

TOWN OF CLAYTON  
Town Board of Supervisors  
Meeting Minutes

7:00 P.M. on Wednesday, January 4<sup>th</sup>, 2017

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	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 Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, December 21, 2016.

This item was forwarded to the Wednesday, January 18, 2017 Town Board Meeting.

IV. Open Forum – Town-related Matters not on the Agenda: NONE

V. Correspondence:

- A. December CY 2016 Building Inspection Report.
- B. Final calculation of the State’s General Transportation Aids and Connecting Hwy Aids.
- C. Correspondence from the County Zoning Administrator.

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. NO REPORT
- C. Clayton Fire Rescue

1. Chief Rieckmann report
    - 271 calls as of 12/29/2016
    - The equipment purchased with the fundraiser monies has been received
    - Blood Drive exceeded goal: Goal was 10 units, Actual collected 14 units
    - Next Blood Drive will be in June
    - ISO audit to be conducted January 16, 2017
  - D. Larsen-Winchester Sanitary District
    1. Mike Pfankuch report
      - Total treated in 2016 was 18,952,000 gallons
      - Sludge levels in ponds are consistent with age—looking good, still storage available
      - First meeting with new Board members, Scott Mathison and Rob Nelson, went well
      - Meetings might move from 1<sup>st</sup> Tuesday at 4pm to 1<sup>st</sup> Tuesday at 7pm—TBD
      - Ferguson Waterworks built new meters specifically for LWSD water conditions. Working to get those installed and tested
  - E. Administration Comments
    1. Mary Jo Miller, Town Engineer—No report
    2. Administrator Johnston report
      - Working on year-end / year-start activities
      - Procedurally changing payables processing to have more checks and balances
    3. Chair Geise report
      - Held a meeting with Cedar Corp and Attorney Lawrie Kobza, Boardman & Clark LLP, who are finished with review of the documentation and will be mailing it to the WI DNR and ECWRPC on Monday, January 16, 2017.
- VII. Operator Licenses Issued by the Town Clerk:
- A. New:
    - i. None
  - 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, consideration, and direction to staff relative to the proposed Wisconsin Department of Natural Resources Dredging Permit for the Oakwood Avenue to Pioneer Road waterway project.

The Board reviewed copies of e-mails relative to the ditch cleaning project and the Department of Natural Resources Pre-Application for the project. Staff has not spent

much time on this project over the past few months since we believe it is best done in the winter of CY 2017/18. In general, staff will need to complete the DNR and County permitting work, consult with the property owners relative to the project and the Board will need to determine how the project will be paid for prior to issuing any Bid documents for the work.

**MOTION:**

Motion by unanimous consent to direct staff to finish the preparation work for the project and report to the Board on that process.

- B. Discussion/Action: Town Board review and consideration of a presentation by Katie Schierl, Member of Blue Jean Nation and Wisconsin United to Amend on several topics and issues related to local State and National Government.

Ms. Schierl has asked to be placed on the Town Board agenda to review a number of issues related to governance. The Board reviewed the documentation provided by Ms. Schierl relative to Blue Jean Nation and Wisconsin United to Amend. Ms Schierl explained she is asking the Board to place a non-binding referenda on the April ballot for the electors to vote on regarding the grassroots initiative of United to Amend.

- Chair Geise expressed concern that allowing the referenda on the ballot will set a precedent which may create overloading of future ballots
- Chair Geise also expressed the Board is willing to pass a resolution in support of United to Amend and therefore the referenda is not necessary
- Supervisor Reif noted because the Town Board is already willing to pass a resolution, the referenda in no way benefits the electors

**MOTION:**

Motion by Supervisor Reif

Second by Supervisor Schmidt

Motion to NOT put the United to Amend Referenda on the ballot, but as a Board, pass a Resolution in support of United to Amend.

Motion carried by unanimous consent

- C. Discussion/Action: Town Board review and consideration of Contracting with a realtor to market the Town owned properties within the Town of Clayton Sanitary District #1.

The Board reviewed copies of a set of proposals from an area commercial realtor to market the Town owned property between STH “76” and Clayton Avenue. At the direction of the Town Chair staff solicited the marketing proposals as a preemptive step in the marketing process. Specifically, the Administration recognizes that the Town will need to market the properties for development purposes and that this activity is best done by experts in the field. These experts have contacts on both the buying and selling sides of the process and can facilitate all aspects of the marketing and selling process. The specific realtor was contacted based on knowledge of the area and the development market in the area. The

Administration respectfully asks that the Board authorize the Town Chair to select and contract with a realtor to market the Town owned property in the Town of Clayton Sanitary District #1.

**MOTION:**

Motion by unanimous consent to authorize the Town Chair to enter into a contract with a realtor to market the Town owned property in the Town of Clayton Sanitary District #1.

- D. Discussion/Action: Town Board review and consideration of converting the Town's Deputy Clerk from a Contract Employee with Cadre Staffing Services to an at-will Town Employee to complete the Town's 6-month probationary period at a wage of \$16.00 per hour.

Premised on Holly's performance in the past few months, the Administration would like to hire her as a fulltime at-will employee to fill the position of Deputy Clerk in the Town Offices. Holly has proven to be a reliable asset to the Town during her term as a temporary contract employee. Holly has been able to adjust to a unique training and learning environment with extremely good results. Based on the Town's Employment Manual, the Administration would like to hire Holly with a 6-month probationary period including Holly's time at the Town as a CADRE employee, at a probationary wage of \$16.00 per hour. The job offer comes with all of the Town's benefits including Health Insurance through the Teamsters Union and the State Retirement program with the Town paying the employer's contributions. Holly would be eligible for Health Insurance after an enrollment period. Prior to the end of the six-month probationary period, the Administration will provide the Board with a Probationary Performance Evaluation in anticipation of making Holly a full time regular Town employee.

**MOTION:**

Motion by Supervisor Lettau

Second by Supervisor Grundman

Motion to hire Holly Stevens as a fulltime at-will employee to fill the position of Deputy Clerk with a 6-month probationary period, including Holly's time at the Town as a CADRE employee, at a probationary wage of \$16.00 per hour effective January 2, 2017.

Motion carried by unanimous consent.

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance: NONE
- XIV. Board Member Requests for Future Agenda Items: NONE
- XV. Adjournment:  
**MOTION:** Motion made by unanimous consent to Adjourn at 7:50 p.m.

Respectfully submitted,  
Holly Stevens, Deputy Clerk