative to the License transfer.**

**MOTION:**

Motion made by unanimous consent to approve the parties listed for a Class “B” license to sell fermented malt beverages, and a “Class B” license to sell intoxicating liquors in and for the Town of Clayton, for the period of July 1, 2013, to June 30, 2014, subject to compliance with State Statutes and Municipal Ordinances.

- d. The following renewal application for a Class “B” license to sell fermented malt beverages and a “Class C” to sell wine is on file in the Town of Clayton, Clerk’s Office for the licensing period July 1, 2013 through June 30, 2014, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:
  - i. S.O.L. Restaurants LLC (dba Oinks Restaurant), 8386 State Road 76 Suite A, Neenah, WI 54956.  
Agent: Lynn Miller

**The Administration is recommending that the listed Applications for Cigarette and Alcohol Licenses be approved subject to compliance with State Statutes and Municipal Ordinances.**

**MOTION:**

Motion made by unanimous consent to approve the parties listed for a Class “B” license to sell fermented malt beverages, and a “Class C” license to sell wine in and for the Town of Clayton, for the period of July 1, 2013, to June 30, 2014, subject to compliance with State Statutes and Municipal Ordinances.

- 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 on a proposed new sign for the Trail Head Park facility.

Attached please find a Draft copy of the Meeting Minutes for the Green Space Committee Meeting of Thursday, May 16<sup>th</sup>, 2013. The Committee received a copy of the Site Plan for the CY 2013 ClaytonFest event (see attached) and reviewed the proposed new sign for Trail Head Park (see attached). The sign costs approximately \$2,700.00 and is to be purchased with a \$2,500 Donation from the J. J. Keller Foundation with the additional funding to come from the Trail Head Park Maintenance and Repair Line Item in the Town’s CY 2013 General Fund Budget.

**MOTION:**

Motion made by unanimous consent to approve the proposed new sign for Trail Head Park

- B. Green Space Committee and ClaytonFest Committee discussion on the planning for the CY 2013 ClaytonFest Event and support activities.

- Arden Schroeder advised the lunch starts at 11:30 A.M. and runs until the food is gone.
- Discussed the new asphalt and parking arrangements

**NO MOTION**

- X. Business:

- A. Discussion/Action: Town Board Reorganizational Business:

- a. Board Appointments

- i. Zoning Board of Review (1 position serving 3-year staggered terms that are to be determined by the Board with each term to start on May 1<sup>st</sup>, 2013.

Name to be presented by the Town Chair

The Town Chair has indicated that he would like to appoint, subject to Board approval, Jack (John) Zeller, 3966 Breezewood Lane, Oshkosh, WI 54904 to a 3-year term as an Alternate on the Town's Zoning Board of Review starting on May 1<sup>st</sup>, 2013.

The Administration is recommending the 3-year term for the Alternate Positions on the Zoning Board of Review so that the alternates will have experience at the position and be able to cover any vacancies that may occur during the regular meeting process and the first round of the routine appointment process

- Still looking for volunteer to serve a 2-year term and 1 alternate
- Jeff Boe volunteered for the 2-year term and it will be placed on the next meeting agenda

**MOTION:**

Motion by: Supervisor Lettau

Seconded by: Supervisor Schmidt

Motion to appoint Jack Zeller to the Alternate Position on the Zoning Boards of Review starting May 1<sup>st</sup>, 2013 for a 3-year term.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review and consideration of issuing an Order requiring AT&T to complete the relocation work in the Ridgeway Drive Subdivision in the Town of Clayton.

Staff is having a problem with AT & T relocating its equipment from the Town's Right-Of-Way of the Ridgeway Drive Subdivision. To date the project is 3-weeks behind schedule and little progress has been made on the issue. The Administration has asked the Town Engineer to prepare a chronology of events relating to this issue (see attached). Based on a conversation with the Town's Attorney, the Administration has prepared the attached Order requiring that AT & T complete the requisite work in the Town's Right-Of-Way or the Town will contract to have the work done and assess the Utility. The Town Attorney has reviewed the Draft Order and staff has made the recommended changes. In order to proceed with the project in a timely manner the Administration is recommending that the Board approve the Order and direct staff to forward the document to AT & T with direction to complete the work by a date certain or the Town will contract to have the work done and assess the costs to the Utility. If the Board agrees with the Administration's recommendation a motion would be in order to approve the Order and direct staff to forward the document to AT & T with direction to complete the work by a date certain or the Town will contract to have the work done and assess the costs to the Utility.

