



TOWN OF CLAYTON

Regular Meeting of the Town Board of Supervisors Meeting Minutes

March 17, 2010
7:00 p.m. – 9:17 p.m.

I. Call to Order

Called to order at 7:00 p.m. by Chairperson Luebke
Present: Town Chairperson Luebke, Supervisors Geise, Kiesow, Klingenberger, and Lettau
Staff Present: Town Administrator Johnston, Clerk/Treasurer Nester-Huebner, Deputy Clerk/Treasurer Weichart, Public Works Foreman Pamentner, Town Engineer Schultz
Others Present: Michael Konecny, Auditor (Schenck, S.C.)
Meeting properly posted; three locations in the Town.

II. Public Hearing before the Town Board of Supervisors on the revisions to the Town's proposed Outdoor Wood-Fired Furnaces, Open Burning, and Refuse Burning Ordinance

No Resident comments.
Town Chair asked the residents present three (3) times if they had any comments or questions – no comments or questions.

MOTION: (Unanimous consent) Close the public hearing portion.
CARRIED.

III. Approval of Minutes

- Regular Town Board Meeting – March 3, 2010
MOTION: (Unanimous consent) Approve March 3, 2010, Town Board meeting minutes as written.
CARRIED by voice vote.
Page 2, resident comments section, Kyle Seymoure (correct spelling of last name)

IV. Open Forum – Non-Agendized Town-related Matters – none

V. Correspondence

- Resident comment re snowplowing
- Feb. 2010 Building Inspector report
- Winnebago County Solid Waste
- Patrick O'Brien, County Supervisor District 36, letter to town residents

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

- A. County Supervisor Report – Joanne Sievert present: new county computer system to accommodate larger capacities, Interchange at 441/41 (access from west 441 to north 41) update
- B. Winnebago County Sheriff's Dept. – Deputy Lichtensteiger present: speed trailer is now available, speeding within town, bicycles riding in packs, burglaries, lights are great deterrents
- C. Clayton-Winchester Fire Chief Report – Fire Chief not present; Robert Breaker representing Fire Department; 15 Fire Calls YTD, grain bin extrication training, classes on ISC300 training in April; Fire Fighter David DeKeyser commented on vegetation fires and calling for control burns; Town of Menasha currently reviewing automatic aid agreement document
- D. Administration Comments – Town Administrator: road issue on N. Oakwood Ave.; Clerk/Treasurer: Recycling opportunities in April/May

VII. Zoning – Receipt of Information from Plan Commission

Plan Commission Chair Dick Knapinski presented information on the following items:

- A. Rezoning – Brian & Sandra White and Susan Rubick, 7889 County Road T, Larsen (Tax Key 006-0740-03 and Tax Key 006-0740-02-01(p)), from A-2 (General Agriculture) to R-1 (Single Family non-subdivided)
- B. Granting of an easement to Winnebago County for a fiber optic cable to be run along the Friendship Trail between Clayton Avenue and State Highway "76"

VIII. Business

A. Operator's License

- New –

This item will be on the next Town Board agenda as name of applicant was omitted

B. **Discussion / Action** – First reading of the Town's proposed Outdoor Wood-Fire Furnaces, Open Burning, and Refuse Burning Ordinance

MOTION: (Klingenberg, Geise) Dispense with the formal reading of the Town's proposed Outdoor Wood-Fire Furnaces, Open Burning, and Refuse Burning Ordinance, enter it into the record, and bring it to the next Town Board meeting.

CARRIED by unanimous voice vote.

C. **Discussion / Action** – Resolution 2010-009: A Resolution Approving a Re-zoning for Brian and Sandra White, 7889 CTH "T" for property located at 7853 CTH "T" in the Town of Clayton (Tax ID# 006-0740-03)

MOTION: (Geise, Klingenberg) Approve Resolution 2010-009: A Resolution Approving a Re-zoning for Brian and Sandra White, 7889 CTH "T" for property located at 7853 CTH "T" in the Town of Clayton (Tax ID# 006-0740-03)

CARRIED by unanimous voice vote.

