

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, December 3rd, 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 Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Geise	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, November 19th, 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, November 19th, 2014.

IV. Open Forum – Non-Agendized Town-related Matters:

V. Correspondence:

- A. Zoning Report & Ordinance Portion of the Winnebago County Board Meeting of Tuesday, October 21st, 2014.

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
 - Treasurer Bowen is done with preparing for tax bills. Possibly by next week we should be getting the tax bills mailed out.
 - Winagamie Golf Course liquor license changes.
 - Larsen Tavern liquor license changes in January of 2015.
 - Discussed Winnebago County tax system changes and how it affects the properties that have changed with a CSM throughout the year and no tax history on a new parcel.
 - Engineer Miller discussed low spots in driveways, etc.

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. No New Licenses Issued
- B. Renewal:
 - i. No Renewal Licenses Issued.

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 the Administration's Performance Evaluations for the following Town staff:
 - i. Town Treasurer
 - ii. Town Deputy Clerk/Administrative Assistant
 - iii. Town's Public Works Foreman.

The Administration would like review with the Board the Performance Evaluations of the Town's represented supervisory staff and non-represented staff. In the past, the Administration has annually reviewed the performance of the Treasurer, the Deputy Clerk/Administrative Assistant, and the Public Works Foreman. These Performance Evaluations are then presented to the Board for its review. Attached please find completed copies of both the employees' Performance Evaluation of themselves and the Administration's Performance Evaluation of the employee. Once completed and reviewed by the Board, all three Performance Evaluations will be placed in their respective Personnel Files. Additionally, following the completion of the Performance Evaluations the Board will need to consider the option of pay increases for non-represented staff.

MOTION:

Motion made by unanimous consent to approve the above listed Performance Evaluations.

- B. Discussion/Action: Town Board review and consideration of the Administration's recommendations for job reclassification and wage adjustments for the following Town staff:
- i. Town Treasurer
 - ii. Town Deputy Clerk/Administrative Assistant.

The Board has recently completed its review of the Administration's Annual Performance Evaluations of the Town's non-represented and union represented management employees. The Administration has made its recommendations relative to the Town's Teamsters represented employees. Based on the Performance Evaluations for the Town's non-represented staff the Administration believes that both parties deserve merit raises, however, the Administration is aware of the Board's interest in considering changes in the job classifications for both positions. Based on that understanding listed below please find the current compensation rates for both positions:

Position	CY 2014 Wage
Treasurer/Deputy Clerk	\$40,000.00
Administrative Assistant	\$13.00 per hour

Both Tori and Laurie have performed well above the Administration's expectations. Additionally, they have demonstrated a desire to not only perform their job assignments to an extremely high standard, but also to understand the "what and the why" of their jobs. Since both employees strive to understand the mechanics of their respective jobs it allows the Administration to ask both individuals to do more with less time and more accuracy. Specifically, if an employee understands the mechanics of her job she can take steps that make the work easier without impacting the next step in the process. Both individuals continue to do much more work than should be expected and that is allowing the Town to continue to improve its records, its file history, and its organization.

The Board will need to make a motion that would set and approve job reclassifications and any merit wage increases with an effective date of the first full payroll in CY 2015 with the funding to come from the Town's CY 2015 Undistributed Wage Line Item.

- Administrator Johnston discussed the progress of work of Tori Bowen and Laurie Goffard.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion: Motion that we approve the job reclassification from Treasurer/Deputy Clerk to strictly Town Treasurer and Administrative Assistant changed to Town Deputy Clerk/Administrative Assistant.

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 carries unanimously.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion: Motion to re-title the Town Treasurer to the Town Treasurer/Assistant Administrator.

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 carries unanimously.

MOTION:

Motion by: Chair Luebke

Seconded by: Supervisor Schmidt

Motion: Motion that we change the Treasurer/Assistant Administrator position salary beginning January 1, 2015 to \$44,000 annually.

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 unanimously.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Motion: That we take the Town Deputy Clerk/Administrative Assistant and move her hourly wage up to \$14.00 per hour starting January 1, 2015 and keep her as an hourly employee.

Motion carried unanimously.

Chair requested roll call vote:

Supervisor Schmidt: Aye.

Supervisor Grundman: Aye.

Supervisor Lettau: Aye.

Supervisor Geise: Aye.

Chair Luebke: Naye.

Motion carried unanimously.

C. Discussion/Action: Town Board direction to staff relative to the Administrator's Performance Evaluation and Contract renewal.

