

TOWN OF CLAYTON
Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, February 1ST, 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: YES
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, January 18th, 2017.

MOTION:

Motion made by unanimous consent to approve the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, January 18th, 2017.

IV. Open Forum – Non-Agendized Town-related Matters: NONE

V. Correspondence:

- A. January 2017 Building Inspection Report.

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 Last:
 - NO REPORT
 - NO COMMUNITY CONCERNS
- C. Clayton Fire Rescue Department
 1. Chief Rieckmann
 - Fourteen calls since January 1, 2017
 - Chief has prioritized the recommendations from Chief Franz and is working to develop and implement
- D. Larsen-Winchester Sanitary District
 1. NO REPORT
- E. Administration Comments
 1. Town Engineer—Mary Jo Miller
 - Working on Whispering Meadows Special Assessments—waiting on contractors billing
 2. Administrator Johnston
 - Staff is finalizing tax collections
 3. Chair Geise
 - Discussed dates for the Holiday Social for staff
 - Pay-your-own-way dinner party (no cost to taxpayers)
- 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 and consideration of a request that the Green Space Committee receive compensation for meeting attendance.
 - Chair Geise recused himself from this business item as his wife sits on the Green Space Committee.
 - Supervisor Reif recused himself also, as his significant-other sits on the Green Space Committee.

The Administration has been asked to see if the Town Board is inclined to compensate the Green Space Committee for Committee meeting attendance. The Green Space Committee is the only Town governing body that is not compensated for meeting attendance. The

Administration has been asking the Green Space Committee to become more involved in the development of the Town's Parks and Trail including making recommendations to the Town Board on projects that are related or adjacent to those facilities. The Administration is recommending that the Board agree to compensate the Green Space Committee for attending Committee meetings, unfortunately any compensation would have to start with the Town's CY 2018 Budget.

- Supervisor Grundman noted providing compensation may encourage participation and result in the filling of the empty seats.

MOTION:

Motion by Supervisor Lettau

Second by Supervisor Schmidt

Motion to start compensating the Green Space Committee for attending Committee meetings at the rate approved by the Town's Electors for meeting attendance beginning in CY 2018.

Motion carried by a vote of 3-0, with 2 Chair Geise and Supervisor Reif abstaining.

- B. Discussion/Action: Town Board review and consideration of a request by the Larsen/Winchester Lions Club to place an additional structure on the Town owned site located at 8348 CTR "T", Larsen WI 54947.

The Board reviewed documentation provided by the Larsen/Winchester Lions Club (Lions) relating to the Organization's request to construct another building on the Town owned site located at 8348 CTR "T", Larsen WI 5494. The Lions made their original request for an additional 50-foot structure in CY 2014. Based on the CY 2014 Town Board approval, the Lions have been fundraising for the money needed to pay for building the structure. The original intent was to place the new structure on the south side of the Lions existing facility; it appears that the Lions have modified their request and want to locate the new facility on the north side of the Drifter's building. The Administration has no issue with the Lions structure being on the Town owned site, however, locating it in the area north of the Drifter's building is likely to interfere with the use of the park by individuals accessing the Trail with horses and bicycles. It is not unusual to see multiple horse trailers and automobiles carrying bicycles in the area proposed for the Lions new building. Additionally, the Town has been working on enclosing the drainage ditch and developing the grassy area as part of Trailhead Park. The Administration is recommending that before the Board approves the Lions new structure in the area north of the Drifter's building it should direct staff to more thoroughly investigate all of the options for placing the building on the south side of the Lions existing building.

- Gerry Arens, Secretary for the Lions, reviewed the situation for the Board clarifying the Club's concern regarding the cost to create a solid foundation if the new building is added to the south end of the existing structure. Because the grade drops more than 3' and is very wet, the foundation work would be much more extensive and costly than originally anticipated.

- The new location proposed would allow the Ramp Building group to relocate their operations from the existing building, which would allow for more medical equipment storage in the existing building.
- Bruce Stowe, 8580 South Loop Road, was in attendance representing the Ramp Building group. Mr. Stowe explained the group is not tied to the Medical Equipment group and could locate their operations in a separate structure. The proposal presented is only an option they feel is viable.
- Administrator Johnston explained the project the Public Works Department is working to complete in the area south of the existing Lions building and behind the future Yard Waste Site may alleviate some of the water issues concerning the Lions.
- Administrator Johnston asked the Board to allow the Staff to investigate the options available and report back to the Town Board at the first meeting in March.