- Rezoning from A-2 (General Farming District) to R-1 (Rural Residential)
- Proposed rezoning will bring White property into compliance with County's minimum acreage Zoning Code requirements (A-2 requires a minimum of 5 acres)

D. **Discussion / Action** – Resolution 2010-010: A Resolution Granting of an easement from the Town of Clayton to Winnebago County for a fiber optic cable in the Friendship Trail right-of-way from Clayton Avenue to CTH '76" and the County communications antenna on Fairview Road

MOTION: (Lettau, Klingenberg) Adopt Resolution 2010-010: A Resolution Granting of an easement from the Town of Clayton to Winnebago County for a fiber optic cable in the Friendship Trail right-of-way from Clayton Avenue to CTH '76" and the County communications antenna on Fairview Road

CARRIED by unanimous voice vote.

E. **Discussion / Action** – Board action on a request by Mr. Lloyd H. Thede for approval of music at the Clayton Town Park on Saturday, July 24, 2010

MOTION: (Klingenberg, Lettau) Approve request by Mr. Lloyd H. Thede for approval of music at the Clayton Town Park on Saturday, July 24, 2010, with TA recommendation of time limit of no later than 10:00 p.m.

CARRIED by unanimous voice vote.

F. **Discussion / Action** – Presentation of the Town's CY 2009 Audit Management Letter and Financial Report by the Town's auditors, Schenck S.C.

Mike Konecny of Schenck S.C. presented the Town's CY 2009 Audit Management Letter and Financial Report.

MOTION: (Klingenberg, Kiesow) Accept the Town's CY 2009 Audit Management Letter and Financial Report from the Town's auditors, Schenck S.C., and place it on file.

CARRIED by unanimous voice vote.

G. **Discussion / Action** – Review and approval by the Board of a revised Town Employee Policy Manual

MOTION: (Geise, Klingenberg) Send employee manual to attorney for appropriate changes.

CARRIED by unanimous voice vote.

H. **Discussion / Action** – Approval of a change order request from Martenson & Eisele for the final billing of the Comprehensive Plan Update

MOTION: (Klingenberg, Kiesow) Approve the change order request \$550.00 from M&E for the final billing of the Comprehensive Plan Update.

CARRIED by unanimous voice vote.

- I. **Discussion / Action** – Approval of a change order request from M&E for the Larsen Road reconstruction project
MOTION: (Klingenberger, Lettau) Hold this item over to the second Town Board meeting in April; April 21, 2010.
CARRIED by unanimous voice vote.
- J. **Discussion / Recommendation** – Board direction to staff relative to operating hours and staffing the Town’s yard waste site.
MOTION: (Geise, Kiesow) Direct staff to look into finding a part-time seasonal help and bring it back to the Town Board.
CARRIED by unanimous voice vote.
- K. **Discussion / Recommendation** – Board direction to staff relative to maintenance and replacement of the sidewalk on Grandview Road in the Unincorporated area of Larsen
Town Board directed staff to hold a public forum, noticing the property owners in Downtown Larsen.
- L. **Discussion / Recommendation** – Board direction to staff on a possible Wisconsin Department of Transportation grant application for the passing lane on CTH “76” at Windfield Drive
MOTION: (Geise, Klingenberger) Direct staff to continue pursuing the grant application for the passing lane on CTH “76” at Windfield Drive.
CARRIED by unanimous voice vote.
- M. **Discussion / Recommendation** – Board direction to staff relative to the creation of a Life Expectancy and Capital Replacement Schedule for the Town’s rolling stock
Discussion
Town Board directed staff to create a Life Expectancy and Capital Replacement Schedule for the Town’s rolling stock.
- N. **Discussion / Recommendation** – Board direction to staff relative to the potential agenda items for consideration at the Town’s Annual Electors Meeting
Town Board directed staff to include the following items on the Annual Meeting Agenda
 - Town’s CY 2009 Audit
 - Separation of the Clerk and the Treasurer positions
 - Improvements to the Town’s Municipal Building
 - Highway plans for the next ten (10) years
 - Rolling Stock replacement schedule
 - RW Management study

IX. Upcoming Meeting Attendance

- Capitol Days canceled this year
- Winnebago Towns Association Unit Meeting, Thursday, April 1, 2010, 6:30 p.m.

X. Board Member Requests for Future Agenda Items – no requests

XI. Approval of Disbursements

MOTION: (Unanimous consent) Approve disbursements as presented.
CARRIED.

XII. Adjournment – 9:17p

MOTION: (Unanimous consent) Adjourn.
CARRIED.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*