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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

June 2, 2010
 7:00 p.m. – 9:37 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 Nester-Huebner, Public Works Foreman Pamerter, Town Engineer Brueggeman

Meeting properly posted; three locations in the Town.

II. Approval of Minutes

- Regular Town Board Meeting – May 19, 2010

MOTION: (Unanimous consent) Approve May 19, 2010, Town Board meeting minutes as written.
 CARRIED by voice vote.

III. Open Forum – Non-Agendized Town-related Matters – None

IV. Correspondence

- Marge Pearce (received 5/19/2010) – Governor Doyle signed AB 260 and SB 172 (update/email)
- Winnebago County Health Department (received 5/20/10) – May Newsletter, Lyme Disease (information sheet), and Oshkosh/Winnebago County Community Health Improvement Plan (pamphlet)
- Winnebago County Zoning Department (received 5/27/2010) – No document(s) for the Town of Clayton to review for the Public Hearing (June)

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

- County Supervisor Report – Joanne Sievert present: County Board to consider a request for two new pods added to the County jail, County Board to discuss new emergency communication radios that involve a large sum of money so there will be discussion about appropriation of funds, Joanne sent communication to legislature regarding Hwy 44/41 bridge because Department of Transportation wants to connect Hwy 41 and Interstate 43 just south of DePere by 2020
- Winnebago County Sheriff's Dept. – Deputy McMillen present: speed limit enforcement Clayton Ave. and Larsen Road
- Clayton-Winchester Fire Chief Report – Fire Chief not present, 37 Fire Calls YTD, through fund-raising money received Department received its vehicle stabilization struts and cribbing equipment – equipment to be demonstrated at this year's ClaytonFest
- Administration Comments – Town Administrator: met with Cassy Lane regarding drainage issues, routine activities to complete them; Clerk: Summer Newsletter will be mailed early next week, Winneconne Schools Referendum will be Tuesday, June 8, 2010, and polls are open 7:00 a.m. – 8:00 p.m., ClaytonFest on June 12, 2010; Public Works Foreman: mowing ditches underway, ClaytonFest preparations; Town Engineer: on schedule 3rd week June for Larsen Road project, working with utilities to move them for this project, park entrance still needs to be paved and estimate due from NEA regarding time-frame; Supervisor Klingenberger: asked for clarification of status for Rodeo Bar's alcohol license application; Supervisor Schmidt: asked for clarification as to new Yard Waste Site hours (New hours effective July 1, 2010)

VI. Plan Commission

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

- Presentation of Plan Commission review and recommendation of a Scope of Services for the engineering required to provide the Plan Commission with the information necessary to make its report to the Town Board on the Town's Fire Department Structures

Plan Commission recommended approval of the Town Engineer's Scope of Services document for the Town's Fire Hall Comparison Study Project.

VII. Business

- A. **Discussion / Action** – Operator Licenses
 - New – Madalyn D. Crum
 - New – Shannon A. White
 - New – Brian M. Wilcox

MOTION: (Unanimous consent) Approve operator license for Madalyn D. Crum.
CARRIED.

MOTION: (Lettau, Schmidt) Deny operator license for Shannon A. White.
CARRIED by 4-1 voice vote. (Geise = no)

MOTION: (Geise, Klingenberger) Approve operator license for Brian M. Wilcox.
CARRIED by unanimous voice vote.

- B. **Discussion / Action** – Town Board approval of a Scope of Services for the engineering required to provide the Plan Commission with the information necessary to make its report to the Town Board on the Town’s Fire Department Structures

The services will allow the Town’s Plan Commission to generate financial estimates for comparable Fire Department structures (a new fire station vs. a remodeled station) and to make a recommendation to the Board on how to proceed with this issue base upon current cost estimates.

Both the Plan Commission and the Consultant agree on what constitutes a comparable structure and a compliant building.

MOTION: (Geise, Schmidt) Approve an amount not to exceed \$10,500.00 for the Scope of Services for the engineering required to provide the Plan Commission with the information necessary to make its report to the Town Board on the Town’s Fire Department Structures
CARRIED by unanimous voice vote.

- C. **Discussion / Action** – Town Board approval of a 3-year contract for Municipal Engineering services with Martenson and Eisele, Inc., 1377 Midway Road, Menasha, WI 54952

Jonathon Bartz of Martenson & Eisele present.

Monthly fee for routine services (including meeting attendance), fee schedule for reimbursable expenses and task-based hourly billing rates

MOTION: (Klingenberger, Lettau) Approve a 3-year contract for Municipal Engineering services with Martenson and Eisele, Inc., 1377 Midway Road, Menasha, WI 54952.
CARRIED by unanimous voice vote.

- D. **Discussion / Action** – Review and approval by the Board of a Memorandum of Understanding between the Town of Clayton and the Teamsters General Union Local 662 relating to Town Employees that serve as volunteers with the Clayton/Winchester Joint Fire Department

Clayton/Winchester Joint Fire Department – controlled by an independent Board, no direct Town control over personnel issues

Memorandum of Understanding outlines the understanding between the Town and the Union as to how the process will work, what constitutes reasonable action under the Union contract, and the dual employee’s obligations to the Public Works Department

MOTION: (Schmidt, Klingenberger) Approve the Memorandum of Understanding between the Town of Clayton and the Teamsters General Union Local 662 relating to Town Employees that serve as volunteers with the Clayton/Winchester Joint Fire Department.
CARRIED by unanimous voice vote.

