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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

July 7, 2010
 7:00 p.m. – 9:18 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 – June 16, 2010

MOTION: (Unanimous consent) Approve June 16, 2010, Town Board meeting minutes as written.
 CARRIED by voice vote.

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

- Charlene Hayward, 8195 Golf Course Drive, Neenah – Topic: Drainage/ditch grade
- Carol Ihde, 7834 State Road 76 – Topic: Developed/undeveloped in Golf Course Drive

IV. Correspondence

- Town of Winneconne (received 6/29/2010) – Notice of Public Hearing for Future Land Use Plan
- Winnebago County Zoning Department (received 6/28/2010) – Nothing to review for July hearing

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

- County Supervisor Report – no supervisor present
- Winnebago County Sheriff's Dept. – no deputy present
- Clayton-Winchester Fire Chief Report – Fire Chief not present
- Administration Comments – Clerk: Voting Equipment supplier change –contract just signed for hardware and software support with Premier/ES&S will be transitioning over to the divested company called Dominion – reason for change is Winnebago County will be switching over and will continue to support us as they have in the past if we also switch over to Dominion, Clerk will be at Clerk's Institute next week; Public Works Foreman: mowing ditches in subdivisions, cutting cattails in the ditches; Town Engineer: Larsen Road project gas main to be relocated this week, utility work almost done, contractor will be in Monday to start construction and grading; Supervisor Lettau: Recycling over 100 lbs per person in TOC, next nearest town is 99.8 lbs per person in Town of Nekimi.

VI. Business

- Discussion / Action** – Operator Licenses
 - New – Anthony R. Olsen (present)
 - New – Amanda R. Munson
 - Renewal – Linda K. Dickman (present)
 - Renewal – Katherine L. Wolf
 - Renewal – Donna J. Utecht

MOTION: (Unanimous consent) Approve operator license for Anthony R. Olsen.
 CARRIED.

MOTION: (Unanimous consent) Approve operator license for Amanda R. Munson.
 CARRIED.

MOTION: (Unanimous consent) Approve operator license for Linda K. Dickman.
 CARRIED.

MOTION: (Unanimous consent) Approve operator license for Katherine L. Wolf.
CARRIED.

MOTION: (Unanimous consent) Approve operator license for Donna J. Utecht.
CARRIED.

B Discussion / Action – Town Board review and approval of Resolution #2010-014 a Resolution Authorizing a model road side drainage-improvement project on the north side of Cassy Lane in the Plat of Breaker Ridge. The following is a list of the benefitted properties:

1. Rose: 2694 Cassy Lane / Tax ID #006-1502
2. Batton: 2718 Cassy Lane / Tax ID #006-1503
3. Pickruhn: 2734 Cassy Lane / Tax ID #006-1504
4. Stoffel: 2746 Cassy Lane / Tax ID #006-1505
5. Hendrick: 8077 Nichole Heights / Tax ID #006-1506

Residents Commenting on Ditches:

Bruce Bondow (3918 County Road II), Steve Rose (2694 Cassy Lane), Carol Ihde

The following issues have been resolved in the following manner:

1. The details and timeline for the Special Assessment of the project to the benefitted property owners. The benefitted property owners will have the following options to pay for the project costs:
 - a. To pay for the hard costs of the project on a net-30-day invoice.
 - b. To pay for the full-burden project costs on a Special Assessment due and payable with the CY 2010 Taxes payable in CY 2011.
2. A common understanding of a successful project: a ditch that can be mowed with a common lawnmower and a ditch flow-line that is only wet as a result of a recent rain and/or outflow from a household sump pump and roof drains.

All of the listed property owners have agreed to participate in the project which will be approximately 1,000 feet from start to finish.

