

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:36 P.M. on Wednesday, November 4th, 2015

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

I. Call to Order:

A. Notice Verification, Roll

1. Town Board Chairman Geise 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 Geise	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Reif	ABSENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Straw	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Ashley Lehocky	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 21st, 2015.

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 21st, 2015.

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

V. Correspondence:

- A. Zoning Reports and Ordinances from the Minutes of the Winnebago County Board meeting.
- B. Schedule of Chairman’s Meeting from the Winnebago County Planning and Zoning Department.
- C. Wisconsin Towns Association Legislative Alert.

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
- E. Administration Comments
 - Engineer Miller discussed the current work in the Town of Clayton. 2016 roadway work will have some surveying and soil borings done this month. Authorization has been given to Chair Geise to approve the Strawberry Fields project.
 - Administrator Johnston reviewed the B.I. report. At this time the Town of Clayton has a limited amount of vacant lots.
 - Treasurer Straw discussed working on special assessments for the 2015 property tax bills.
 - The Town Board discussed the Town of Clayton giving loans to businesses.
 - Supervisor Schmidt discussed the roads at Westfield Ridge and East Ridge Place having damage from large equipment. Discussed solutions and town staff to look at the roads.

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. Wyatt Castro
- 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 (first Town Board meeting of the month):
- A. No Referrals.

X. Business:

- A. Discussion/Action: Town Board review and consideration of Resolution 2015-014 A Resolution Adopting the Town's CY 2015 payable in CY 2015/16 Tax Levy and the Town's CY 2016 Transportation Budget as set by the Wednesday, November 4th, 2015 Special Meeting of the Town Electors; and Adopting the Town's CY 2016 Budget as Presented by the Town Board.

Attached please find a copy of Resolution 2015-014. The numbers and the vote from the Special Town Electors Meeting will be filled in by the Clerk following the Electors Meeting. The Board will then approve the attached Resolution to comply with the Town Electors Vote and set the Town's CY 2015 Payable in CY 2015/16 Town Tax Levy and CY 2016 Transportation Budget as presented by the Town Board. This Resolution should be voted on by a Roll Call Vote.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion: To approve Resolution 2015-014 A Resolution Adopting the Town's CY 2015 payable in CY 2015/16 Tax Levy and the Town's CY 2016 Transportation Budget as set by the Wednesday, November 4th, 2015 Special Meeting of the Town Electors; and Adopting the Town's CY 2016 Budget as Presented by the Town Board.

Vote: **Chair requested roll call vote:**

Supervisor Lettau: Aye

Chair Geise: Aye

Supervisor Grundman: Aye

Supervisor Schmidt: Aye

Motion carried unanimously.

B. Discussion/Action: Town Board review, consideration and acceptance of a donation of ClaytonFest revenues provided by the Drifters Snowmobile Club.

Attached please find a copy of the revenue and expense report for the CY 2015 ClaytonFest event provided Drifters Snowmobile Club. The Club's 25% of net revenues donation to the Town is \$2,694.02, the Board should take a formal action to accept these funds. The Administration recommends that the funds be dedicated to the development and maintenance of the Friendship Trail. This recommendation is based on the use of the Friendship Trail as a snowmobile trail during the winter months. If the Board agrees with the recommendation a motion would be in order to accept the donation of \$2,694.02 from the Drifters Snowmobile Club and to dedicate the money to the maintenance and development of the Friendship Trail.

- Administrator Johnston discussed areas of the trails where the water does not drain properly.

Motion carried by unanimous consent to accept the donation of \$2,694.02 for maintenance of the Friendship Trail.

C. Discussion/Action: Town Board review, consideration of a request by the Drifters Snowmobile Club to locate a snowmobile trail (for approximately 2,000 feet +/-) in the Right-Of-Way of Shady Lane west of Oakwood Avenue.

The Drifters Snowmobile Club is asking the Board for permission to extend a trail for approximately 2,000 feet +/- in the Right-Of-Way of Shady Lane west of Oakwood Avenue (see attached map). Several homes have been constructed in the Plat of Deer Trail Estates causing the need to move the trail from its extant location. The Administration has no real concerns about the trail as long as it is established and maintained as required by the State. If the Board is comfortable with the request a motion would be in order to authorize the Drifters Snowmobile Club to establish and maintain a snowmobile trail in the Right-Of-Way of Shady Lane for approximately 2,000 feet +/- west of Oakwood Avenue.

- Discussion regarding the grooming of the snowmobile trails.

Motion carried by unanimous consent to approve the Drifters Snowmobile Club request to locate a snowmobile trail (for approximately 2,000 feet +/-) in the Right-Of-Way of Shady Lane west of Oakwood Avenue.

- D. Discussion/Action: Town Board review and consideration of Pay Request #4 the Final Payment submitted by MCC, Inc., 2600 Roemer Road, Appleton, WI 54912 for the Town's CY 2015 Roadway Capital Improvements Projects.

Attached, please find a copy of Pay Request #4, the Final Pay Request submitted by MCC, Inc., 2600 North Roemer Road, Appleton, WI 54912-1137. Pay Request # 4 is in the amount of \$152,289.38. Both the Town Engineer and the Town Administrator have reviewed the pay request and agree that it is correct and should be paid. If the Board is comfortable with staff's recommendation, a motion would be in order to approve pay request #4, the Final Pay request in the amount of \$152,289.38 and to direct the Treasurer to make the payment to MCC, Inc., 2600 North Roemer Road, Appleton, WI 54912-1137.

Motion carried by unanimous consent to approve Pay Request #4 the Final Payment submitted by MCC, Inc., 2600 Roemer Road, Appleton, WI 54912 for the Town's CY 2015 Roadway Capital Improvements Projects.

- E. Discussion/Action: Town Board review and consideration of a list of tax delinquent properties for sale in the Town of Clayton by Winnebago County.

Attached please find a list of properties that are for sale by the County based on the fact that they are tax delinquent. The specific property in the Town of Clayton is identified on the attached map. The Administration would like to confirm that the Town Board has no interest in the property.

NO ACTION TAKEN.

- XI. Upcoming Meeting Attendance:
Joint Fire Board meeting on Monday, November 9th, 2015 at 7:00 p.m. in Winchester.
On Wednesday, November 11th at 5:00 p.m. there is a public informational meeting on the Town of Clayton Comprehensive Plan.
- XII. Board Member Requests for Future Agenda Items:
Sewer/water assessment policy.
- XIII. Review of Disbursements:
- XIV. Adjournment:
MOTION:
Motion made by unanimous consent to Adjourn at 8:17 p.m.

Respectfully submitted,
Laurie Goffard, Deputy Clerk