

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. – 8:15 P.M. on Wednesday, January 2nd, 2013

Town Office Meeting Room, 8358 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
Town Treasurer Bowen	PRESENT

II. Public Hearing:

A. No Public Hearings Scheduled.

III. Approval of Minutes:

A. Regular Town Board Meeting – Wednesday, December 19th, 2012

MOTION:

Motion made by unanimous consent to approve the minutes of the Town Board Meeting for Wednesday, December 19th, 2012

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

- Jim Lombard, TRI-LAMM LLC
9042 Campers Way
Neenah, WI 54956
 - Discussed concerns regarding Storm-Water Management fee
 - Discussed concerns regarding Assessed Value vs. Fair Market Value of property
 - Discussed the definition of “impervious surface” and the calculation used
 - Discussed Storm-Water Management Ordinance regarding a rebate for a Storm-Water Management Pond.

V. Correspondence:

- A. Winnebago County, Solid Waste Management Board, Waste Codes and Rates Effective December 1st, 2012

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

- A. County Supervisor Report
 - 1. No Report
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
 - 1. Deputy Putzer present
 - a. Town of Menasha has had a few vehicle break-ins and reminder to lock vehicles during the holidays
 - b. Reminder that roads are slippery during snow storms
- C. Clayton-Winchester Fire Department
 - 1. Chief Mathison present
 - a. For 2012: 2 controlled burns, 1 vehicle alarm investigation, 1 false alarm, 1 false fire alarm, 1 natural gas odor, and 1 assist to first responders, for a total of 100 calls in 2012
 - b. First call in 2013 was for a CO check which ended up being a slight gas leak.
 - c. Discussed Christmas Party on January 19th, 2013
 - d. Preliminary committee is being formed for the 75th Anniversary
 - e. Budget Surplus of \$27,000 in 2012 purchased a new thermal imaging camera, 2 CO detectors, 4 sets of gear, 10 fireman's helmets, and software for tracking calls
- D. Larsen Winchester Sanitary District
 - 1. Supervisor Lettau reporting
 - a. 2 solar bees have been purchased to reduce contamination in the ponds
- E. Administration Comments
 - 1. Engineer:
 - a. Continuing to work on 2013 project bid documents
 - b. Looking into Storm-Water projects for 2013
 - c. Discussed the Zoning Ordinance
 - d. Timeframe for adopting the Farm Preservation Ordinance and the Zoning Ordinance has been pushed back to April 28th, 2013
 - 2. Administrator/Clerk
 - a. Mr. Johnston discussed meeting options for the Storm-Water Management Utility Commission
 - b. No new election papers have been received
 - 3. Public Works Foreman:
 - a. No Report
 - 4. Treasurer/Deputy Clerk:
 - a. Tax Collection payments from the weekend are being wrapped up
 - b. Starting end-of-year journal entries and working to start using the new fund accounting software training
 - c. Very happy with the new Administrative Assistant
 - 5. Town Board:
 - a. No Report

VII. Licenses and Permits:

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

VIII. Zoning – Town Board receipt, review, and consideration of Plan Commission Referrals:
 A. No Referrals.

IX. Green Space – Town Board receipt, review, and consideration of Green Space Committee Referrals:
 A. No Referrals.

X. Business:

A. Discussion/Action: Town Board review and consideration of a staff proposal for distributing the Town’s Industrial Development Board Grant funds. Attached please find a copy of the Application for the Town’s CY 2013 Industrial Development Board Grant Funds (IDB). The County allocates IDB funds based on a per capita basis. Based on the Town’s population, its allocation is \$3,270.00. The Administration had originally recommended that the Town use its funding in conjunction with a UWO intern to complete a development value study of the USH 10 and USH 76 corridor, however, the professor in charge of the internship program has indicated that the proposed study is beyond the capacity of the internship program. Based on the IDB Application criteria the Board could consider using its funding to meet the funding request by the Chamber’s Industrial Development Program. The Chamber has asked Municipalities to fund the program on a dollar per capita basis; the Town’s IDB funding is 82.3 cents per capita. It is the Administration’s understanding that the City of Neenah is using some of its IDB funding for this purpose; the Administration is trying to confirm this belief. If the Board is comfortable with the Administration’s new recommendation, a motion would be in order to direct staff to complete the IDB Grant Application and submit the Application to the Industrial Development Board for consideration. Should the Board have any alternative ideas; the Administration will prepare the Grant Application as directed.