The not-to-exceed hard costs for the complete project (1,000 feet) are listed below:

1.	Labor:	\$ 1,719.12	(3 individuals for 3 days at fill-burden wages*)
2.	Town Engineer:	\$ 1,065.00	(survey crew to set and record grade on tiles)
3.	Rental Equipment:	\$ 250.00	(mini-excavator rental for 1 day)
4.	Concrete Tile:	\$ 3,000.00	(\$3.00 per linear foot for 1,000 feet)
5.	Geotextile Fabric:	\$ 585.00	(390 square yards @\$1.50 per yard)
6.	Clear Stone:	\$ 916.65	(101.85 tons @ \$9.00 per ton)
7.	Restoration:	\$ 250.00	(top soil 10 yards @@20.00 per yard, seed 10 pounds @ \$3.00 per pound, plus misc.)
8.	TOTAL:	\$ 7,785.77	
9.	Contingency:	\$ 778.58	(10% of estimated project costs)
10.	GRAND TOTAL:	\$ 8,564.35	

*The full-burden, per-foot cost for a 1,000-foot project is \$8.56.

The not-to-exceed hard costs for the complete project (1,000 feet) are listed below:

1.	Concrete Tile:	\$ 3,000.00	(\$3.00 per linear foot for 1,000 feet)
2.	Geotextile Fabric:	\$ 585.00	(390 square yards @\$1.50 per yard)
3.	Clear Stone:	\$ 916.65	(101.85 tons @ \$9.00 per ton)
4.	Restoration:	\$ 250.00	(top soil 10 yards @@20.00 per yard, seed 10 pounds @ \$3.00 per pound, plus misc.)
5.	TOTAL:	\$ 4,751.65	
6.	Contingency:	\$ 475.16	(10% of estimated project costs)
7.	GRAND TOTAL:	\$ 5,226.81	

The per-foot hard cost for a 1,000-foot project is \$5.22.

Staff will prepare the Special Assessment documents needed to levy the assessments. The most equitable way to levy Special Assessments and/or fees for a project constructed by the linear foot is by assigning the costs of the project by linear foot of property owned.

The assessable costs per linear foot would be \$5.22 (Concrete Tile \$3,000.00, Geotextile Fabric \$585.00, Clear Stone \$916.65, restoration \$250.00, and a 10% contingency of \$475.16 divided by 1,000 feet of frontage). Funding for the project would come from the Town's CY 2010, General Fund, Public Works, Street Maintenance Budget, line item.

MOTION: (Klingenberger, Geise) Adopt Resolution #2010-014: A Resolution Authorizing a model road-side drainage-improvement project on the north side of Cassy Lane in the Plat of Breaker Ridge, benefitting the following properties:

- 1. Rose: 2694 Cassy Lane / Tax ID #006-1502
- 2. Batton: 2718 Cassy Lane / Tax ID #006-1503
- 3. Pickruhn: 2734 Cassy Lane / Tax ID #006-1504
- 4. Stoffel: 2746 Cassy Lane / Tax ID #006-1505
- 5. Hendrick: 8077 Nichole Heights / Tax ID #006-1506

CARRIED by unanimous voice vote.

- C. **Discussion / Action** – Town Board action on a Change Order to the Larsen Road project. The Change Order would put placing the final lift of asphalt on the project into CY 2011.

The proposed change order is based on placing the final course of asphalt on the project in CY 2011. This would allow the Town to repair any potential soft spots in the road prior to placing the final lift of asphalt. By doing this there would be no evidence of the repair and no seams in the road that could generate problems in the future.

Based on the Contractor's proposal both the Town Engineer and the Administration would recommend pulling the second lift of asphalt from the contract and re-bidding the work in CY 2011. This process would still require that the Contractor ramp the pavement joints and place some temporary centerline striping on the road.

Resident Comments:

Carol Ihde – Topic: Contractor

Town Board Direction – leave Larsen Road project plan as-is

- D. **Discussion / Action** – Town Board review and approval of a bid for centerline painting certain Town Roads as part of the Town's Annual Road Maintenance projects.

Road Centerline painting RFP issued to the following firms:

Valley Seal Coat, Inc.	No bid returned
American Pavement Solutions	No bid returned
Drechsler Midstate	No bid returned
Wisconsin Sealcoat	No bid returned
Winnebago County	Bid returned

MOTION: (Lettau, Schmidt) Approve Winnebago County's CY 2010 road centerline painting proposal at a cost not to exceed \$7,000.00, with funding for the project to come from the Town's CY 2010 Public Works Operations, Line Painting Budget line item.

CARRIED by unanimous voice vote.

- E. **Discussion / Action** – Town Board review and approval of an engineering proposal for replacing two (2) culverts and double chip sealing Pioneer Road for approximately 5,300 linear feet, from Medina Junction Road to Winnegamie Drive.

