

TOWN OF CLAYTON  
Board of Supervisors  
Meeting Minutes  
6:00 p.m. on Wednesday, February 5, 2020  
Town Meeting Room, 8348 County Road T, Larsen, WI 54947

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I. Call to Order: Town Board Chairman Geise called the meeting to order.

A. Pledge of Allegiance

B. Verification of Notice

C. Meeting Roll

a. Board of Supervisors

Chair Geise PRESENT

Supervisor Lettau PRESENT

Supervisor Grundman PRESENT

Supervisor Wisnefske PRESENT

Supervisor Reif PRESENT

b. Staff

Administrator Straw PRESENT

Clerk Stevens PRESENT

Treasurer Schiessl EXCUSED

Town Engineer – Mary Jo Miller PRESENT

Town Attorney – Ben Lafrombois PRESENT

II. Public Hearing(s) and/or Public Information Meeting(s):

a. No Public Hearings and/or Public Informational Meetings are scheduled.

III. Approval of Minutes:

A. Approval of the Minutes of the Wednesday, January 15, 2020 Town Board Meeting.

**MOTION:**

Motion by unanimous consent to approve the minutes from the Wednesday, January 15, 2020 Town Board Meeting

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

V. Correspondence:

A. Winnebago County December 2019 Recycling Tonage Report

B. Building Inspection Report for January 2020

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 (First Meeting of the Month)

a. Clayton Fire Rescue Department

b. Clayton Fire Rescue EMR

- 19 Calls year-to-date, 11 EMR, 5 Fire, 2 both EMR and Fire
- 2019 Call Data
  - 170 Calls, 8 cancelled enroute
  - 114 EMR
  - 44 Fire
  - 11 Both EMR and Fire
  - 160 in the Town of Clayton; 75% on eastern half of Town
- c. 2019 Emergency Management Activity Report—Emergency Manager Kaylin Van Stappen
- D. Clayton Police Department (First Meeting of the Month)
  - Continuing to work with various agencies to get software set up to allow for citation issuance and reporting
- E. Larsen/Winchester Sanitary District—No Report
- F. Administration Comments
  - Mary Jo Miller, Town Engineer
    - Executed the contracts for the Winncrest Project
    - Will be scheduling a pre-construction meeting
  - Administrator Straw
    - Continuing to work with Economic Development Director to sell land
    - Working with M & E to straighten out wetland issues on Town owned land
    - Setting up meetings with the Village of Fox Crossing to get water and sewer projects moving
    - Meeting with financing consultants to develop the related financial plan
  - Clerk Stevens
    - Concluded Tax Collections—working on February settlements
    - Spring Primary Election on February 18, 2020
    - In-person Absentee Voting continues through February 14<sup>th</sup>.
    - Could use 6-8 more Poll Workers
  - Chair Geise
    - Appleton Post Crescent front-page article featured the agreements with the Village of Fox Crossing
    - Border Agreements are almost all in place

## VII. Operator Licenses Issued by the Town Clerk:

- A. New:
  - i. Peter Lupo
  - ii. Meranda Blau
- B. Renewal:
  - i. No Renewal Licenses Issued
- C. The following parties have a new application for a Class “B” license to sell fermented malt beverages, and a “Class B” license to sell intoxicating liquors on file in the Town of Clayton Clerk’s Office for the remainder of the licensing period which runs from July 1, 2019 through June 30, 2020, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. Willie Beamons, LLC, 2590 County Road II, Neenah, WI 54956  
Agent: Glenn Berg

**MOTION:**

Motion by unanimous consent to approve the Class “B” license to sell fermented malt beverages, and a “Class B” license to sell intoxicating liquors for Willie Beamons, LLC, 2590 County Road II, Neenah, WI 54956, Agent: Glenn Berg

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.

II. Business referred by the Green Space Committee:

Town Board receipt, review, and consideration of Green Space Committee Referrals (second Town Board meeting of the month):

- A. No Referrals.

III. Business:

- A. Discussion/Action: Town Board review and consideration of the Building Inspector’s wage adjustment with regard to the addition of the Town of Winchester and Town of Dale Building Inspector’s Services.

This item was moved from the January 15<sup>th</sup>, 2020 meeting. Based on the concerns expressed by the Towns of Winneconne and Vinland and the Town Board, the Administration recommended an alternative to the one-time increase of \$5,000 to the Building Inspector’s wage. The Town Staff is willing to contact the Clerk of each municipality on a monthly basis to inquire about the building inspection services. By contacting the Clerks each month, any issues which may arise during the month can be resolved in a timely fashion. A quarterly “bonus” of \$1,250.00 could be paid based on the report from each Clerk. By issuing a quarterly “bonus”, the Building Inspector would not have to wait the entire year for the payment and the Board will be able to review the Building Inspector’s performance on a quarterly basis.

- Supervisor Lettau confirmed that the Building Inspector was comfortable with the quarterly payments. Administrator Straw confirmed she had spoken to him and he was comfortable with it.
- Administrator Straw noted that the “bonus” would also be subject to standard withholdings as well.

