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 Town Office Building
 8358 County Road T
 Larsen, WI 54947

TOWN OF CLAYTON

Regular Meeting of the Town Board of Supervisors Meeting Minutes

April 21, 2010
 7:00 p.m. – 9:22 p.m.

I. Call to Order

Called to order at 7:00 p.m. by Chairperson Luebke

Present: Town Chairperson Luebke, Supervisors Geise, Klingenberger, Lettau, and Schmidt

Staff Present: Town Administrator Johnston, Clerk/Treasurer Nester-Huebner, Public Works Foreman Pamerter, Town Engineers Schultz and Bartz

Meeting properly posted; three locations in the Town.

II. Approval of Minutes

- Regular Town Board Meeting – April 7, 2010

MOTION: (Unanimous consent) Approve April 7, 2010, Town Board meeting minutes as written.
 CARRIED by voice vote.

- Special Town Board Meeting – April 14, 2010

MOTION: (Unanimous consent) Approve April 14, 2010, Town Board meeting minutes with the following correction: Item II.A.1 – Unanimous Voice Vote for Vice-Chair (there was no dissenting vote)
 CARRIED.

III. Open Forum – Non-Agendized Town-related Matters

- William Rubick, 7853 County Road T – Agenda topics for Annual Meeting: November 17 meeting Board directed staff for potential items for Annual Meeting (listed agenda items), asked why all items were not on the agenda; Town Administrator responded the information was included in his brief presentation of the 5-year rolling stock replacement plan and capital improvement plan
- William Rubick, 7853 County Road T – Clarification of Town Administrator Salary: asked whether the \$106,000 is correct or the \$95,000 figure is correct (Town Chair responded that the change in the health care plan resulted in a reduction in the rate, so the total compensation is approximately \$96,000 and change)

IV. Correspondence – none

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

- County Supervisor Report – Joanne Sievert present: no report
- Winnebago County Sheriff's Dept. – Deputy Ripple present: no report; questions – vehicles going slowly through mobile home park
- Clayton-Winchester Fire Chief Report – Fire Chief not present, 27 Fire Calls YTD, Incident Command System (7 fire fighters completing course)
- Administration Comments – Clerk/Treasurer: Winneconne Schools Referendum to be held Tuesday, June 8, 2010; Public Works Foreman: working at recycling center, park apron to be done in middle of may waiting for asphalt plants are up and running, parking lot striping to be completed soon and bumpers to be placed around parking lot, gate still to be installed, cold patching

VI. Zoning – Receipt of Information from Plan Commission

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

- Site Plan Approval for a sign for Rolling Meadows Self Storage, 3849 County Road II

MOTION: (Geise, Lettau) Accept comments and recommendations from Plan Commission.
 CARRIED by unanimous voice vote.

VII. Business

- A. Operator’s License
 - New – Candice M. Lane (present)

MOTION: (Geise, Schmidt) Approve the Operator License for Candice M. Lane.
 CARRIED by unanimous voice vote.

- B. **Discussion / Action** – Liquor License Application – Consideration & Approval for April 22, 2010, - June 30, 2010. The following party has submitted an application for the only available Class B Beer/Class B Liquor License in and for the Town of Clayton:
 - Louis A. Gadini, d.b.a. Westridge Golf Course, 8130 Golf Course Drive, Neenah WI 54956.

MOTION: (Geise, Klingenberger) Approve the Class B Beer/Class B Liquor License in and for the Town of Clayton for Louis A. GADini, d.b.a. Westridge Golf Course, 8130 Golf Course Drive, Neenah WI 54956, for the license period of April 22, 2010, through June 30, 2010.
 CARRIED by unanimous voice vote.

- C. **Discussion / Action** – Board review of a Plan Commission recommendation on a sign application for the Rolling Meadows Self Storage, Tax ID# 006-0558-03 – 3905 CTY “II”, Larsen, WI 54947.

*Chair Luebke removed himself from the Board for this item.
 Vice Chair Klingenberger chaired this item.
 The address for this property is 3849 CTY “II”*

MOTION: (Lettau, Geise) Approve the sign application for the Rolling Meadows Self Storage, Tax ID# 006-0558-03 – 3849 CTY “II”, Larsen, WI 54947, including the following Plan Commission and Staff recommendations:

- Plan Commission and Board approval of the decorative vegetation proposed for the base of the sign
- Plan Commission and Board approval of the proposed location for the sign.
- Plan Commission and Board approval of the proposed lighting restrictions for the sign.
- Plan Commission and Board approval of the proposed telephone number and vacancy elements of the proposed sign.
- Payment of all sign-permit application fees.
- Documentation of the approval of the proposed sign by any overlying unit of government with jurisdiction.
- Proposed lighting does not interfere with traffic on CTH”II” and/or the neighboring housing units.

CARRIED by unanimous voice vote.

Mark Luebke returned to the Board to Chair the remainder of the meeting.

- D. **Discussion / Recommendation** – Board review of a revised 5-year Capital Improvement Plan for the Town’s Roads.

Discussion of revised 5-year Capital Improvement Plan for the Town’s Roads.