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

MOTION: (Geise, Schmidt) Approve the revised Town Employee Policy Manual subject to pagination and table of contents adjustments.

AMENDMENT to MOTION: (Lettau, Klingenberger) Effective date of January 1, 2010, application of the conditions of employment outlined in the Employee Manual in all non-represented personnel

issues, and application of the conditions of employment outlined in the Employee Manual in all represented personnel issues when the Union Contract is silent on the issue.
CARRIED by unanimous voice vote.

AMENDED MOTION: (Geise, Schmidt) Approve the revised Town Employee Policy Manual subject to pagination and table of contents adjustments, with an effective date of January 1, 2010, application of the conditions of employment outlined in the Employee Manual in all non-represented personnel issues, and application of the conditions of employment outlined in the Employee Manual in all represented personnel issues when the Union Contract is silent on the issue.
CARRIED by unanimous voice vote.

- F **Discussion / Action** – Review by the Board of the conditions required for the Town Board to accept the jurisdictional transfer of CTH “T” from Winnebago County to the Town of Clayton

Town resident input:

- Joanne Sievert, 7383 Murray Rd., Neenah, commented about the following – County’s inability to force Town to change, process of State turning over State Road 150 to County (now CTH “II”), long-lasting effects of decision on road switch, Winnebago County Board Highway Committee contains only one Town representative (Tom Egan) and rest of members are from cities
- Patty Stanek, 8395 CTH “T”, Larsen – asked for clarification of road swap request, standards of road to support heavy commercial vehicles that travel through downtown Larsen, bridge east of downtown Larsen, and condition of culvert just north of downtown Larsen
- Marvin Grunske, 8461 Pioneer Road, Larsen – commented about Winnebago County trucks hauling blacktop traveling on CTH “II” to Pioneer Road
- Kenton Wiedenbeck, 8376 CTH “T”, Larsen – commented on downtown Larsen intersection, asked for clarification of preservation/modification of intersection if Winnebago County maintains current location of CTH “T”
- Mike Ott, 8421 Pioneer Road, Larsen – commented on level of service on Town roads, number of residential driveways on Pioneer Road, and increased truck traffic
- Mike Ott, 8421 Pioneer Road – commented on level of service on our Town roads, number of driveways on Pioneer Road, and effects of potential change
- Joanne Sievert – commented on possibilities for County Road T in the area of the curves
- Patty Stanek – commented on number of quarries, dump trucks traveling through Town, and traffic patterns
- Bob Breaker, 3664 Larsen Rd., Neenah – commented about cost of any changes to the curves and about co-op truck traffic
- Jesse Gander, 8426 Pioneer Road, Larsen – commented about revitalizing Larsen and his concern about the possible road exchange
- Richard Christianson, 8493 Pioneer Road, Larsen – commented on Pioneer Road traffic, culvert on Pioneer Road, and traffic through downtown Larsen
- Patty Stanek – commented about a sidewalk from the bridge through town residential area
- Bob Breaker – commented about what CTH “T” might look like if we didn’t trade
- Mike Ott – commented about improvements to road through Larsen and property values
- Marvin Grunske – commented about right-of-way on CTH “T”

MOTION: (Klingenberger, Geise) Have staff respond with requirements as our conditions for accepting this request.
CARRIED by 4-1 voice vote. (Lettau = no)

- G. **Discussion / Recommendation** – Update to the Board on the residents’ request to design and construct a passing lane at the intersection of CTY ‘76” and Windfield Drive

No action needed tonight.

- H. **Discussion / Recommendation** – Update to the Board on the residents’ request to improve the quality of the road-side drainage on Cassy Lane in the Plat of Breaker Ridge

Board direction: Move forward with this.

- I **Discussion / Action** – Town Board approval of the staff request for authorization to purchase Outdoor Message Centers to support the Town’s posting requirements

MOTION: (Lettau, Klingenberger) Authorize the purchase of four (4) Outdoor Message Centers for a cost not to exceed \$ 1800.00, with funding to come from the CY 2010 Capital Expenditure Budget Town Office line item.

CARRIED by unanimous voice vote.

VII. Upcoming Meeting Attendance

- Thursday, June 3, 2010 – 1:30 p.m. – Outagamie County Airport Overlay Ad Hoc Committee Meeting (tentative)
- ClaytonFest Meeting – Tuesday, June 8, 2010, 7:00 p.m.
- Airport Overlay Meeting – Wednesday, June 9, 2010, 1:30 p.m.

IX. Board Member Requests for Future Agenda Items – none

X. Approval of Disbursements

MOTION: (Unanimous consent) Approve disbursements as presented, except holding Winnebago County bill.

CARRIED.

XI. Adjournment – 9:37p

MOTION: (Unanimous consent) Adjourn.

CARRIED.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*