**MOTION:**

Motion by unanimous consent to approve a quarterly premium of \$1,250.00 to the Building Inspector based on the service reports from the Towns of Winchester, Vinland, Winneconne, and Dale.

- B. Discussion/Action: Town Board review and consideration of a request for CY2018 Garbage Fee Refund payable in CY2019 for Kevin and Carrie Abitz, 8833 Umland Road, Larsen, WI 54947.

The Board reviewed a copy of the CY 2018 tax bill for Tax ID 006-0486-01, located at 8833 Umland Road, Larsen, WI 54947. This tax bill included a double garbage fee because the property has a second address and staff had the understanding it was a duplex or rental unit requiring two service fees. The property owners questioned the double fee and informed staff that the second address was in error and the home is a single-family residence. Staff researched the matter and found that the County inadvertently added a second address to their property, but could not provide any reasoning for the action. The County will be taking a corrective action in regard to the addressing system.

The property owners, Kevin and Carrie Abitz, have requested a \$200 refund for the second CY 2018 Garbage fee payable in CY 2018/19 charged to them. The 2019 Town Financial Book has not been closed as staff is currently working with the Auditors at this time. The Administration is recommending the refund of \$200.00 to be paid from the 2019 financial book.

**MOTION:**

Motion by unanimous consent to refund the CY 2018 Garbage/Recycling Fee payable in CY 2018/19 of \$200.00 to Kevin and Carrie Abitz.

- C. Discussion/Action: Town Board review and consideration of the Town Chair's recommended appointment of Nancy Stachowiak to the Green Space Committee to complete the unexpired term of the vacant Committee Member #4 position.

The Town Chair recommended the appointment of Nancy Stachowiak to the Green Space Committee to complete the unexpired term of the vacant Committee Member #4 position. The Town Chair has assured the Town Staff that Nancy is willing to fulfill the Committee Member term through April 2020.

**MOTION:**

Motion by unanimous consent to appoint Nancy Stachowiak to the Green Space Committee to complete the unexpired term of the vacant Committee Member #4 position.

- D. Discussion/Action: Town Board review and consideration of an Amendment to the list created by Resolution 2019-014 A Resolution Creating a Statutorily Required List of Appointed Election Poll Workers for the CY 2020/21 election cycle to add the following to the list of approved poll workers:
- i. Christina Lewis, 3693 Emerald Crown Parkway, Neenah, WI 54956
  - ii. Nancy Stachowiak, 2646 Oakcrest Dr, Neenah, WI 54956

The Board reviewed a copy of Resolution 2019-014, as approved by the Board: Resolution 2019-014 is the Resolution Creating a Statutorily Required List of Appointed Election Poll Workers. The Board also reviewed a copy of the amended Exhibit A to

Resolution 2019-014 with the names of the additional poll workers. The additional Poll Workers on the list are recommended for addition by staff. As in the past, both the Democratic Party and the Republican Party are eligible to provide Poll Worker names to the Clerk. The list of Poll Workers with the additional names is valid for 2 years and is used to select individuals who will work at the Town’s Elections.

**MOTION:**

**Motion by** Supervisor Grundman  
**Second by** Supervisor Lettau

**Motion to** approve the addition of the listed names to Exhibit A of Resolution 2019-014 a Resolution Creating an Election Poll Worker List for CY 2020/21 election cycle as presented.

**ROLL CALL VOTE:**

Supervisor Wisnefske	Aye
Chair Geise	Aye
Supervisor Reif	Aye
Supervisor Lettau	Aye
Supervisor Grundman	Aye

**Motion carried** by a vote of 5-0

- E. Discussion/Action: Town Board review and consideration of a Request for Proposal for the Codification of the Town’s Code of Ordinances.

The Board reviewed a copy of a Request for Proposal for the Codification of the Town’s Code of Ordinances. The Town’s Attorney has reviewed the document. With the Incorporation of the Town in the near future and the recent addition of a Police Department, the need to have a more organized and structured Code of Ordinances becomes more critical. The request for proposal outlines the scope of work that a typical Codification Company would provide to a Municipality initially as well as an ongoing service.

There are several different Codification Companies out there, however, after researching other Wisconsin Municipalities, there are three most widely used – General Code, Rochester, NY, Municipal Code, Tallahassee, FL, and Code Publishing Company, Seattle, WA.

**MOTION:**

Motion by unanimous consent to approve the Request for Proposal for the Codification of the Town’s Code of Ordinances and direct staff to send the RFP out to the three Companies listed.

- F. Discussion/Action: Town Board review and consideration of additional cost of the Notebook Computer keyboard/cases.

