

TOWN OF CLAYTON  
Town Board of Supervisors  
Meeting Minutes

7:00 P.M. on Wednesday, January 3, 2018

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

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I. Call to Order:

A. Notice, Verification, Roll

1. Town Board Chairman Geise called the meeting to order
2. Pledge of Allegiance.
3. Verification of Notice
4. Roll

a. Board of Supervisors

Chair Geise	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Reif	PRESENT

b. Staff

Administrator Johnston	PRESENT
Deputy Clerk Stevens	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Ashley Lehocky	PRESENT

II. Public Hearing(s) and/or Public Information Meeting(s): NONE

III. Approval of Minutes:

- A. Approval of the Wednesday, December 20<sup>th</sup>, 2017 Town Board Meeting Minutes.

**MOTION:**

Motion by unanimous consent to approve the Minutes as presented

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

- NONE

V. Correspondence:

- A. December Building Inspector’s Report.
- B. Notice from the Town of Winchester Fire Chief of the early termination of the Town of Clayton’s Contract for First Responder Service for the Town of Winchester.
- C. Notice from the Winnebago County Treasurer’s Office.
- D. Minutes of the Library Board of the Oshkosh Public Library.

- VI. Discussion Items (No action will be taken):
- A. County Supervisor Report
    - NO REPORT
  - B. Winnebago County Sheriff's Department – Public Concerns and Issues
    - NO REPORT
  - C. Clayton Fire Rescue Department (First Meeting of the Month)
    - Chief Rieckmann written report
      - 257 calls in 2017
      - 2% Dues 2017 Reporting is completed
  - D. Larsen-Winchester Sanitary District
    - NO REPORT
  - E. Administration Comments
    - Engineer Mary Jo Miller—No Report
    - Administrator Johnston
      - Tax Collection and Year-end business taking priority
      - MS4 Annual Report and request for grant disbursement in process
    - Deputy Clerk Stevens
      - Primary Election for Supreme Court Justice to be held in February
    - Town Board Chair Russ Geise
      - Border talks with the Village of Fox Crossing to continue
- VII. Operator Licenses Issued by the Town Clerk:
- A. New:
    - i. Micheal J. Lyons
  - B. Renewal:
    - i. NONE
- VIII. Business referred by the Plan Commission:  
Town Board receipt, review and consideration of Plan Commission Referrals:
- A. NO REFERRALS
- IX. Business referred by the Green Space Committee:  
Town Board receipt, review, and consideration of Green Space Committee Referrals:
- A. NO REERRALS
- X. Business:
- A. Discussion/Action: Town Board review and consideration of funding for and authorization of a fourth employee in the Town's Public Works Department.

Based on the Administrator's CY 2017 Performance Evaluation Document the Town Chair has asked staff to review the Board's options for hiring a fourth Department of Public Works (DPW) Employee. Staff prepared the following budgetary evaluation to confirm that with some minor adjustments, the Town's CY 2018 Budgets could support a fourth DPW Employee. The Board reviewed the following budgetary numbers used by staff:

Full Burden DPW Employee cost:

1. CY 2018 DPW Laborer Wage:	\$18.87 X 2080 hours	= \$39,249.60
2. FICA:	\$39,249.60 X 7.65%	= \$ 3,002.59
3. State Retirement:	\$39,249.60 X 6.7%	= \$ 2,629.72
4. Health Insurance:		<u>\$ 13,500.00</u>
Total Full Burden Wage:		\$ 58,381.91

The Administration has identified the funding for the position from the following CY 2018 Budget Line Items:

CY 2018 Department of Public Works Budget:

1. Summer Staff Wages:	\$ 10,000.00
2. Summer Staff Wage FICA:	\$ 765.00

CY 2018 Storm Water Management Utility:

1. Summer Staff Wages:	\$ 4,000.00
2. Summer Staff FICA:	\$ 306.00
3. Reduce Project Costs by:	\$ 25,000.00
4. Reduce Capital Equipment Costs by:	<u>\$ 20,000.00</u>
Total:	\$ 60,071.00

The Administration recommended making a nominally higher fund transfer than required to cover rounding errors in the calculating process. Additionally, staff made this recommendation at this time do to an issue with finding part-time staff for plowing purposes.

**MOTION:**

Motion by unanimous consent to authorize staff to create a fourth full-time Department of Public Works Laborer postion.

- B. Discussion/Action: Town Board review and consideration of Resolution 2018-001 A Resolution Re-Allocating Funds from the Storm Water Management Utility, the Solid Waste and Recycling Special Revenue Fund, and the General Fund Public Works Budget to fund a fourth employee in the Town’s Public Works Department.

The Board reviewed a draft copy of Resolution 2018-001 and its related “Attachment A”, A Resolution Re-Allocating Funds from the Storm Water Management Utility, the Solid Waste and Recycling Special Revenue Fund, and the General Fund Public Works Budget to fund a fourth full-time employee in the Town’s Public Works Department.

**MOTION:**

Motion by Supervisor Grundman

Second by Supervisor Schmidt

Motion to approve Resolution 2018-001 and to direct staff to make the budget transfers and hire the fourth full-time Public Works Employee.

**ROLL CALL VOTE:**

Supervisor Reif	Aye
Supervisor Lettau	Aye
Supervisor Grundman	Aye
Chair Geise	Aye
Supervisor Schmidt	Aye

Motion carries by a vote of 5-0.

- C. Discussion/Action: Town Board review and consideration of a 1-year delay in the Capital Reconstruction of Larsen Road from STH “76” through the intersection of Oakwood Avenue

The Town’s CY 2018 Capital Reconstruction project is the reconstruction of Larsen Road from STH “76” through the intersection of Oakwood Avenue. Based on the Board’s CY 2018 Budget and the availability of Capital Reconstruction Funding, the Administration recommended that the Board delay the project by 1 year. This recommendation is based on the volume of work and the expense that the Town is incurring with the work protecting the Town’s Boundaries and planning for work in the Town’s Sanitary District #1.

**MOTION:**

Motion by unanimous consent to postpone the Town’s CY 2018 Capital Reconstruction of Larsen Road from STH “76” through the intersection of Oakwood Avenue for an additional 1-year; and to direct staff to update the Town’s Public Infrastructure, Capital Reconstruction Plan to reflect the delay.

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance:
- Wisconsin Towns Association, Winnebago County Unit Meeting at Winchester on January 4, 2018
- XIV. Board Member Requests for Future Agenda Items: NONE
- XV. Adjournment:

**MOTION:**

Motion made by unanimous consent to adjourn at 7:30 p.m.

Respectfully submitted,  
Holly Stevens, Deputy Clerk