In the past the Town Chair has compiled the Board's Annual Performance Evaluation of the Town Administrator and presented that information to the Board. This information could be completed and presented to the Board at its Wednesday, December 17th, 2014 meeting. Additionally, during the past few months the Chair and the Board have discussed certain changes to the Administrator's Contract. For informational purposes the Administration has attached a copy of the Administrator's current Contract with the Town. If the Board wishes to proceed with the same process it should direct staff to place the item on the Board's Wednesday, December 17th, 2014 meeting for consideration and possible action.

- Chair directed Town Board supervisors to fill out evaluations to him by December 15, 2014. Forward this issue to the next meeting of December 17, 2014 for completed evaluations and contract discussion.
- Lengthy discussion regarding ACT 10 and amount of raises for Public Works employees.

D. Discussion/Action: Town Board review and direction to staff relative to the Town's Statement of Intent and CY 2015 Winnebago County, Industrial Development Board, Per Capita Funding Program Application.

Attached please find copies of the County's Industrial Development Board (IDB), Per Capita Funding Program, Statement of Intent and CY 2015 Winnebago County, IDB per Capita Funding Program Application. In the past the Administration has asked the Board for direction to make the application and made recommendations on possible uses for the funds. When the IDB Application was completed the Administration presented the document to the Board for its approval prior to sending the Application to the County. As it did last year, the Administration would like to take both steps at the same time; specifically, the Board would approve the Application concept and authorize the Administration to submit the Application at the same time. For the last two years the funds were used to support the Chamber's, Fox Cities Regional Partnership, industrial recruitment program. The Chamber had asked for a three year commitment from the Town at a rate of \$1.00 per resident; the County's IDB funds are awarded to the Town at the \$1.00 per resident rate. The Administration is again recommending that the Town forward its CY 2015 IDB funds to the Chamber's Fox Cities Regional Partnership, Industrial Recruitment Program. If the Board agrees with the Administration's recommendation, a motion would be in order to direct staff to complete

the County's IDB Intent to Apply and Application with the Chamber's Fox Cities Regional Partnership industrial recruitment program as the ultimate recipient of the Town's IDB Funding.

- Discussed funding relative to use.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Lettau

Motion: Motion to direct staff to complete the County's IDB (IDB), Per Capita Funding Program, Statement of Intent and CY 2015 Winnebago County, IDB per Capita Funding Program Application Funding Program to support the Chamber's, Fox Cities Regional Partnership, industrial recruitment program as recipient of the Town's IDB funding.

Motion carried 4 to 1.

Chair requested roll call vote:

Chair Luebke: Aye.

Supervisor Geise: Aye.

Supervisor Lettau: Naye.

Supervisor Grundman: Aye.

Supervisor Schmidt: Aye.

Motion carries 4 to 1.

- E. Discussion/Action: Town Board review and direction to staff relative to the process used when enforcing the recently issued orders to remove obstructions in the Town's Right-Of-Way.

Attached please find copies of the Draft Orders issued by the Town Board to remove obstructions in the Town Right-Of-Way. With the Chair's approval the Administration has placed this item on the Board's Agenda with the intent of clarifying the mechanical process that staff would normally follow. Specifically, if staff has not received any correspondence from the parties to whom the Orders have been issued, the Board has not authorized additional time for the removal of the encroachments, and/or the encroachments have not been removed, staff would use the following process. A survey crew would be hired to accurately identify and mark the Town's right-of-way and then a contractor would be hired to remove the encroachment and return the area to road grade. The cost of these projects would then be referred to the Board with a recommendation to bill the property owner for the work. Staff will be in attendance at the Board meeting to explain and/or clarify any of this process to the Board. The Administration is forwarding this issue to the Board for direction since the Town has not done this type of activity in the past and has no process in place at this time.

- Letter received and Town attorney to respond to receipt of letter.
- Discussed the status of second driveway obstruction/removal.
- Discussed options for enforcing the removal of obstruction in Town's right of way.

- F. Discussion/Action: Town Board review and consideration of a Lease contract for 7.11 acres of Town-owned land located at 2990 County Road “II” and specifically known as Tax ID # 006-0391-05.