MOTION:

Motion made by unanimous consent to direct staff to thoroughly investigate all of the options for placing the building on the south side of the Lions existing building and report to the Board at its first meeting in March of CY 2017.

- C. Discussion/Action: Town Board review and consideration of an adjustment to the hourly wage paid to the Clayton Fire Rescue Department Volunteers while on call or working with the Department.

At the Town Chair and the Board's request staff conducted a review of the budgetary impact of increasing the on-call pay for the Clayton Fire Rescue Department Volunteers from \$11.57 to \$12.00 per hour. The Board's request for a wage review was based on the lack of an increase in the Volunteers' wages in the past years. Following a review by the Fire Chief, the Treasurer, and the Administrator, staff is comfortable that the Board could authorize the proposed 43-cent per hour increase with no significant impact on the Clayton Fire Rescue Department's CY 2017 Budget.

Supervisor Reif expressed concern because the increase was not brought up for discussion during the budgeting workshops when developing the CY 2017 budget.

Administrator Johnston explained the increase was not at the request of the Chief, but at the request of the Town Chair.

He noted the CY 2017 budget was being developed before the Department had a full year of operations completed. The Chief managed his budget well, and the funds are already in place to support the increase due to the fiscal conservatism of the Chief. The only impact of the increase is that it will decrease the budgetary carry-over for the department by approximately \$2,500.

Chair Geise noted the Firefighters and First Responders have not had a wage increase in over eight or nine years.

MOTION:

Motion by Supervisor Schmidt

Second by Supervisor Grundman

Motion to authorize a 43-cent per hour increase to the Clayton Fire Rescue Department Volunteers wage starting with the February CY 2017 payroll period.

Motion carried by a vote of 4-1 with Supervisor Reif voting Nay.

- D. Discussion/Action: Town Board review and consideration of having the Storm Water Management Utility participate in a Neenah School District project to renovate and resurface the Clayton School parking lot, allowing the Town to eliminate parking by school staff on Fairview Road.

The Neenah School District is planning on correcting several drainage issues with the Clayton School parking area and resurfacing the parking lot. Staff has always had issues with Clayton School using the Fairview Road right-of-way as part of its parking facilities. Staff's issue is not with parking in the right-of-way, it is simply with using the right-of-way of a well-traveled road as part of a parking facility. When offered the opportunity to have input on the School District's project the Administration recommended that the School District and the Town cost share a solution for several parking and storm water management issues in the immediate area. The Board reviewed the School District's plans for the project. Given the limited onsite parking, the Administration has recommended that the School District line stripe the extended pavement area on the east side of Myron Lane. This would allow the School District to eliminate staff parking on Fairview Road and the Town to use the former parking area to correct the storm water management and ditching issues in the area. The proposed costs sharing scheme for the project contains two elements, the first element, with an Engineer's estimate of \$5,769.00, is the Town's participation in necessary storm water management work done on the School District property; the second element with an Engineer's estimate of \$8,906.00, is an alternate to include work potentially done by the School District's Contractor in the Town's right-of-way. The alternate allows the School District's Contractor to do the work for the Town's right-of-way as part of the School District project. The Administration asked the School District to include the Alternate so that it could keep the Town's options open for who will do the work in the Town's right-of-way. However, it is likely that it would be more efficient to have the School District's Contractor do the work and use Town staff to do other work that will not put them in the way of the Contractor.

- Supervisor Lettau expressed concern regarding the after-school pick-up becoming overly congested if moved to Myron Lane. She noted the large number of vehicles which converge on the area after school.
- Supervisor Schmidt noted the school will need to educate the parents regarding proper traffic flow and procedure for student pick-up, but that if the parents cooperate and follow the system, it will likely work very well.
- Chief Rieckmann noted the disallowance of parking on the west side of Myron is necessary to avoid safety concerns with children crossing the street. It also is necessary to prevent west side parking in order for traffic to flow properly.
- Chair Geise noted the project gives the Town the chance to participate and improve the Storm Water Management in the area.

MOTION:

Motion by unanimous consent to authorize the Administration to participate in the School District's Contract at the bid cost of \$14,675.00 including Alternate No. 1.

- E. Discussion/Action: Town Board review and consideration of authorizing the purchase of traffic and speed control signage to be used as a passive speed warning device on various Town Roads.