Engineering portion of the project only.

Project cost: this is the only project impacted by the Larsen Road project cost

MOTION: (Klingenberger, Geise) Proceed with engineering for replacing two (2) culverts and double chip sealing Pioneer Road for approximately 5,300 linear feet, from Medina Junction Road to Winnegamie Drive, at a cost not to exceed \$4,500.00.

CARRIED by unanimous voice vote.

- F. **Discussion / Action** – Town Board review and approval of an engineering proposal for replacing a 36-inch reinforced concrete culvert pipe with end-walls. The project location is approximately ½ mile south of Larsen Road on Oakwood Avenue and is a project undertaken as part of the Town’s Culvert and Bridge Aids Program with the County.

Engineering portion of the project only.

MOTION: (Geise, Klingenberger) Approve the engineering proposal for replacing a 36-inch reinforced concrete culvert pipe with end-walls, item #3 on memo; project location is approximately ½ mile south of Larsen Road on Oakwood Avenue and is a project undertaken as part of the Town’s Culvert and Bridge Aids Program with the County, at a cost not to exceed \$9500.00.
CARRIED by unanimous voice vote.

- G. **Discussion / Action** – Town Board review and approval of an engineering proposal for replacing a 12-inch corrugated steel culvert under Oakridge Road approximately 1,500 linear feet west of STH “76”.

Engineering portion of the project only.

Resident commenting on level of flow-line of culvert:

Amos Ihde (7834 State Road 76), Chris Anderson (2950 Oakridge Road)

MOTION: (Geise, Schmidt) Approve the engineering proposal for replacing a 12-inch corrugated steel culvert under Oakridge Road, approximately 1,500 linear feet west of STH “76” (approximately in front of the 3rd house west of State Road “76”), at a cost not to exceed \$4,500.00, item #4 on memo, working with Mr. Ihde and neighbor.
CARRIED by unanimous voice vote.

- H. **Discussion / Action** – Town Board review and approval of an engineering proposal for replacing an 18-inch +/- wooden steel culvert under the WIOUWASH Trail at the north end of Trail Head Park.

Engineering portion of the project only.

Residents commenting on topic:

Bruce Bondow, Carol Ihde

Board direction: Work with County and NEA to further investigate options

- I. **Discussion / Action** – Town Board approval of a revised CY 2010 Fee Schedule to include fees for Provisional Class “A”, Class “B”, Beer and Wine Provisional Licenses, Building Permit Reports, and others.

Susan Rubick, 7853 County Road T – Topic: Cemetery Fees

MOTION: (Klingenberger, Lettau) Approve revised CY 2010 Fee Schedule to include fees for Provisional Class “A”, Class “B”, Beer and Wine Provisional Licenses, Building Permit Reports, and others.
CARRIED by unanimous voice vote.

- J. **Discussion / Action** – Town Board approval of a refund for a Cigarette and Tobacco Products Vending Machine License for Willie Beamons, Inc.

Susan Rubick – Topic: Refund of application fee

MOTION: (Klingenberger, Schmidt) Deny the refund to Willie Beamons, Inc., for a Cigarette and Tobacco Product Vending Machine License.
CARRIED by 4-1 voice vote. (Geise = No)

- K. **Discussion / Recommendation** – Town Board direction to staff relative to growth in the Town of Clayton

We have a Land Use Map Plan for future growth.

Subdivision Ordinance and Road Standards – Take to Plan Commission to discuss with them

- L. **Discussion / Recommendation** – Town Board direction to staff on a Maintenance Policy for Stormwater Management Devices owned by Subdivision Residents and/or Development Owners' Associations

Draft a policy that deals with these areas where we have maintenance easements and proceed through the process – for maintaining the stormwater management systems throughout the Town

VII. Upcoming Meeting Attendance

- Monday, July 12, 2010 (7:00 pm) – Joint Fire Board (Location: Town of Winchester)
- October 11, 2010 – Joint Fire Board (Location: Town of Clayton)

IX. Board Member Requests for Future Agenda Items – none

X. Approval of Disbursements

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

XI. Adjournment – 9:18p

MOTION: (Unanimous consent) Adjourn.
CARRIED.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*