

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, February 17th, 2016
(corrected from February 16th, 2016)

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 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 Geise	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Reif	PRESENT

b. Staff

Administrator – Johnston	PRESENT
Treasurer – Straw	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Ashley Lehocky	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, February 3rd, 2016.

MOTION:

Motion made by unanimous consent to approve the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, February 3rd, 2016.

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

V. Correspondence:

- A. A copy of the Winnebago County Sheriff's CY 2015 Annual Report
- B. A copy of a Building Safety Month Proclamation Document
- C. A copy of an article provided by the Town's Association
- D. A copy of a memorandum provided by Jennifer Semrau, Recycling Coordinator for the Winnebago County Solid Waste Management Board.

- E. A copy of the January 2016 Recycling Tonnage Report provided by the Winnebago County Solid Waste Management Board.
- VI. Discussion Items (No action will be taken):
- A. County Supervisor Report
 - B. Winnebago County Sheriff's Department: – Public Concerns and Issues
 - C. Clayton Fire Rescue Department (First Meeting of the Month)
 - a. Clayton Fire Rescue First Responder (First Meeting of the Month)
 - Chief Rieckmann discussed two accidents on February 17, 2016 and Cindy Pfankuch was not prepared.
 - D. Larsen-Winchester Sanitary District
 - E. Administration Comments
 - Discussion regarding issues with a Town of Clayton resident and a bounced check for payment of 2015 property taxes. She used a credit card company check which had notes on it that it had to be presented no later than January 31, 2016 (Sunday). The check came in by mail on February 1, 2016. Wells Fargo Bank contacted the credit company to verify if the credit card check was still valid. The Town of Clayton did not receive notification of what was done. The procedures were followed by the Town of Clayton and due diligence was done. No fees were assessed against us and Winnebago County waived their late fees. The elections ran smoothly.
 - Treasurer Straw discussed the January revenue and expenditure worksheets. Things with the Fire Department and the office are still being worked on. Discussed things being prepared for the upcoming audit. Winnebago County will figure in delinquent property taxes for the February tax settlement.
 - Chair Geise discussed the Joint Fire Board wrapping up.
- VII. Operator Licenses Issued by the Town Clerk:
- A. New:
 - i. No New Licenses Issued.
 - 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. Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) Application submitted by Martin J. and Suzette A. Nikodem, 4085 Winnegamie Drive, Neenah, WI 54956 for property located at 4085 Winnegamie Drive, Neenah, WI 54956 and specifically identified as Tax ID # 006-0095-01-01 and Tax ID # 0060095-02 described as Part of Lot 1 of Certified Survey Map Number 6872 As Recorded in Volume 1 of Certified Survey Maps on Page 6872 and Part of Tract 2 of Certified Survey Map Number 554 As Recorded in Volume 1 of Certified Survey Maps 554, All Located in the Northeast ¼ of the Fractional Northwest ¼ of Section 4, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Following a review of the staff report on the Nikodem CSM the Commission made the following motion:

Motion by: Commissioner Haskell
Second by: Commissioner Eckstein

Motion to: Approve the Nikodem CSM as presented with staff recommended conditions.

Vote: Unanimously Approved

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Reif

Motion: To approve the CSM of Martin J. and Suzette A. Nikodem as presented with all staff recommendations and conditions.

Vote: Carried by unanimous consent.

- B. Plan Commission recommendation to the Town Board on updates to the Town’s Park and Open Space Plan recommended by the Town’s Green Space Committee.

Following a presentation by Town staff and the Town’s Planner with some discussion on the existing trails in the Town, options for planning future trails in the Town, defining the types and uses of trails in the Town, and how the trails in the Town are to be maintained the Commission made the following motion:

Motion by: Commissioner Reif

Second by: Commissioner Haskell

Motion to: Direct staff to include the proposed updates to the Park and Open Space Plan.

Vote: Unanimously Approved

- Discussion on sections VIII. B through D involving updates to the Plan and to be incorporated as a part of the Comprehensive Plan.
- The biggest change would be the trail from Larsen Road to County Rd II on Clayton Avenue.
- Plan Commission discussion on defining trail relative to sidewalk.
- Supervisor Reif asked about the cost of doing this work. The Town of Clayton will be applying for grants to complete. The trail will be built by the Town of Clayton Public Works crew. No land will need to be purchased since the trail is in the right of way.
- Supervisor Lettau asked if there would be a swale. There will be one with the road/ditch/trail.
- Directed staff to proceed as discussed above.