In the past, several residents have asked the Town Board to try to control the speed of automobiles on Town Roads. Staff has always had some difficulty with this issue since the Town has no options for active control and the County Sheriff has limited staff time to dedicate to active speed control on Town Roads. One of the options staff has researched was a radar and speed readout trailer similar to the ones used by the County and area municipalities. These devices are cumbersome to use and require significant storage area when not in use. Prompted by a call from a resident on Lind Lane the Administration did some research on new equipment available from sign and traffic control providers and found the following device. One of the devices available is an electronic sign that tells the driver his or her speed as they approach the sign. The proposal submitted by TAPCO Safe Travels includes the sign with a solar panel, the required mounting equipment, and a cloud network interface. The Administration is proposing to use the sign with a speed limit sign mounted on the same pole as a passive speed control device. The Administration's logic is based on a personal and observed reaction to speed readout devices, specifically, individuals tend to reduce their speed if they are made aware of the fact that they are speeding. Staff understands that this reaction is temporary and that speed increases soon after the speed readout device is passed. Town staff would be able to vary the speed limit sign and move the device from area to area, i.e. Lind Lane to Larsen Road or any other road in the Town. The cost to purchase such a device is estimated at \$4,700.00.

MOTION:

Motion by unanimous consent to approve the purchase at a cost not to exceed \$4,700.00 with the funding to come from the Town's CY 2017 General Fund Contingency Line Item.

- F. Discussion/Action: Town Board review and consideration of the following Town of Clayton Fire Department Policies:
- i. Driving Requirements
 - ii. Public Works Department Assistance
 - iii. Knox Box
 - iv. Rapid Intervention Team

The Board reviewed several new Town of Clayton Fire Department Policies as presented by Chief Rieckmann. All of the draft Policies have been reviewed by the Department's Command staff. Both the Chief and the Administration are recommending that the Town Board approve the draft Policies and direct the Chief to place them into effect.

- Supervisor Reif questioned why the Knox Box requirement is only applied to new commercial structures and whether any thought has been given to existing commercial structures.
- Administrator Johnston stated an ordinance could be drafted stating, "...all new shall have..." and "all existing will have (by a specific date)."
- Attorney Lehocky expressed concern regarding the language included in the driving requirements. She recommended the wording be modified to read, "...reasonably slowing or stopping."

- Chief Rieckmann explained the officers composed the draft erroring on the side of conservatism. He asked Attorney Lehocky to provide him with the specific verbiage which she recommends.

MOTION:

Motion made by unanimous consent to approve the listed Policies with the modifications as recommended by Attorney Lehocky.

- G. Discussion/Action: Town Board review and consideration of a staff report on the funding available for the Town's CY 2017 Capital Reconstruction of Larsen Road from STH "76" through the intersection of Oakwood Avenue.

The Town Board asked the Administration for a recommendation relative to postponing the Town's Public Infrastructure, Capital Reconstruction Plan Project for one calendar year. The Treasurer has allocated the proceeds from the Town's recent \$3,500,000.00 borrowing to recapitalize the Town's reserve and capital accounts. Following a review of the Town's liquid financial resources with both the Treasurer and Mike Konecny, the CPA helping the Treasurer organize the Town's financial documentation, the Administration is recommending the Board postpone the Town's Capital Reconstruction Plan by one year. The Administration advised the Board that the Town's Reserve and Capital Equipment Accounts are fully funded with approximately \$500,000.00 in the Town's Capital Reconstruction Account. The Administration has estimated the costs of the Town's CY 2017 Capital Reconstruction of Larsen Road from STH "76" through the intersection of Oakwood Avenue at \$500,000.00, the Town's Capital Reconstruction Account has sufficient funds to cover the costs of the Capital Project. The Administration advised the Board that over the course of the past few years, the Town has been spending a significant amount of money on engineering for the Town's Sanitary District #1, with the bulk of those funds coming from the borrowed funds set aside for the Town's Capital Reconstruction Plan Projects. As the Town sells off the assets it purchased to protect the Town's boundary with the Village of Fox Crossing, those funds will be available for debt service and Capital Projects. The Administration recommended that the Board postpone the Town's CY 2017 Capital Reconstruction of Larsen Road from STH "76" through the intersection of Oakwood Avenue for one year and direct Town staff to allocate sufficient funding in the Town's CY 2018 Budget to complete the CY 2017 Capital Reconstruction Project.

ACTION:

The Board agreed with the Administration's recommendation to postpone the Town's CY 2017 Capital Reconstruction of Larsen Road from STH "76" through the intersection of Oakwood Avenue for one year and direct Town staff to allocate sufficient funding in the Town's CY 2018 Budget to complete the CY 2017 Capital Reconstruction Project.

- 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 8:00 p.m.

Respectfully submitted,

Holly Stevens, Deputy Clerk