

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, November 5th, 2014

Town Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice Verification, Roll

1. Town Board Chairman Luebke 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 Luebke	PRESENT
Supervisor Geise	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Bowen	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Rose Simon	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, October 1st, 2014.
- B. Approval of the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, October 15th, 2014.

MOTION:

Motion made by unanimous consent to approve the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, October 1st, 2014 and October 15th, 2014.

IV. Open Forum – Town-related Matters not on the Board’s Agenda:

- A. Please complete the “Request to Speak at Meeting” form located on the agenda/sign-in table and submit to the form to the Town Clerk. Pursuant to Wisconsin Statutes 19.32(2) and 19.84(2), Town related matters not on the Agenda may be presented; however, only limited discussion may occur and no action may be taken until specific notice of the subject matter of the proposed action can be given.
 - Mike Pfankuch discussed mowing of the ditches during the summer months.
 - Provide mowing service for surrounding communities.

- Requested that Richard do a feasibility study to place on the meeting agenda in January or February.

V. Correspondence:

- A. Correspondence from the Winnebago County Planning and Zoning Department.
- B. Correspondence from the Brown County Citizens for Responsible Wind Energy.
- C. Correspondence from the Winnebago County Highway Commissioner.

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

- A. County Supervisor Report
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
- C. Clayton-Winchester Fire Department
- D. Larsen-Winchester Sanitary District
 - Copy of proposed budget for 2015 reviewed with Town Board.
 - Hired Town of Clayton for snowplowing access road to ponds. (One pass once a month).
 - Planning stages for fall draw down.
- E. Administration Comments
 - Mary Jo Miller discussed capital project progress relative to seeding ditches and care that residents need to do in order to restore ditches. Seed mixture to be used. Residents don't always mow and fertilize the new lawn like it should be.
 - Attorney Simon had nothing to report.
 - Administrator Johnston discussed with a residence on Oakwood relative to aprons. He said that he should have checked with us before installing it. He will be removing it.
 - Building permit reviewed. Supervisor Geise reported on Husbandry/Farming meeting with Winnebago County.

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. Abby Rieckmann
 - ii. David Cheslock
 - iii. David Richardson
 - iv. Nathan Charais

- B. Renewal:
 - i. None

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. No Referrals.

IX. Business referred by the Green Space Committee:

- Town Board receipt, review, and consideration of Green Space Committee Referrals (second Town Board meeting of the month):
- A. No Referrals.

X. Business:

- A. Discussion/Action: Town Board review and consideration of Resolution 2014-015 A Resolution adopting an increased Fee for the Town's Residential Solid Waste and Recycling Utility from \$187.59 to \$200.00.

Attached please find a draft copy of Resolution 2014-015 A Resolution adopting an increased Fee for the Town's Residential Solid Waste and Recycling Utility from \$187.59 to \$200.00. As part of the Town's CY 2015 budgeting process the Administration has recommended that the Board increase the Solid Waste and Recycling Fee from \$187.59 to \$200.00. The \$12.41 increase is the first increase since the Solid Waste and Recycling program was started in CY 2008 and amounts to \$2.06 per year. Please be advised that in the past few years staff has placed many of the yard waste functions into the Solid Waste and Recycling Utility including the replacement cost of capital equipment used by the Utility. This process will allow the Town to allocate the cost of capital equipment to where it is used and to replace that capital equipment in a timely manner. If the Board agrees with the Administration's recommendation, a motion would be in order to approve Resolution 2014-015 A Resolution adopting an increased Fee for the Town's Residential Solid Waste and Recycling Utility from \$187.59 to \$200.00 with an implementation date of January 1st, 2015.

MOTION:

Motion by: Chair Luebke

Seconded by: Supervisor Grundman

Motion: Motion to increase the Solid Waste and Recycling Utility from \$200.00 with an implementation date of January 1st, 2015.

Motion carried by unanimous consent.

Chair requested roll call vote:

Supervisor Schmidt: Aye

Supervisor Grundman: Aye

Supervisor Lettau: Aye

Supervisor Geise: Aye

Chair Luebke: Aye

Motion carried 5 ayes and 0 nays.

- B. Discussion/Action: Town Board review and consideration of the material relating to the Public Hearing and the Special Town Electors Meeting scheduled for Wednesday, November 19th, 2014 to adopt the Town Tax Levy and Transportation Budget as presented by the Town Board.

As a result of a publication error by the Administration, the Town's Public Hearing and Special Electors Meeting have been moved to Wednesday, November 19th, 2014. This delay should have no impact on the Tax Bill generation process or the mailing of the Tax Bills to Town residents. To keep the Board up to date the Administration has attached all of the information that is going to be covered at the Public Hearing and the Special Electors Meeting. Staff will review the material with the Board as part of its meeting agenda, however, please be advised that the Draft CY 2015 General Fund Budget is balanced with a slight levy increase to fund the Clayton/Winchester Joint Fire Department

and First Responders. The only items not included are the Power Point Presentation slides that will be used to review the CY 2015 Budget Summary during the Public Hearing and the Special Electors Meeting.