Attached please find copies of the current lease and the proposed lease for the 7.11 acres of Town-owned land located at 2990 County Road “II” and specifically known as Tax ID # 006-0391-05. The price per acre and the language of the proposed Lease will need to be approved by the Board. The language in the document as presented has not been changed and the current Lease price is \$75.00 per acre. If the Board agrees with the lease language and dollar value per acre a Motion to approve the Lease Agreement for CY 2015 with Leslie Ory at a cost of \$_____ per acre would be in order.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion: Motion to approve the Lease Agreement for CY 2015 with Leslie Ory at a cost of \$75 per acre

Motion carried by unanimous consent.

- G. Discussion/Action: Town Board review and consideration of Amendment #9 to Resolution 2008-101 revising and updating the Town of Clayton Fee Schedule for CY 2015.

Attached please find a draft copy of the Administration’s recommended changes to the Town’s Fee schedule. The new fees are highlighted in yellow and the old fees are highlighted in red. The Administration is recommending several changes to the schedule in order to clarify the Fees and to assign the costs of administrative work to the individuals requesting the services. The Administration is continuing to make an effort to rationalize the costs related to services offered by the Town and the fees charged for those services. The significant changes occur in the area related to Building Permits and Site Plan Permits. The Town’s Building Inspector has made several recommendations relative to the base Building Permit Fees and the Administration has added a Minor Site Plan Category for parking lots and other small site development projects. The Administration will be ready to explain any of the recommended changes to the Board as part of the review of this agenda item. Should the Board agree with the Administration’s recommendations relative to the Town’s CY 2015 Fee Schedule, a motion would be in order to approve the revised Fee Schedule with an effective date of January 1st, 2015.

Approved per unanimous consent.

- Discussion regarding Building Inspector wages for 2016.

- H. Discussion/Action: Town Board review and direction to staff relative to Wisconsin Act 377, Implements of Husbandry (IoH) and the Highway Commission’s recommendation to the County Board to approve Option “F” see attached County Resolution.

Attached please find the material relative to the County Highway Commissioner’s recommendation to the County Highway Commission and the County Board on Wisconsin Act 377, Implements of Husbandry (IoH). As indicated by County Supervisor Farrey, the County Highway Commissioner is recommending that the County adopt option “F” and then see how the system works. The County Highway Commissioner has also indicated that he would be willing

and able to issue the required permits for the Town. This service will provide consistency, continuity, and a centralized permitting application process. Additionally, even if the County's service comes at a cost, that cost is likely to be less than the cost to the Town in staff time and permitting materials. In order to participate in the County's IoH permitting program the Town will need to adopt a Resolution expressing its intent to work with the County. This Resolution will need to be adopted after the County Board has taken its action on the matter. If the Board would like to participate in the County's program, staff should be directed to follow the County's process and to prepare the required documents for Board consideration in a timely manner.

NO ACTION TAKEN

- I. Discussion/Action: Town Board review and consideration of a request by the Larsen-Winchester Lions Club for conceptual approval of an approximately 50-foot addition to their facility located on Municipally owned property adjacent to the Town's Public Works Facility.

Attached please find a copy of a letter from Lynn Olson, President of the Larsen – Winchester Lion's Club (Club). The Club is asking the Board to approve, in principal, an expansion of the Club's Medical Locker facility; the proposed expansion would consist of an approximately 50-foot addition to the south end of the existing building. The Lion's are currently engaged in a fund raising program for the building expansion project. In order to provide clarity to donors regarding the building expansion project the Club would like to have evidence that the Town has agreed, in principal, to authorizing the expansion project on Municipally- owned property. In addition to providing direction to the Lion's Club the Board's action will provide direction to staff and the Green Space Committee on future developments of the Trail Head Park facility. Specifically, as staff prepares to move the Town's Yard Waste Site to the former Elmer property it will need to provide access to the site and knowing what the Club is planning would provide staff with direction relative to providing access to, and developing, the Yard Waste Site. If the Board is willing to allow the Club's expansion, a motion would be in order to approve the proposed 50-foot +/- expansion to the Medical Locker facility to the south of the existing building. The approval is contingent on providing the Board with a specific Site Plan for the development prior to applying for the requisite State plan approvals and Town building permits.

Motion to approve the building to not exceed 50 feet per unanimous consent.

- XI. Upcoming Meeting Attendance:
Holiday get together for Supervisor Schmidt to plan.
- XII. Board Member Requests for Future Agenda Items:
- XIII. Review of Disbursements:
- XIV. Adjournment:
MOTION:
Motion made by unanimous consent to Adjourn at 8:34 p.m.

Respectfully submitted,

Laurie L. Goffard, Deputy Clerk