- Engineer Miller has advised AT & T of the Order and they are trying to schedule a meeting

**MOTION:**

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion to approve the Order and direct staff to forward the document to AT & T with direction to complete the work by a date certain of the Town will contract to have the work done and assess the costs to the Utility

Motion approved by unanimous voice vote.

- C. Discussion/Action: Town Board review and consideration of approving Pay Request #7 submitted by Cardinal Construction for the Town/Fire Hall reconstruction project.

Attached, please find a copy of the 7<sup>th</sup> pay request for the Town/Fire Hall renovation project. Also attached are the Lien Waivers from the subcontractors for the payments made to date. The Administration has placed this item on the Board's agenda so that it can answer any questions the Board or the public may have relative to the project and the anticipated completion date of the June 7<sup>th</sup>, 2013. Relative to the Contractor's 7<sup>th</sup> pay request, if the Board is comfortable with the Administration's recommendation to make the payment, a motion would be in order to approve the 7<sup>th</sup> pay request to Cardinal Construction as presented.

- Administrator Johnston advised Cardinal is not paying the sub-contractors and stating it is because the Town has not paid Cardinal

**MOTION:**

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion to approve Pay Request #7 submitted by Cardinal Construction for the Town/Fire Hall reconstruction project in the amount of \$148,082.65

- Supervisor Geise mentioned requiring all lien waivers

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review and consideration of a request by the Drifters Snowmobile Club to place a storage and maintenance facility in the rear area of the Town Hall and Public Works facilities.

The Town Chair has asked that this item be placed on the Board's Agenda so that it can start a conversation with the Drifters Snowmobile Club (Club) relative to their request to build a storage and maintenance facility for the Club's equipment in the rear area of the Town Hall and Public Works facilities. The Club would like to build an approximately 40' X 80' building adjacent to the Lions Club building. The facility would be used by the Club to hold its meetings and to store and maintain its grooming equipment. The facility would have a drive in, drive out garage so that the groomer could have direct access to the trail without the need to maneuver in the building or in the parking area. Since the Club does what amounts to contract trail maintenance work for the State using State funds on a State sanctioned trail, the Administration believes that locating the proposed facility on Municipal property is not unreasonable. As with the Lions, the facility would revert to the Town on the dissolution of the Club; however, unlike the Lions, the Drifters would pay an upfront lease payment to the Town for the right to locate the facility on Municipal property. The only restriction that the Administration would place on the facility is a limitation on working on private equipment, meetings and/or events outside of the structure without Town Board approval. Before the Board approves any agreement, a draft of the proposed agreement should be reviewed by the Town's Attorney and any agreement should be premised on findings of fact that the activity is related to a Public Good and serves a Public Use.

- Chairman Luebke mentioned that a cost of \$10,000 will be acquired with a deduction for engineering costs, thus leaving the Town with \$8,900
- Discussed the lease/utilities on the building
- Restrooms and water are currently not available in the facility
- Burt Drews (3113 County Rd II, Neenah, WI) questioned the building color which will be the same as the Lions building

**MOTION:**

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Motion to approve the request by the Drifters Snowmobile Club to place a storage and maintenance facility in the rear area of the Town Hall and Public Works facilities after the review by the Town's Attorney is complete with the location and use agreed to as discussed

Motion carried by unanimous voice vote.

E. Discussion/Action: Town Board review and consideration of the Town's Animal Control Officer's Job duties and responsibilities.

Based on recent calls received by the Town's Animal Control Officer, the Town Chair has indicated that he would like to review the Animal Control Officer's Job duties and responsibilities. Specifically, what should be expected of the Animal Control Officer and what should he/she be called out to do. It appears that the County Sheriff has called out the Animal Control Officer for what appear to be neighbor complaints and issues involving animals. Over the course of a recent weekend the Sheriff's Patrol Officer called out the Town's Animal Control Officer for a barking dog complaint. Does the Board consider this a proper issue for the Animal Control Officer? The Administration has reviewed the Town's Job Descriptions and did not find a Job Description for the Animal Control Officer. Attached please find a Draft Job Description for an Animal Control Officer that the Administration has used in the past. Should the Board wish to create a Job Description it could be used to define the Town's Animal Control Officer's Job duties and responsibilities thus eliminating these questions in the future. The Administration respectfully asks the Board for direction relative to this issue.

- Funding for training to become a State of Wisconsin Certified Animal Control Officer was provided, but Mr. Huebner never went through with it.
- Job duties will be limited to dogs and cats
- The Winnebago County Sheriff will be notified to cease calling Mr. Huebner for barking dogs

**NO MOTION**

F. Discussion/Action: Town Board review and consideration of Staff's recommendation for the Town's CY 2014 County Bridge Aids project.

