

TOWN OF CLAYTON  
Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, March 1<sup>st</sup>, 2017

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 at 7:00 P.M.
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 Minutes of the Regular Town Board Meeting held at 7:00 p.m. on Wednesday, February 15<sup>th</sup>, 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, February 15<sup>th</sup>, 2017.

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

V. Correspondence:

- A. A copy of a Notice of Commencement of Proceeding in Rem to Foreclose Tax Liens by Winnebago County.
- B. A copy of the Community Foundation Spending Policy Review.
- C. Winnebago County Industrial Development Board funds allocation letter

- D. Outagamie County memorandum regarding guidelines of Stormwater Management Facilities within 10,000 feet of Appleton International Airport to deter wildlife hazardous to aviation
- E. BITCO General Insurance endorsement Workers Comp change form reflecting refund

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 Department
  - 1. Written Report submitted by Chief Rieckmann
    - 31 calls year-to-date
    - Still accepting applications for Firefighters and EMRs
    - Parking cars for the Lions Club Pancake Breakfast on April 2, 2017
- D. Larsen-Winchester Sanitary District
  - 1. NO REPORT
- E. Administration Comments
  - 1. Town Engineer—Mary Jo Miller
    - Meeting with contract and Mark Luebke to finish the Whispering Meadows project
    - Whispering Meadows does require one more lift of asphalt to be completed in either 2017 or 2018
    - Clayton Avenue project also requires another lift of asphalt and will be contacting the contractor to determine the schedule for it
  - 2. Administrator Johnston—NO REPORT
  - 3. Chair Geise
    - Received a letter from WI DNR regarding the Sanitary Plan submitted earlier in the year which request the Town to withdraw its application
    - Legal counsel advises not to withdraw but to take action in court to force the DNR to consider the application
    - Meeting with ECWRPC to discuss the application and plan
    - Also met with Horn RV to discuss using their land for development of the District and will be moving forward with the initial planning for that

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
  - i. Graham M. Mulder
  - ii. Avery James Portier
  - iii. Louis Ashaver
- 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 authorizing the road reconstruction project and directing Town staff to bid the pulverizing and paving function of the reconstruction of Breezewood Lane from its intersection with CTH “JJ” to the Town’s east maintenance line.

As part of the Town’s CY 2017 budgeting process the Board approved \$104,994.00 for Chip Sealing. Over the past few years, the Board has authorized using these funds for road paving rather than chip sealing. The Public Works Department is planning to use some of these funds to rebuild Breezewood Lane from the intersection with CTH “JJ” to the Town’s east maintenance line. This project was chosen because of the condition of the road and the significant traffic generated by people living on the south side of Neenah and working at the Keller facility. Staff intends to rebuild the approximately 600 feet of road in the same way Clayton Avenue was rebuilt in CY 2016. Specifically, staff will pulverize and stockpile the existing base, undercut the sub-grade by 30-inches, replace the stockpiled material and then place geo grid on the base material, 18 inches of breaker run, 12 inches of gravel and then two lifts of asphalt pavement. The Board reviewed a copy of a proposal from Northeast Asphalt dated October 5<sup>th</sup>, 2016 for the pulverizing, paving and shouldering. Staff will update the proposal by requesting new proposals from both Northeast Asphalt, Inc and MCC. The request for proposal will also include the approved CY 2017 paving work to be done on Joseph Peters Drive and Forest Heights Road (which Wrase Realty will be finishing) in order to get better pricing. These proposals will be presented to the Board for approval. Town staff will need to contract for the use of several large dump trucks and a large compactor to complete the project. The road should be brought back to a gravel surface within 7 to 10 days and ditched, paved, and shouldered by midsummer of the year. If approved staff intends to do this work while the weight limits are on the Town Roads.

**MOTION:**

Motion made by unanimous consent to approve the project and to direct staff to solicit bids for the paving work subject to Board award.

- B. Discussion/Action: Town Board review and consideration of authorizing staff to issue a letter in support of developing the seventeen-year-old plat of Highland Park owned by Wrase Realty and located on the northeast corner of Shady Lane and Center Road.

Approximately 17 years ago, the Town approved the Plat of Highland Woods for Wrase Realty. At the time, Forest Heights Lane was constructed with the balance of the Plat to be developed as Phase-2 of the development project. Phase-2 of the project is located on the

northeast corner of Shady Lane and Center Road and during the interim the land for Phase-2 of the project was actively farmed. Wrase Realty has now indicated that they wish to develop Phase-2 of the Plat of Highland Woods. To date, Wrase Realty has updated the engineering and storm water management elements of the project. As part of the engineering update, a very small wetland area was identified that was not present when the original Plat was approved. Ben Hamblin of McMahon Engineers and Architects has asked that the Town draft a letter to the State Department of Natural Resources (DNR) supporting the development of the project.

**MOTION:**

Motion made by unanimous consent to direct the Administration to draft the requested letter and forward the same to the appropriate DNR representative.

- C. Discussion/Action: Town Board review, consideration, and direction to staff relative to joining the Wisconsin Independent Assessing Officers Association.

The Board reviewed a copy of correspondence from Claude Riglemon, President of the Wisconsin Independent Assessing Officers Association. Mr. Riglemon is asking the Town Board to approve a \$100.00 membership to the Wisconsin Independent Assessing Officers Association. It is the Administration's belief that the Town's Association is the organization that should lobby for the Town's interest; additionally, the Town is not in the assessing business, as it uses a contract for this service and the Town's contractor should lobby for its interest.

**MOTION:**

Motion made by unanimous consent to NOT join the Wisconsin Independent Assessing Officers Association.

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance:
  - Town of Clayton Open Book scheduled for May 5, 2017
  - Town of Clayton Board of Review scheduled for May 23, 2017
- 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