

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 p.m. on Wednesday, July 18, 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	ABSENT-EXCUSED

b. Staff

Administrator Johnston	PRESENT
Asst Admin/Treasurer Straw	PRESENT
Deputy Clerk Stevens	ABSENT-EXCUSED
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney –	ABSENT

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

III. Approval of Minutes:

- A. Approval of the Thursday, June 7<sup>th</sup>, 2018 Board of Review Meeting Minutes.
- B. Approval of the Wednesday, June 20<sup>th</sup>, 2018 Town Board Meeting Minutes.

**MOTION:**

Motion by unanimous consent to approve the June 7<sup>th</sup>, 2018 minutes of the Board of Review Meeting and the June 20<sup>th</sup>, 2018 minutes of the Town Board Meeting as presented.

IV. Open Forum – Town-related Matters not on the Agenda:

A. George Siciliano, 7933 Ashwood Ct., Neenah, WI 54956

- Expressed concern relative to his concrete driveway being removed back to the ROW.
- Requested the Town Board to compromise and only remove 18” of the concrete driveway.
- Explained to the Board that he was misinformed by the homeowner’s association official.

- Expressed concern with the Town getting the ordinance information to the home owners and not just the contractors.
  - Chair Geise explained the Board’s position and stated that the Board will not grant an exception.
- B. Brenda Siciliano, 7933 Ashwood Ct., Neenah, WI 54956
- Expressed concern regarding the drive apron being removed back to the ROW.
  - Requested the Board to reconsider only removing 18” and with doing so it removes the safety issues with the plow blades.
  - Chair Geise reiterated the Board’s position on this matter.
  - Administrator Johnston stated the Public Works Dept. will remove and back fill the area with gravel. It will be up to the homeowners to replace with asphalt and/or maintain the gravel.
- C. Mark Caswell, 3380 County Rd II, Neenah, WI 54956
- Asked the Board what the status of cleaning the navigable waterway is.
  - Engineer Miller explained the process of obtaining permits from the DNR.
  - Administrator Johnston explained the issues with getting permits for the non-active farming property.
  - The Town does not have a deeded easement for the navigable waterway and therefore needs permission from the non-active farming property owners to obtain the permitting.
  - The Board directed the Town Staff to review the permitting requirements and to place on the agenda for the September 5<sup>th</sup>, 2018 Town Board Meeting.
- D. Dan Schierl, 7529 Sunburst Lane, Neenah, WI 54956
- Introduced himself to the Town Board
  - He will be running for State Representative of the 55<sup>th</sup> Assembly District
  - Mr. Schierl gave a brief presentation on his platform.
- V. Correspondence:
- A. A copy of the June CY 2018 Building Inspector’s Report.
  - B. A copy of the Minutes of the May 31<sup>st</sup>, 2018 Oshkosh Public Library Board Meeting.
  - C. Photographic evidence of illegal dumping of Town Roads.
- 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 Cody was present and left the meeting on a call.
  - C. Clayton Fire Rescue Department (First Meeting of the Month)
    - Chair Geise reviewed the report provided by Chief Rieckmann.
    - The jaws were delivered to the Town of Winchester on July 5<sup>th</sup>, 2018.
    - Grant application was submitted.
    - Upcoming Blood Drive—August 7<sup>th</sup>, 2018
  - D. Larsen-Winchester Sanitary District
    - NO REPORT
  - E. Administration Comments
    - NO REPORT
    -

VII. Operator Licenses Issued by the Town Clerk:

A. New:

- i. Coulson Riley Richards
- ii. Kathleen Marie Meacham
- iii. Lauren E. Krueger
- iv. Katie Mae Behm
- v. Shaina Marie Carlson
- vi. Lisa A Casperson
- vii. Kristina K. Apitz

B. Renewal:

- i. Ashley Marie Laabs
- ii. Alexandria Anne Hueller Smith
- iii. August Jean Hoeltzel
- iv. Rebecca Lynn Hilgers
- v. Robert Alfred JR Hilgers
- vi. Sage E. Cummings
- vii. Avery James Portier (**License renewal to be reviewed by the Town Board**)

Avery James Portier, Manager of The ReMixx Bar

- Reported to the Board that he completed the STOP program and the multi-offender program at Fox Valley Technical College.
- Reported to the Board that his driver’s license has been reinstated.
- Supervisor Grundman stated Mr. Portier comes across as a clean-cut person and genuine.
- Supervisor Schmidt stated that it is not the intention of the Board to keep anyone from earning a living.

**MOTION:**

Motion by Chair Geise

Second by Supervisor Grundman

Motion to approve the Operator License for Avery James Portier.

Motion carried by unanimous voice vote.