Attached, please find a copy of a letter from the County Highway Commissioner, Ernest Winters, relative to the County's CY 2014 Bridge Aids Projects. The County is asking the Town to identify and provide estimated costs for the Town's CY 2014 Bridge Aids Projects. Attached, please find a map identifying the location that staff is recommending for the Town's CY 2014 project (Larsen Road approximately 850 feet east of Oakwood Road). The Administration is recommending that this culvert be replaced in anticipation of the re-construction of the next mile of Larsen Road (CTH "T" to Oakwood Road). The re-construction of the next mile of Larsen Road is scheduled for CY 2015. As in the past the Administration is recommending that the Town install an open bottom culvert sized to flow at a 100-year storm event. The Administration estimates the cost of the installed culvert at \$60,000.00, this cost could be reduced if the Town were allowed to install the culvert with force account labor; however, County policies will not allow the Town to install the culvert itself. Prior to submitting the Town project for review by the County, the Administration will ask the Town's Engineer for a formal estimate of the project costs with the intent of including the project in the Town's CY 2014 Capital Reconstruction Projects. Should the Board approve of the Administration's recommendation, a motion

would be in order to direct staff to submit the project as specified as the Town's CY 2014 County Bridge Aids Project.

**MOTION:**

Motion by: Supervisor Schmidt

Seconded by: Supervisor Geise

Motion to submit the project as specified as the Town's CY 2014 County Bridge Aids Project for the culvert along County Highway T in Stage 2 of the Larsen Road Project

Motion carried by unanimous voice vote.

- G. Discussion/Action: Town Board review and consideration of a request by the property owner to enclose the storm water management ditch in front of 7940 White Petal Court, specifically identified as Tax ID# 006-1760.

Attached please find a request by Mark Pomerence (Mark) owner of the above referenced property. Mark would like to place a pipe in the ditch and fill the area in front of his property. Mark would like to enclose the ditch because of concern for his children. The Administration has indicated that it will not recommend that the Board authorize the creation of an ad hoc storm sewer system. Over the course of the past four years the Board and staff have tried to resolve storm water management issues in the Town. To date, a number of solutions have been approved to dry the bottoms of the ditches in the Town. As we move forward with the reconstruction of many of the Town Roads, staff will be implementing the best of the solutions that have been tried and approved by the Board. This request is not based on a wet ditch line; it is intended to eliminate the ditch as a storm water management function. The only way to accomplish this activity is to create a storm sewer system. Storm sewer systems are exactly that – systems -- and they should not be created on an ad hoc basis. If a storm sewer system is not designed as an integrated function there is no way to calculate the flow capacity of the system, there is no way to place the system below the historic frost line of the area and there is no way to create consistency of design and construction. These issues would create problems for the Town in the future. Past governing bodies have created sufficient issues for the Board and staff to deal with; we do not need to add to the list by creating more problems. Should the Board agree with the Administration's recommendation, a motion would be in order to deny the request by the Applicant to enclose the storm water management ditch in front of 7940 White Petal Court, specifically identified as Tax ID# 006-1760.

- Administrator Johnston is very concerned about the issues this process could cause and the amount of requests the Town has received to do this over the past 12 months
- Robert Wallace (Construction Manager for BriMark Builders, LLC, Oshkosh, WI) advised on the safety concern in a 3ft elevation dip in the ditch. Maintenance is difficult and therefore will be an eye sore in the area. Standing water concern is low considering the property is at the top of the elevation and there are a lot of hydraulics which would direct the water.
- Chairman Luebke had Robert Wallace describe the points on the map presented
- Supervisor Geise did look at the property and is concerned with the project disrupting the Town's Storm Water Management system and also with issues involving similar future requests
- Supervisor Schmidt agreed that the ditches are a challenge to maintain and future subdivisions should have a storm sewer system to begin with

- Mr. Wallace questioned having other coverage in the ditch or a different improvement they could opt for which would satisfy the Town
- Administrator Johnston recommended pulling the back slope of the ditch into the property
- Chairman Luebke stated that homeowner's are not responsible for mowing in the Town's Right-Of-Way
- Supervisor Lettau agreed that it is important to maintain consistency within the Town.
- Mr. Wallace advised the property across the street had a pipe put in without Town's approval and another further down the road

**MOTION:**

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion to deny the request to enclose the storm water management ditch in front of 7940 White Petal Court, specifically identified as Tax ID# 006-1760

Motion carried by unanimous voice vote.