No motion.

- E. **Discussion / Action** – Board Review and possible award of a Contract for the reconstruction of Larsen Road from Clayton Avenue to CTY “76” to include the possible award of bid alternates for the construction of a pedestrian trail as part of the project.

Discussion about reconstruction of Larsen Road (Clayton Avenue to CTY “76”) and pedestrian trail.

MOTION: (Luebke, Geise) Move forward with the contract that Peters Concrete had bid for doing the entire construction of Larsen Road at a cost of \$687,530.20 along with the alternate of \$25,441.70 for a total of \$712,971.90, and instruct staff to look at the cost of the trail to be coming from our impact fees rather than our highway budget.

CARRIED by 3-2 roll call vote.

(Klingenger = yes, Schmidt = no, Luebke = yes, Lettau = no, Geise = yes)

- F. **Discussion / Action** – Approval of a change order request from M&E for the Larsen Road reconstruction project.

MOTION: (Geise, Klingenger) Approve the change order request from M&E for the Larsen Road reconstruction project for Option 1 the entire project award to \$95,812.00.

CARRIED by unanimous voice vote.

- G. **Discussion / Action** – Town Board approval of contract for engineering services and appointment of a Town Engineer to a one-year term, starting May 1, 2010.

Requests For Qualifications – sent to a number of individuals, some responded and some did not respond, review committee selected four to interview, interviewed the four, selected two, sent Request For Proposals to those two, and received two RFPs and reviewed them.

Separated standard engineering from projects with scope of services for each future project

Committee representative Dick Knapinski reported: final two RFPs were M&E and FOTH; committee recommended M&E for a number of reasons: local location of headquarters, their history and knowledge of working with the town, the cost considerably lower than the other proposal, a number of issues brought up during negotiations and discussions, received assurances of changes in customer service issues going forward.

Result: 3-year contract with 1-year appointments; contract will be brought back to Board for final approval; allows town certain options of making decisions based upon performance; RFQ RFP reserved right to arbitrarily pick a project at any point in time and go out and bid it to ensure we are receiving a competitive price for the project.

MOTION: (Klingenger, Lettau) Appoint M&E as the Town’s engineer subject to a 3-year contract with 1-year terms starting May 1, 2010.

CARRIED by unanimous voice vote.

- H. **Discussion / Action** – Town Board appointment of a Town of Clayton Plan Commission member to a three-year term, starting May 1, 2010.

- Teri Adler wants to continue serving on Plan Commission
- Don DeLapp is interested in serving on Plan Commission

MOTION: (Lettau, Schmidt) Appoint Teri Adler to Town’s Plan Commission for a 3-year term starting May 1, 2010.

CARRIED by unanimous voice vote.

- I. **Discussion / Action** – Town Board appointment of a Town of Clayton Green Space Committee member to a three-year term, starting May 1, 2010.

- Hold over appointment to a future meeting as there is no interest from residents yet.

- J. **Discussion / Action** – Referral by the Town Board to the Town’s Plan Commission of a project to complete the costs analysis for remodeling of the existing fire station and construction of a comparable new fire station. When completed, both structures shall comply with National Fire Protection Association, State Department of Commerce, and Town Ordinance standards. The Plan Commission is to report its findings to the Town Board on or before August 31, 2010.

MOTION: (Klingenger, Geise) In accordance with the Plan Commission Ordinance refer the project of comparing costs per the annual meeting back to the Plan Commission.

CARRIED by unanimous voice vote.

K. **Discussion / Action** – Board approval of a Revised Developer’s Agreement with Ms. Holly Galassi for the extension of Darrow Road approximately 180 feet to the north in the existing road right-of-way.

- Ms. Galassi not present.

MOTION: (Klingenberger, Schmidt) Hold it over to the May 5th meeting.
CARRIED by unanimous voice vote.

L. **Discussion / Recommendation** – Board direction to staff relative to seeking bids for the engineering required to provide the Town’s Plan Commission with the data required to make its report to the Town Board on the Town’s Fire Department structures.

- Volunteers can begin helping to look for funding.

MOTION: (Lettau, Schmidt) Instruct Town Administrator to give us an RFP (Request For Proposal) relative to the data required to make a report to the Town Board on the Town’s fire department bringing it back to the first meeting in May regarding the remodel and new structure.
CARRIED by unanimous voice vote.

M. **Discussion / Recommendation** – Board direction to staff relative to creating a Town Ordinance setting speed limits on certain specified Town Roads.

MOTION: (Schmidt, Geise) Give Town Administrator direction to update an ordinance of setting speed /limit on town roads.
CARRIED by unanimous voice vote.

VII. Upcoming Meeting Attendance

- WTA on April 24 – Urban Towns Committee workshop – rules of storm water
- Trail planning workshop – May 6
- Set date for meeting with Cassy Lane regarding drainage issues there

IX. Board Member Requests for Future Agenda Items

- Cassy Lane drainage issues – set meeting with residents, then it will be placed on agenda

X. Approval of Disbursements

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

XI. Adjournment – 9:22p

MOTION: (Unanimous consent) Adjourn.
CARRIED.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*