

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, January 7th, 2015

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

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 Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Geise	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Bowen	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Rose Simon	PRESENT

II. Public Hearing(s) and/or Public Information Meeting(s):

III. Approval of Minutes:

- A. Approval of the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, December 17th, 2014.

MOTION:

Motion made by unanimous consent to approve the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, December 17th, 2014.

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

V. Correspondence:

- A. December CY 2014 Building Inspection Report.

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

- A. County Supervisor Report
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
- C. Clayton-Winchester Fire Department
- D. Larsen-Winchester Sanitary District
- E. Administration Comments
 - Treasurer Bowen commented on the status of tax collection season.

- Administrator Johnston discussed elections and not having a primary election in 2015.

VII. Operator Licenses Issued by the Town Clerk:

A. New:

- i. Trent Wohlrabe
- ii. Hillary Pepler
- iii. Kayla Miller

B. Renewal:

- i. None

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 (first Town Board meeting of the month):

- A. No Referrals.

X. Business:

- A. Discussion/Action: Update to the Town Board on Wisconsin Act 377, Implements of Husbandry (IoH) and the Highway Commission's recommendation to the County Board.

Attached please find the finalized material relative to the County Highway Commissioner's recommendation to the County Board on Wisconsin Act 377, Implements of Husbandry (IoH). The County Highway Commissioner continues to indicate that he would be willing and able to issue the required permits for the Town. This service will provide consistency, continuity, and a centralized permitting application process. Additionally, even if the County's service comes at a cost, that cost is likely to be less than the cost to the Town in staff time and permitting materials. In order to participate in the County's IoH permitting program the Town will need to adopt a Resolution expressing its intent to work with the County. Staff will follow the County's Resolution as a model and work with the County Highway Commissioner to implement a Permitting agreement and process and will then present the required documents for Board consideration in a timely manner.

- B. Discussion/Action: Update to the Town Board on the Department of Natural Resources requirement that the Town complete and apply for an MS4 General Permit to Discharge Under the Wisconsin Pollutant Discharge Elimination Systems WPDES Permit No. WI-S050075-2.

Attached please find a copy of the list of Municipalities that have been notified that they need to apply for coverage under MS4 General Permit No. WI-S050075-2. Also attached is a copy of the background material and instructions for the application process. Staff will begin the research on the Application process and advise the Board of any timelines, options and difficulties with the process as it moves forward with preparing the Application documents. Please be advised that staff may need help with the process from the Town Engineer or other

stormwater specialist. If specialized assistance is needed with the Application the Administration will solicit proposals for area specialists for the Board to consider and approve.

- Discussion on DNR issues for pollutant discharge.

C. Discussion/Action: Town Board review and consideration of an update to the Fees charged by Tony's Cemetery Service LLC.

Attached please find a copy of a letter from Tony at Tony's Cemetery Service LLC explaining his new rates for CY 2015. The proposed fee increases are not significant or unreasonable considering the service provided to the Town's residents. The last increase submitted by Tony was in November of CY 2012 (see attached copy). The Administration is recommending that the Board approve the new fees and a one year extension of the Contract with Tony's Cemetery Service LLC. Should the Board agree, a motion would be in order to approve the new fees and a one year extension of the Contract with Tony's Cemetery Service LLC.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Lettau

Motion: Motion to approve the new fees and a one-year extension of the new contract by Tony's Cemetery Services LLC.

Motion carried by unanimous consent.

D. Discussion/Action: Town Board review and consideration of Amendment #10 to Resolution 2008-101 revising and updating the Town of Clayton Fee Schedule for CY 2015.

Attached please find a draft copy of the Administration's recommended changes to the Town's Cemetery Burial Fee schedule. The new fees are highlighted in yellow and the old fees are highlighted in red. The Administration is recommending several changes to the schedule in order to clarify the Fees and to assign the costs of administrative work to the individuals requesting the services. The Administration will be ready to explain any of the recommended changes to the Board as part of the review of this agenda item. Should the Board agree with the Administration's recommendations relative to the Town's CY 2015 Fee Schedule, a motion would be in order to approve the revised Fee Schedule with an effective date of January 1st, 2015.

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Lettau

Motion: Motion to approve the revised fee schedule with an effective date of January 1, 2015

Motion carried by unanimous consent.

Chair requested roll call vote:

Supervisor Schmidt: Aye

Supervisor Grundman: Aye

Supervisor Lettau: Aye

Supervisor Geise: Aye

Chair Luebke: Aye

Motion carried 5 ayes and 0 nays.

E. Discussion/Action: Town Board review and consideration of the Treasurer’s partial list of Tax Refunds for CY 2014 Taxes payable in CY 2015.

Attached, please find a partial list of tax refund checks that the Treasurer has prepared for the Board’s approval. The refunds occur as a result of bank escrow checks that are issued for more than the property tax bill. Town Policy is to not issue a refund until the check has cleared and the Board has approved the list of checks prepared by the Treasurer. If the Board agrees with the Treasurer’s recommendation, a motion would be in order to issue the refunds checks as identified on the attached list prepared by the Town Treasurer.

MOTION:

Motion made by unanimous consent to approve payment of tax refunds for CY 2014 in CY 2015.

- XI. Upcoming Meeting Attendance:
- XII. Board Member Requests for Future Agenda Items:
- XIII. Review of Disbursements:
- XIV. Adjournment:
MOTION:
Motion made by unanimous consent to Adjourn at 7:30 p.m.

Respectfully submitted,

Laurie L. Goffard, Deputy Clerk