- H. Discussion/Recommendation: Town Board review and consideration of a staff recommendation to pulverize and double chip seal the un-improved western end of Shady Lane (from approximately 1,500 feet west of Center Road to Pioneer Road).

Over the course of the past few day staff has replaced the 36-inch +/- culvert at the terminus of Shady Lane (Shady Lane and Pioneer Road). Some of you may have seen the video showing the collapsed culvert on the Appleton Post Crescent Home Page. The Town has made a significant investment in replacing the culvert on a road that it was going to pulverize and keep as a gravel road. Given the investment, the Administration is recommending that the Board authorize staff to research and issue a Request For Proposals (RFP) to pulverize and double chip seal the un-improved western end of Shady Lane (from approximately 1,500 feet west of Center Road to its terminus at Pioneer Road). The project will improve the quality of the road and allow traffic to make better use of the east/west arterial access point. As the Board knows, the Administration is not in favor of using chip seal to buy time for rebuilding a road. However, staff is willing to keep a chip sealed road that has relatively little use by Town residents. Should the Board agree with the Administration's recommendation, a motion would be in order to approve issuing an RFP to pulverize and double chip seal the un-improved western end of Shady Lane (from approximately 1,500 feet west of Center Road to Pioneer Road). As a point of reference, the Town does have \$80,000.00 in the Town's CY 2013 Budget for chip seal projects, additionally; the Board would have to approve the individual project prior to award.

- Mr. Johnston advised he does not anticipate Shady Lane being anything except a chip/seal road

**MOTION:**

Motion made by unanimous consent to approve the issuing of an RFP to pulverize and double chip seal the un-improved western end of Shady Lane.

- I. Discussion/Recommendation: Town Board review and direction to staff relative to the summer work schedule for the Public Works Department  
The Administration has become uncomfortable with the capacity of the Public Works Department staff to organize and schedule work, to order the inventory and supplies

needed to keep the work process moving and to complete projects in a timely manner. To that end, Office staff has started assisting the Public Works Department with scheduling work, ordering equipment and supplies, and keeping track of the work assignments and project schedules. The Administration, in conjunction with staff, has prepared the attached work schedule for the summer and early fall months. The work on the schedule consists of the projects that need to be accomplished this year; it does not include the routine and emergency work that is called in on a regular basis. Examples of routine work include mowing ditches, filling pot holes, trimming trees, inspecting culvert installations, and installing street and house signs, etc. Examples of emergency work include replacing culverts, cleaning clogged storm water management ditches, and cleaning culverts, etc. The Administration wanted to bring the amount of work the Department does to the Board's attention. Additionally, please be advised that the Administration is pushing staff and will continue to push staff to accomplish more and more each year. However, please understand that the Administration is not pushing staff any more than it pushes itself.

- Just a reference so the Board knows the projects which need to be done above and beyond the normal activities. Mr. Johnston wanted them to realize he is pushing all workers very hard

#### **NO MOTION**

- J. Discussion/Recommendation: Town Board review and direction to staff relative to a request by the Town Administrator to research the purchase of "years of service" in the State Employee Trust Fund Retirement System.

In anticipation of our retirement, both Tori and I would like to investigate the option of purchasing years of service in the State Employee Trust Fund (ETF) Retirement System. It is the Administration's understanding that the ETF will allow participating public sector employees to purchase years of service in the system so that they can maximize their retirement benefits. Attached please find a copy of the ETF brochure on the purchase of credible years of service. Before staff commits any time to investigate the process of purchasing years of credible service, the Administration would like the Board's authorization to proceed with the process and report to the Board on any steps the Town may have to take to allow staff to participate in the benefit.

- Allowing employees to purchase years of service will enable them to have a better retirement
- The Board has no problem with Mr. Johnston researching the issue further

#### **NO MOTION**

- XI. Upcoming Meeting Attendance
- A. Special Meeting of WTA at Town of Vinland on Tuesday, 6/11/13 at 7:00 P.M. – will be posted
  - B. 7/11/13 WTA Unit Meeting at Town of Utica at 6:30 P.M.
- XII. Board Member Requests for Future Agenda Items
- A. None
- XIII. Review of Disbursements
- A. Disbursements

XIV. Adjournment – 8:25 P.M.

**MOTION:**

Motion made by unanimous consent to Adjourn.

Respectfully submitted,  
Jenna Prange, Administrative Assistant