- Discussed attaching Town of Clayton name to the funds
- Discussed the study for UW Oshkosh students
- Supervisor Lettau discussed “Ignite Fox Valley” regarding the support for political campaigns
- Discussed how funds would be used by Winneconne
- Discussed helping Town of Menasha with their economic development

MOTION:

Motion by: Supervisor Lettau

Seconded by: Supervisor Grundman

Motion made to present \$3,270.00 IDB funds to Town of Menasha for their economic development.

Motion fails three to two. Chairman Luebke, Supervisor Geise, and Supervisor Schmidt voted no.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion made to direct the staff to complete the IDB Grant Application and submit it to the Industrial Development Board for consideration and eventually go to Ignite Fox Valley.

- Discussed making sure funds go towards bringing business into the Fox Valley

- Because “Ignite Fox Valley” is a 50/C3, it cannot be involved in political contributions

Motion carried by four to one voice vote. Supervisor Lettau voted no.

- B. Discussion/Action: Town Board review and consideration of a Professional Services Agreement proposal submitted by Martenson & Eisele, Inc for preparing the Bid Documents for Ridgeway Drive and Braun Court, the Town’s CY 2013 Capital reconstruction projects.

Attached please find a copy of a Professional Services Agreement proposal submitted by Martenson & Eisele, Inc for preparing the Bid Documents for Ridgeway Drive and Braun Court, the Town’s CY 2013 Capital reconstruction projects. The Board has authorized the design of the Town’s CY 2013 Capital Reconstruction Projects. The attached proposal takes the design work through the Bidding process. The Administration has asked the Town’s Engineers to bid the projects as early as possible in CY 2013 in order to get better prices from interested construction firms. The proposal sets the fixed fee for the project at \$12,710.00 plus reimbursable items. Funding for the project should come from the Town’s CY 2013 General Fund Budget, Engineering Line Item. If the Board agrees with the Administration’s recommendation, a motion would be in order approve the Professional Services Agreement proposal submitted by Martenson & Eisele, Inc for preparing the Bid Documents for Ridgeway Drive and Braun Court, the Town’s CY 2013 Capital reconstruction projects, at a cost not to exceed \$12,710.00 plus reimbursable items.

- Discussed reimbursable items

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion made to approve the Professional Services Agreement proposal submitted by Martenson & Eisele, Inc for preparing the Bid Documents for Ridgeway Drive and Braun Court, the Town’s CY 2013 Capital reconstruction projects at a cost not to exceed \$12,710.00 plus reimbursable items.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review and consideration of a proposal from Home and Business Computer Services to provide the Town with computers and related software for the front counter in the Town’s new offices.

Attached, please find a copy of a proposal from Home and Business Computer Services to provide the Town with Computers and related software for the front counter in the Town’s new offices. In order to provide staff with computer connectivity at the front counter of the new Town offices, staff needs two new terminals that are network compatible and have the proper Windows Software. Staff tried to use two of the Town’s older computers, however, the software packages on the terminals is not network compatible. Rather than convert the front desk computer, the Administration has opted to purchase new computers for the front desk and use the updated computers for backroom services: i.e., the Fire Department and the Fire Inspection Records. The cost of the proposed new computers is \$1,333.02 with funding coming from the Town’s CY 2013 Office Equipment line item of the Capital Equipment Budget. If the Board agrees with the Administration’s recommendation, a motion would be in order to approve the purchase of two network compatible computers from Home and Business Computer Services at a cost not to exceed \$1,333.02 with the funding for the purchase to come from the Town’s CY 2013 Office Equipment line item of the Capital Equipment Budget.

- Computers will be placed in the training room and Glen Mathison’s office

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Geise

Motion made to approve the purchase of two network compatible computers from Home and Business Computer Services at a cost not to exceed \$1,333.02 with the funding for the purchase to come from the Town's CY 2013 Office Equipment line item of the Capital Equipment Budget.

