

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. on Wednesday, March 7th, 2018

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
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
Treasurer Straw	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 Wednesday, February 21st, 2018 Town Board Meeting Minutes.

MOTION:

Motion by unanimous consent to approve the February 21st, 2018 minutes as presented

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

V. Correspondence:

- A. March 2018 Building Inspector’s Report.
- B. Community Foundation for the Fox Valley Region, Town of Clayton, Financial Report.

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 Department (First Meeting of the Month)
 - Chief Rieckmann written report
 - 29 calls year-to-date (17 EMR, 8 Fire, 4 Both)
- D. Larsen-Winchester Sanitary District
 - NO REPORT
- E. Administration Comments
 - Engineer Mary Jo Miller
 - Working w/ Staff to update Town’s minimum road standards
 - Administrator Johnston
 - Starting to work on Census material
 - Preparing for Election, Annual Meeting, Open Book, and Board of Review
 - Deputy Clerk Stevens
 - Open Book scheduled for Friday, May 18, 2018 from 10 a.m. to 2 p.m.
 - Board of Review scheduled for Thursday, June 7, 2018 from 10 a.m. to Noon
 - Town Board Chair Russ Geise
 - Continuing talks with the Village regarding Border Agreement
 - Meeting with interested parties regarding Town owned land

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. Rachel L. Gadicke
 - ii. Melissa R. Mahlke
- 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 (second Town Board meeting of the month):

- A. No Referrals

X. Business:

- A. Discussion/Action: Town Board review and consideration of adjusting the Department of Public Works work hours to a summer schedule as outlined in the Town’s Contract with the Teamsters Local 662.

The Board reviewed a copy of Section “ARTICLE 5 - HOURS OF WORK” of the Town’s Contract with the Teamsters Local 662 covering the Department of Public Works (DPW) staff, the Administration would like to extend the Department’s working hours from 6:00 A. M. to 3:30 P. M. from Monday through Thursday and 7:00 A. M. to 11:00 A.M. on Fridays from April 1st through September 30th of each Calendar Year. These hours will allow DPW staff to make better use of the daylight hours to complete their assigned tasks while still having staff on hand during the morning hours of the Friday work day.

MOTION:

Motion by unanimous consent to approve the summer hours as noted pursuant to Article 5 Hours of Work of the Teamsters Local 662 Contract.

- B. Discussion/Action: Town Board review and consideration of an Agreement with the American Red Cross to use the Town Hall Building as an Emergency Shelter should a disaster situation occur.

Staff reviewed the fact that when the Town renovated its municipal building in CY 2012 there was some discussion at the Board level of working with the American National Red Cross (Red Cross) to use the renovated facility as an emergency shelter. This process fell by the wayside because the renovation of the facility was not completed and the details of the amenities available for a shelter were not complete. The Town’s Fire Chief (Scott) has resurrected the shelter project and is respectfully asking the Board for authority to proceed with the project. The Board reviewed a Facilities Use Agreement with the American National Red Cross. The use of the Town Hall as an emergency shelter makes sense because of the nature of the facility and the resources available at the site, i.e. the generator, the showers, the offices, the Board Room, the internet facilities, the computer facilities, and other support facilities used by the Fire Department and Town staff.

MOTION:

Motion by unanimous consent to authorize the Administration to sign the Facilities Use Agreement provided by the Red Cross.

- C. Discussion/Action: Town Board review and consideration of authorizing staff to research the cost of moving the garage located on the Town owned property at 8989 Clayton Avenue to the Town’s Public Works facility at 8348 CTR “T” in Larsen.

The Town owns the land and buildings located at 8989 Clayton Avenue, the residential structure at the site is scheduled to be demolished during CY 2018/19. The garage at the same site has significant value and could be used by the Public Works Department for storage. The Administration advised the Board that it is seeking quotes for moving the facility and placing it on a foundation structure on Town owned property located at 8348 CTR “T”. Specifically, the Administration would like to locate the structure on land that the Town will soon be acquiring from Mr. Clauson, owner of the Larsen Tap. The structure would be used to store equipment used at the Yard Waste Site, as well as equipment used in the Town’s Park and Trail facilities. The Administration will bring the final proposal and cost estimates to the Board at a future meeting.

DIRECTION:

Staff is to compile the estimate of costs and report back to the Board for consideration at a future meeting.