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. Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) Application submitted by Susan Thede, 9207 Pioneer Road, Neenah, WI 54956 for property located at 9207 Pioneer Road, Neenah, WI 54956 and specifically identified as Tas ID # 006-0201-01 and described as All of Lot 1 CSM 4672, located in the northwest ¼ and the southwest ¼ of the northeast ¼ of Section 8, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

**MOTION:**

Motion by unanimous consent to approve the CSM submitted by Susan Thede for property located at 9207 Pioneer Road, Neenah, WI 54956 with all Staff recommendations.

- B. Plan Commission update to the Town Board by staff on its research into developing a Farmland Preservation Program for the Town.

- Supervisor Lettau reminded the Board about the meeting at the Town of Nepeuskun and the Board asked Supervisor Lettau to attend as the Town’s representative and to report back to the Board.

**NO ACTION TAKEN**

- C. Plan Commission report to the Town Board on a review of the Town’s published Notice of Intent to Circulate a Petition to Incorporate a Portion of the Town of Clayton.

**NO ACTION TAKEN**

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. Green Space Committee recommendation to the Town Board on proposals to place security cameras in Clayton Park and at the Town’s Municipal Complex.

- The Committee recommended the installation of the security camera systems at the Municipal Complex/Trail Head Park, and Clayton Park, with Staff investigating the differences between the bids provided, and negotiation for the lowest cost.

- B. Green Space Committee report to the Town Board on an update by staff on the installation of memorial trees and a memorial bench at Trailhead Park.

**NO ACTION TAKEN**

- C. Green Space Committee report to the Town Board on an update by staff on worn and damaged playground equipment in both Clayton and Trail Head Parks.

- Staff updated the Board as to the cost of replacing the damaged steps and the transfer station. The estimate was about \$2,010 for both.

**NO ACTION TAKEN**

X. Business:

- A. Discussion/Action: Town Board review and direction to staff relative to a Draft Construction Site Erosion and Sediment Control Ordinance (CHAPTER 7.10) for the Town of Clayton.

- The Draft Ordinance was prepared using the State Department of Natural Resources (DNR) Model Ordinance.
- This Ordinance is intended to give the Town the option of having the Building Inspection Department control the permitting and enforcement of the erosion control function in the Town.

**MOTION:**

Motion by unanimous consent to direct staff to publish the requisite notice and schedule the Public Hearing on the Ordinance.

- B. Discussion/Action: Town Board review and direction to staff relative to a Draft Post Construction Site Erosion and Sediment Control Ordinance (CHAPTER 7.11) for the Town of Clayton.

- The Draft Ordinance was prepared using the State Department of Natural Resources (DNR) Model Ordinance.
- This Ordinance is intended to give the Town the option of having the Building Inspection Department control the enforcement of the post construction erosion control function in the Town.

**MOTION:**

Motion by unanimous consent to direct staff to publish the requisite notice and schedule the Public Hearing on the Ordinance.

- C. Discussion/Action: Town Board review and consideration of a proposal to replace the Town's CY 2004 International Plow Truck in CY 2019.

- This Truck is the same as the new existing one with an under body plow.
- The Public Works Department would keep the CY 2004 International Plow Truck and use it for the shouldering equipment.

**MOTION:**

Motion by unanimous consent to direct staff to place the purchase in the Town's CY 2019 Capital Equipment Budget.

- D. Discussion/Action: Town Board review and consideration of the renewal of the Town's 3-year Intermunicipal Agreement with the Town of Vinland and the Town of Winneconne for Building Inspection Services.

- The significant change is the revenue split for commercial projects where the base fee is greater than \$5,000.00, for those permits the revenue split is 50% to the respective Town and 50% to the Town of Clayton including the secondary electrical, plumbing, and other required permits.
- A minor change puts the Intermunicipal Agreement on a 3-year calendar cycle ending on December 31<sup>st</sup>, of CY 2021.

**MOTION:**

Motion by unanimous consent to approve the Draft Agreement with an ending date of December 31<sup>st</sup>, 2021.

- E. Discussion/Action: Town Board review and consideration of the sale of the Town owned property located at 8795 Clayton Avenue and the vacant lot immediately south of 8795 Clayton Avenue.

- The current tenant has expressed interest in purchasing the home and the vacant lot

**MOTION:**

Motion by unanimous consent to authorize the sale of the Town owned property located at 8795 Clayton Avenue and the vacant lot immediately south of 8795 Clayton Avenue subject to approval of the offer price by the Town Chair.

- F. Discussion/Action: Town Board review, consideration, and authorization to allow the Town Chair to interview, select and submit an individual to be appointed as the Town Attorney by the Town Board.

- Administrator Johnston reviewed Attorney Lehocky's referrals and approached the Law Office of von Briesen & Roper, s.c. for referrals

**MOTION:**

Motion by unanimous consent to direct the Town Chair to interview possible candidates and submit an individual for appointment by the Board.

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance:
- XIV. Board Member Requests for Future Agenda Items:
- XV. Adjournment:

**MOTION:**

Motion made by unanimous consent to adjourn at 8:13 p.m.

Respectfully submitted,  
Tori Straw, Assistant Administrator/Treasurer