On the January 15<sup>th</sup>, 2020 agenda, the Administration used a price of \$129.00 for keyboard/cases which was quoted in error. The numbers were transposed, so the price

should have been \$219.00. The Board approved the purchase of the iPads with keyboards at a cost not to exceed \$10,540.00 which was calculated using the transposed figure. The Town Staff caught the error prior to ordering the devices. The appropriate total cost using the correct price of \$219.00 each for purchasing the proper keyboards and back protector will add an additional \$1,800.00 for a total cost of \$12,340.00. The Administrator requested the Board consider increasing the cost not to exceed amount accordingly.

**MOTION:**

Motion by unanimous consent to approve the additional cost of \$1,800.00 for a total cost not to exceed \$12,340.00 to purchase the Notebook Computers with the specified keyboards/cases.

- G. Discussion/Action: Town Board review and consideration of purchasing four (4) additional equipment bags for the Town's EMR Department.

The Board reviewed a copy of the quote for four (4) additional equipment bags for the Town's EMR Department. The Department has scheduled and funded the replacing of the equipment bags to create a uniform and consistent equipment bag and equipment products. The EMR Department purchased five (5) bags in CY 2019 and the purchase of the four (4) additional bags this year will ensure that all members of the department have the same bags.

**MOTION:**

Motion by unanimous consent to purchase four (4) additional equipment bags for the Town's EMR Department at a cost of \$250.00 each (including shipping) for a total cost of \$1,000.00.

- H. Discussion/Action: Town Board review and consideration of the Winnebago County Emergency Management Hazard Mitigation Plan Update and Survey.

The Board reviewed a copy of the Winnebago County Emergency Management letter and survey regarding Hazard Mitigation Plan Update. The Administration has spoken with the Town's Emergency Management Coordinator, Kaylin Van Stappen, who is willing to complete the survey and join the workgroup as the Town's Representative. The Administration is of the opinion that Kaylin is the best choice to represent the Town. Kaylin is taking the position of Emergency Management Coordinator very seriously and has attended classes and prepared a damage assessment report for the flooding event in March 2019. As the Town's representative, Kaylin would be able to report back to the Town Board with first-hand knowledge of the County's Hazard Mitigation Plan updates. Kaylin would also be knowledgeable as to the requirements of the mitigation project funding should the Town be in a position to qualify for the funding.

**MOTION:**

Motion by unanimous consent to appoint Kaylin Van Stappen as the Town Representative to the Winnebago County Emergency Management Hazard Mitigation Plan Update Workgroup and direct Kaylin to complete the survey and return the completed survey to Winnebago County by February 14<sup>th</sup>, 2020.

- I. Discussion/Action: Town Board review and consideration of the Agreement for Professional Services provided by the Town's Engineer for the Design, Permitting, Bidding and Construction Administration of the Regional Stormwater Management Pond near West American Drive.

The Board reviewed a copy of an Agreement for Professional Services provided by the Town's Engineer for the design, permitting, bidding and construction administration of the Regional Stormwater Management Pond near West American Drive.

The Regional Stormwater Management Pond will be located on the "Pillar" property North of Hwy 10 and South of the extension of West American Drive. By constructing a Regional SWM pond it will allow for development to occur along West American Drive without requiring individual Stormwater Management devices. The pond is located outside of the Outagamie Airport Overlay which eliminates the requirements for netting or grid material to be placed on the pond in order to mitigate the hazard of birds flying into the path of aircraft.

After reviewing and discussing the proposal with the Town's Engineer, the Administration is recommending the approval the following:

- \$4,500 for the Survey for Final Design and CSMs (subject to the need for an additional CSM on the property on the South side of Hwy 10)
- \$4,400 for the Geotechnical Investigation
- \$4,500 for the Final Design Plans
- \$7,100 for the Preparation of Permitting Applications
- \$15,000 for the escrow payment to Winnebago County (for which the Town should be reimbursed the unused portion)
- \$695 for County permit fee and the DNR permit fee

The total of the engineering is \$20,500 and the cost of the permitting to Winnebago County and the DNR is \$15,695. Additional services may or may not be required in addition to the above. The Administration will be working with the Town Engineer to review the additional engineering costs for this agreement as needed and will present any additional costs to the Board if necessary.

**MOTION:**

Motion by unanimous consent to approve the cost of \$20,500 for engineering services and \$15,695 for County and DNR permits as presented.

- J. Discussion/Action: Town Board review and consideration of the offer to purchase the Town owned property identified as Parcel 006-0340-03 by Dan Springhetti.

The Board reviewed a letter of intent prepared by Dan Springhetti's Attorney. The Administration has sent the document to the Town's Attorney for review. The Administration requested the Town Board postpone this agenda item until the Town Board Meeting Wednesday, February 19, 2020 in order to give the attorney time to review the documents and make changes as needed.

**POSTPONED—NO ACTION TAKEN**

- IX. Review of Disbursements
- X. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XI. Upcoming Meeting Attendance—None
- XII. Board Member Requests for Future Agenda Items—None
- XIII. Adjournment

**MOTION:**

Motion made by unanimous consent to adjourn 7:37 p.m.

Respectfully submitted,  
Holly Stevens, Clerk