

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. – P.M. on Wednesday, March 5th, 2014

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

I. Call to Order:

A. Notice Verification, Roll

1. Town Board Chairman Luebke 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 Luebke	PRESENT
Supervisor Geise	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Bowen	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Scott Pamerter	PRESENT

II. Public Hearing:

- A. No Public Hearing(s) and/or Public Informational Meeting(s).

III. Approval of Minutes:

- A. Approval of the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, February 19th, 2014.

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 19, 2014.

IV. Open Forum – Non-Agendized Town-related Matters:

- A. No Referrals

V. Correspondence:

- A. Fact Sheet, Wisconsin Department of Natural Resources Proposed Issuance of General Permit for Municipal Separate Storm Sewer Systems (MS4s) WPDES General Permit No. WI-s050181-1 February 2014.
- B. Notice from Congressman Ribble of a 2014 Grants & Funding Opportunities Conference at the DJ Bordini Center.

- VI. Discussion Items (No action will be taken.):
 - A. County Supervisor Report
 - B. Winnebago County Sheriff’s Department – Public Concerns and Issues
 - C. Clayton-Winchester Fire Department
 - i. Scott Rieckmann arrived at 7:30 p.m. Scott Rieckmann had met with Carl Frisk from the State of Wisconsin to discuss clarification of bringing financial function of the Fire Department to the Town of Clayton office. Financial reports have not been filed since 2005 to be in compliance. Financial reports have not been filed since 2005. Will keep 2% dues if the first half of the 2013 financial reports are filed
 - ii. Created several new job descriptions
 - iii. Discussed software installation
 - iv. Fire call handout
 - v. Engine repairs
 - D. Larsen-Winchester Sanitary District
 - i. Put new logo on the water invoices regarding acceptable items to flush
 - E. Engineer
 - i. Continued work on design projects in status report
 - ii. Reviewed bidding process for Whispering Meadows
 - iii. Administrator Johnston discussed Attachment A to Resolution
 - iv. Administrator Johnston discussed document from Fox Cities Chamber Association
 - v. Administrator Johnston discussed the Annual Building Permit report

- VII. Operator Licenses Issued by the Town Clerk:
 - A. New:
 - i. Natasha Crouch
 - ii. Jessica Rogers
 - iii. Sarah Davis
 - iv. Christina Radtke
 - B. Renewal:
 - i. No Renewal Licenses Issued

- 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, the February 29th Green Space Committee meeting was cancelled due to weather conditions.

- X. Business:
 - A. Discussion/Action: Town Board review and consideration of Resolution 2014-002: A Resolution Providing for the Addition of Names by Amending the

Statutorily Required List of Appointed Election Poll Workers submitted For Approval by the Town Clerk.

MOTION:

Motion made by unanimous consent to approve Resolution 2014-002.

- B. Discussion/Action: Town Board review and consideration of a request by staff for clarification on the Town’s Zoning Code of Ordinances as it relates to artificial ponds and the Town’s Pond Ordinance.

MOTION:

Motion: Supervisor Geise

Second: Supervisor Lettau

Motion to direct staff to schedule a notice of the recommended amendments to the Town’s pond ordinance administrative review pending the application as stated above.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review and consideration of business related to the Clayton/Winchester Joint Fire Board.
 Chief Scott Rieckmann arrived at 7:30 p.m. Discussion regarding Fire Engine No. 144 scheduled to go to Red Power on March 10th, 2014 for pump repairs, tire rotations and service engine light on.
 Tori Bowen discussed receiving a call today from Wisconsin Worker’s Compensation regarding their audit that needs to be filed within ten days. This document needs to be filled out on a yearly basis. Lengthy discussion regarding having the Clayton Town Hall complete the financial aspect of the Larsen-Winchester Fire Department duties. Keeping up on volunteer firefighter training. Home on Larsen Road between Clayton Avenue and Highway 76 planning to be burned down in April 2014.

MOTION:

Motion made by unanimous consent

- D. Discussion/Action: Town Board review and consideration of the Administration’s schedule for the routine CY 2014 Public Works Department projects.
 Administrator Johnston provided the information so the Town Board is advised as to future projects in the summer of 2014 for the Public Works Department.

NO MOTION/ACTION TAKEN

- E. Discussion/Recommendation: Town Board review and direction to staff relative to the possible purchase of a wheeled excavator by the Storm Water Management Utility.
 Administrator Johnston is looking into the cost of purchasing a wheeler excavator instead of leasing a wheeled excavator. The purchase of a used wheeled excavator would pay for itself in a relatively short time. Estimated yearly use would be approximately 700 to 800 hours. Ann

Schmidt suggested maybe renting this out to adjoining towns as they needed it when we were not using it.

F. Discussion/Report: Town Board review on the scheduling of the sources of funding for training the Town's Administrative Assistant on the Utility Billing software.

- XI. Upcoming Meeting Attendance:
- XII. Board Member Requests for Future Agenda Items:
- XIII. Review of Disbursements:
- XIV. Adjournment: 7:50 P.M.
MOTION:
Motion made by unanimous consent to Adjourn.

Respectfully submitted,
Laurie L. Goffard, Administrative Assistant