- C. Plan Commission recommendation to the Town Board on a recommendation from the Green Space Committee to incorporate the Town’s Park and Open Space Plan into the Town’s Comprehensive Plan as part of the CY 2015/16 Update to the Town’s Comprehensive Plan.

Motion by: Commissioner Reif

Second by: Commissioner Haskell

Motion to: To recommend that the Town’s Park and Open Space Plan be incorporated into the Town’s Comprehensive Plan with the proposed updates.

Vote: Unanimously Approved

- NO ACTION TAKEN.

D. Plan Commission recommendation on updates to the Draft Comprehensive Plan Maps and Documents based on input from the Public Listening Session for the Town’s CY 2015/16 Comprehensive Plan Update.

Motion by: Commissioner Haskell

Second by: Commissioner Reif

Motion to: To table the Agenda Item to the March 9th, 2016 Plan Commission Meeting.

Vote: Unanimously Approved

- NO ACTION TAKEN.

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. Green Space Committee recommendation on updates to the Town’s Park and Open Space Plan.

Following a presentation by Town staff and the Town’s Planner with some discussion on the impacts of annexation, the potential park in the southeast area of the Town, the existing trails in the Town, options for planning future trails in the Town, defining the types and uses of trails in the Town, and how the trails in the Town are to be maintained the Commission made the following motion:

Motion by: Committee Member Prusik

Second by: Committee Member Dorow

Motion to: To direct staff to include the proposed updates into the Park and Open Space Plan.

Vote: Unanimously Approved

- Accept as presented.

B. Green Space Committee recommendation to the Plan Commission and the Town Board relative to incorporating the Town’s Park and Open Space Plan into the Town’s Comprehensive Plan as part of the CY 2015/16 Update to the Town Comprehensive Plan.

Motion by: Committee Member Prusik

Second by: Committee Member Dorow

Motion to: To recommend that the Town’s Park and Open Space Plan be incorporated into the Town’s Comprehensive Plan with the proposed updates.

Vote: Unanimously Approved

- Accept as presented.

X. Business:

A. Discussion/Action: Town Board review and consideration of an agreement and financial distribution of the assets of the Clayton/Winchester Joint Fire Board as part of the dissolution of the Clayton/Winchester Joint Fire Board and the dissolution of the Clayton/Winchester Joint Fire Department.

- Chair Geise discussed the total amount owed to the Town of Winchester is \$182,375.

- Administrator Johnston stated that the Winnebago County Sheriff wanted to meet with the Town Chairs from Clayton and Winchester to discuss the radios on Tuesday, February 23, 2016 at 2:00 p.m.
- Discussed firefighters in Winchester.
- Discussed the automatic aid and mutual aid agreements.
- Chair Geise summarized the six meetings he had on dividing up the assets between both Fire Departments.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion: To approve the payment of \$182,375.00 to the Town of Winchester for the distribution of the Clayton-Winchester Joint Fire Department apparatus and operating equipment as part of the dissolution of the Clayton-Winchester Joint Fire Board and the dissolution of the Clayton-Winchester Joint Fire Department and the funding for the payment should come from truck purchase reserves held by the Joint Fire Board in a segregated account.

Vote: Carried by unanimous consent.

B. Discussion/Action: Town Board review and direction to staff relative to a Draft Special Assessment Policy for the Town of Clayton and its related Municipal Sanitary Sewer and Municipal Water Utilities.

- Administrator Johnston discussed details of the Municipal Sewer and Municipal Water Utilities paperwork as presented to the Town Board. Would be more reasonable to hook up now vs. years from now as costs go up.
- Directed staff to proceed.

C. Discussion/Action: Town Board review and consideration of the February Settlement of the CY 2015 Taxes Payable in CY 2016.

- NO ACTION TAKEN.

D. Discussion/Action: Town Board review and consideration of a request by the Town Treasurer to approve refunds on Tax Payment Checks that exceeded the Taxes due.

Vote: Approved by unanimous consent.

- XI. Review of Disbursements: Treasurer Straw discussed the tax settlement with Winnebago County. Personal property taxes for Town of Clayton only. The Joint Fire Board did not pay their worker's compensation premium therefore the Town of Clayton paid \$242.00 to cover the premium.
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month):
- XIII. Upcoming Meeting Attendance:
The last Joint Fire Board meeting is scheduled for Monday, February 22, 2016 at 7:00 p.m. at the Town of Clayton
- XIV. Board Member Requests for Future Agenda Items:
- XV. Adjournment:

MOTION:

Motion made by unanimous consent to Adjourn at 8:18 p.m.

Respectfully submitted,
Laurie L. Goffard, Deputy Clerk