NO ACTION TAKEN

- C. Discussion/Action: Town Board review and consideration of proposals from Cedar Corporation and Martenson & Eisele, Inc. for providing engineering services related to the provision of Municipal Sanitary Sewer and Municipal Water to the northeast and southeast quadrants of the Town of Clayton.

With approval from the Town Chair the Administration solicited a proposal from Cedar Corporation for a comprehensive study relative to providing municipal sanitary sewer and municipal water to the southeast and northeast quadrants of the Town of Clayton. Approval of, and completion of the study will provide the Board with the tools it needs to make an educated decision relative to the provision of the stated utilities. Both Martenson & Eisele, Inc. and Cedar Corp. have submitted proposals; please be advised that the cost of each proposal may vary significantly because they are not based on exactly the same scope of services. The Administration would like to remind the Board that it has been discussing this issue since early in CY 2007. This discussion started with a survey of area residents and study relating to the provision of municipal utilities to the southeast quadrant of the Town. The discussion continued with the CY 2008/09 update of the Town's Comprehensive Plan. During my tenure with the Town several studies have been completed in both the southeast and the northeast quadrants of the Town. None of the studies have had enough detail to provide the Board with sufficient information to make an educated decision on the issue. This is one of those forks in the road that staff has referred to during its discussions with the Board. If the Board proceeds with the project it will have invested the money to make an educated decision. The next fork in the road is likely to require that the Board invest more money in the project. Since much money has been invested and little progress has been made in the past years, the Administration feels strongly that a new set of eyes on the project will be likely to generate new options and concerns that should be considered. Following a detailed review of both proposals, the Administration would like to recommend that the Board approve the proposal submitted by Cedar Corp at a base cost not to exceed \$55,000.00 with any additional work to be specifically approved by the Board. Any additional cost should be limited to the \$20,000.00 of work over and above the base cost of the study as proposed. The Administration is recommending that the Board approve the proposal so that staff can move forward with the investigative and planning process. The Administration is recommending that funding for the project come from the Town's unrestricted reserve accounts. If the Board agrees with the Administration's recommendation, a motion would be in order to approve the proposal submitted by Cedar Corp at a base cost not to exceed \$55,000.00 with any additional work to be specifically approved by the Board. Any additional cost should be limited to the \$20,000.00 of work over and above the base cost of

the study as proposed with funding for the project to come from the Town’s unrestricted reserve accounts.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion: Motion that we approve the proposal from the Cedar Corp at a base cost not to exceed \$55,000 with any additional work to be specifically approved by the Board and any additional costs should be limited to the \$20,000 of work over and above the base cost of the study as proposed with funding for the project to come from the Town’s unrestricted reserve accounts.

Motion carried by unanimous consent. Administrator Johnson will draft the resolution.

D. Discussion/Action: Town Board review and consideration of a three-year proposal submitted by Schenck SC to provide the Town of Clayton with Municipal and Utility Audits for CY 2014, CY 2015, and CY 201

Attached please find a revised copy of a proposal submitted by Schenck SC to provide the Town of Clayton with Municipal and Utility Audits for CY 2014, CY 2015, and CY 2016. During the Administration’s tenure with the Town, Schenck SC has been the Town’s auditor. The costs and the revised costs for the annual audit of the Town and its related utilities are as follows:

	CY 2014	CY 2015	CY 2016
Audit of Basic Statements – General Town			
Audit of Basic Statements	\$6,500.00	\$6,600.00	\$6,700.00
Stormwater Management Utility	\$2,000.00	\$2,300.00	\$2,400.00
Preparation of State Financial Report Form	\$ 500.00	\$ 550.00	\$ 600.00
	\$9,000.00	\$9450.00	\$9,700.00

REVISED

	CY 2014	CY 2015	CY 2016
Audit of Basic Statements – General Town			
Audit of Basic Statements	\$6,500.00	\$6,600.00	\$6,700.00
Stormwater Management Utility	\$2,200.00	\$2,200.00	\$2,200.00
Preparation of State Financial Report Form	\$ 500.00	\$ 500.00	\$ 500.00
	\$9,200.00	\$ 9300.00	\$9,400.00

Based on the revised proposal submitted by Schenck SC, the savings to the Town over the three year term of the Agreement is \$250.00. Given that Schenck SC is familiar with the Town’s accounting and the changes that are occurring in the accounting process, the Administration is inclined to recommend approval of the revised 3-year proposal submitted by Schenck SC at the stated costs. If the Board agrees with the Administration’s recommendation, a motion would be in order to approve the proposal submitted by Schenck SC at the stated revised costs per year.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion: Motion that we approve the proposal submitted by Schenck as listed above.

Motion carried by unanimous consent.

XI. Upcoming Meeting Attendance:

11/19/14 – Husbandry meeting with Winnebago County. Recommend sending Dick Knapinski.

XII. Board Member Requests for Future Agenda Items:

- Snow fencing around Elmer property
- Sale of Elmer property.

XIII. Review of Disbursements:

XIV. Adjournment:

MOTION:

Motion made by unanimous consent to Adjourn at 7:37 p.m.

NO ACTION TAKEN

Respectfully submitted,

Laurie L. Goffard, Administrative Assistant