- D. Discussion/Action: Town Board review and consideration of an Amendment to the list created by Resolution 2017-009 A Resolution Creating a Statutorily required list of Appointed Election Poll Workers for the CY 2018/19 election cycle to add the following to the list of approved poll workers:

- i. Mark A. Johnson, 6214 Furman Road, Larsen, WI, 54947.

The Board reviewed a copy of Resolution 2017-009, as approved by the Board: Resolution 2017-009 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 2017-009 with the names of the additional poll workers. The additional Poll Worker on the list is 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 unanimous consent to approve the addition of Mark A. Johnson to the Exhibit A of Resolution 2017-009 a Resolution Creating an Election Poll Worker List for CY 2018 and CY 2019 election cycle.

- E. Discussion/Action: Town Board review and consideration of any agenda items the Board may wish to place on the agenda for the 168th Annual Meeting of the Town Electors.

The Board reviewed a draft copy of the Agenda for the 168th Annual Meeting of The Town Electors scheduled for Tuesday, April 17th, 2018. The Administration asked the Board for any agenda items it may wish to add to the agenda before it is published and posted.

DIRECTION:

Include the request for electors to grant authority to the Town Board to buy and sell land.

- F. Discussion/Action: Town Board review and consideration of replacing the failed lighting on the Town's Public Works Building located at 8348 CTR "T" in Larsen.

The Administrator advised the Board that both the Public and the Town's Public Works staff have had issues with the failing lighting on the Town's Public Works Building and the Trail Head Park parking lot. The Administration asked the Town's Building Inspector (Tom) who is a Master Electrician to research the cost of replacing the lighting on the Public Works building and the Trail Head Park parking lot. The Board reviewed a copy of Tom's report and cost estimate for the materials of \$5,250.00 for the project. The Administration explained that it would like to start replacing the lighting on the Public Works building as time permits with force account labor. Specifically, the Administration

will ask Tom to do the work as time permits with comp time for the hours of work. Additionally, the Administration will direct Tom to work with staff to prioritize the work to improve the worst areas first.

MOTION:

Motion by Supervisor Reif

Second by Supervisor Lettau

Motion to authorize the project for a cost not-to-exceed \$5,250.00 and using force account labor.

Motion carried by unanimous voice vote

G. Discussion/Action: Town Board review and consideration of the following Town of Clayton Fire Department Policy:

i. Public Works Department Assistance

The Board reviewed a copy of the revised Town of Clayton Fire Department, Public Works Department Assistance Policy. The revised draft Policy has been reviewed by the Department’s Command staff. The Chief was in attendance at the Board’s Meeting to answer any questions relative to the Draft Policy. The single recommended change to the Policy relates to the procedure both the Fire Department and First Responders would use to request assistance from the Town’s Public Works Department. The change consists of the on-scene command Officer from either the Fire and/or the First Responders asking the Dispatch Center to call in the request for assistance from the Public Works Department. The Public Works Foreman, the Chief, and the Administration are recommending that the Town Board approve the draft Policy and direct the Chief to place it into effect.

MOTION:

Motion by unanimous consent to approve the listed Policy as presented.

H. Discussion/Action: Town Board review and consideration of Fire Department / DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services.

The Board reviewed a copy of the Fire Department / Department of Natural Resources (DNR) Memorandum of Understanding for Mutual Aid and Fire Suppression Services. The Administration asked the Board for authorization to enter into the Memorandum of Understanding for Mutual Aid and Fire Suppression Services with the DNR. It is the Administration’s understanding that not billing the DNR for fire suppression services provided by the Town makes the Town eligible for DNR firefighting grants. The Town’s Fire Department Chief recommends that the Town not bill the DNR for the Department’s services in order to maintain the grant eligibility. The Administration agreed with the Chief’s recommendation.

MOTION:

Motion by unanimous consent to authorize staff to enter into a Fire Department / DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services.

XI. Review of Disbursements

XII. Review of General Fund Budget Update (Second Town Board meeting of the month)

XIII. Upcoming Meeting Attendance:

- Annual Meeting, April 17, 2018
- Board of Review, June 7, 2018

XIV. Board Member Requests for Future Agenda Items: NONE

XV. Adjournment:

MOTION:

Motion made by unanimous consent to adjourn at 7:23 p.m.

Respectfully submitted,
Holly Stevens, Deputy Clerk