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review and consideration of a staff project update to the Board and pay request No. 5 for the Town's Town/Fire Hall reconstruction project.

Attached, please find a copy of the 5th pay request for the Town/Fire Hall renovation project. Also attached are the Lien Waivers from the subcontractors for the payments made to date. The Administration has placed this item on the Board's agenda so that it can answer any questions the Board or the public may have relative to the project and the anticipated completion date of the week of January 14th, 2013. The Administration expects to move into the building during the first week of February 2013. This time line is being driven by access to the Time Warner Cable system. The Administration is concerned with not having internet access during the tax collection process; if the Town loses its internet connection it will not be able to communicate digitally with the County and/or the State which could present a problem during the tax reconciliation process. In order to guarantee that the tax collection process is as smooth as possible the Administration has chosen to stay in the current location with the current internet access until February of CY 2013. Relative to the Contractor's 5th pay request, if the Board is comfortable with the Administration's recommendation to make the payment, a motion would be in order to approve the 5th pay request to Cardinal Construction as presented.

- Advised the Board regarding discussions with the contractor
- Project is close to being finished
- Discussed access to Time Warner
- Discussed the hold-up with moving into the bays and painting the floors
- Discussed men's restroom
- Discussed holding a grand opening

MOTION:

Motion made by unanimous consent to approve the 5th pay request to Cardinal Construction as presented.

- E. Discussion/Action: Town Board review and direction to staff relative to the review of the Town's Final Budget Analysis for CY 2012.

Attached please find a copy of the Town's CY 2012 Budget Report that has been reconciled as of 9:00 A. M. on Friday, December 28th, 2012. Listed below please find the notes on the variances that staff considers items of interest (highlighted in yellow). The explanations of the variances are intended to provide the Board with an estimated fund balance carryover from the CY 2012 Budget and information that explains how the variances occurred. Should the Board have any other questions relative to this information, staff will be prepared to research and answer those questions.

- Tabled until the next meeting on 1/16/2013

NO MOTION

- F. Discussion/Recommendation: Town Board review and direction to staff on a request to commemorate the 75th, Anniversary of the Clayton/Winchester Fire Department in CY 2014.

Attached please find a copy of a letter provided to the Administration by Eugene Hardell (Eugene), Retired Fireman. Eugene has also provided the Administration with a partial list of the volunteer fire fighters. Eugene would like the Town’s of Clayton and Winchester to consider holding a celebration honoring the current and past volunteers as part of the 75th anniversary of the Department. The Administration respectfully requests that the Board provide staff with direction relative to the proposed celebration and the planning for the event.

- 1/13/1939 organized Town of Clayton Fire Department
- 1945 combined with Winchester
- Inviting living fire fighters from 1989 to dinner
- Discussed active vs. inactive members
- Discussed group pictures of past fire fighters
- Placed on agenda for Joint Fire Board

NO MOTION

- G. Discussion/Recommendation: Town Board review and direction to staff relative to the Town’s Chairmanship of the Wisconsin Towns Association, Winnebago County Unit.

- Town of Clayton will be responsible for meetings, notification of meetings, minutes, and minute distribution
- Discussed meeting attendance and serving food at meetings
- Discussed potential of Supervisor Geise to Co-Chair with Chairman Luebke

NO MOTION

- H. Discussion/Recommendation: Town Board review and direction to staff relative to a request by Lois Whitcomb and Bernice Zeinert, 4834 Grandview Road, Larsen WI 54947 for consideration on the Town’s solid waste and recycling fees.

- Discussed door adjoining the two homes
- Discussed possible changes in fees relative to single family vs. duplex in CY 2013
- Discussed setting precedents regarding changing the property status
- The property has two house numbers but only chooses to use one garbage receptacle
- No reason to be on the next agenda unless the owner’s are present and want to change to a single house number.

NO MOTION

- XI. Upcoming Meeting Attendance
 - A. No Meetings listed
- XII. Board Member Requests for Future Agenda Items
 - A. No Requests
- XIII. Review of Disbursements

A. Disbursements

XIV. Adjournment – 8:15 P.M.

MOTION:

Motion made by unanimous consent to Adjourn.

Respectfully submitted,
Tori Bowen, Treasurer/Deputy Clerk