

TOWN OF CLAYTON
Board of Supervisors
Meeting Minutes
7:00 p.m. on Wednesday, March 20th, 2019
Town Meeting Room, 8348 County Road T, Larsen, WI 54947

- 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	EXCUSED
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Reif	PRESENT

b. Staff

Administrator Johnston	PRESENT
Asst Admin/Treasurer Straw	PRESENT
Clerk Stevens	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Ben Lafrombois	PRESENT

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

A. No Public Hearing

- III. Approval of Minutes:

A. Approval of the Minutes of the Wednesday, March 6th, 2019 Town Board Meeting

MOTION:

Motion by unanimous consent to approve the minutes from the Wednesday, March 6th, 2019, 2019 Town Board Meeting.

- IV. Open Forum:

A. Please complete the “Request to Speak at Meeting” form located on the agenda/sign-in table and submit the form to the Town Clerk. Pursuant to Wisconsin Statutes 19.32 (2) and 19.84(2), Town Related matters not on the Agenda may be presented; however, only limited discussion may occur and no action may be taken until specific notice of the subject matter of the proposed action can be given.

- NONE

- V. Correspondence:

- A. March CY 2019 Winnebago County Solid Waste Management Board, Recycling Tonnage Report.
- B. A copy of a list of additional warnings of snowplowing violations issued.
- C. A copy of the Greater Oshkosh Economic Development Corporation CY 2018 Annual 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—NO PUBLIC ISSUES
- C. Clayton Combined Protective Services Department (First Meeting of the Month)
 - a. Clayton Fire Rescue Department
 - NO REPORT
 - b. Clayton Fire Rescue First Responder
 - NO REPORT
 - c. Clayton Police Officer
 - NO REPORT
- D. Larsen-Winchester Sanitary District
 - NO REPORT
- E. Administrative Comments
 - Engineer Miller
 - Nothing to discuss other than items on the agenda later in the meeting
 - Administrator Johnston
 - Staff has been dealing with flooding issues which will be discussed later in the meeting
 - Clerk Stevens
 - Continuing to prep for upcoming election
 - In-person Absentee voting is available
 - Preparing for upcoming Wisconsin Towns Association Meeting to be held at Clayton on April, 4, 2019
 - Chairman Geise
 - Spoke with Mayor Kaufert. The City of Neenah is not filing jointly with Fox Crossing to contest the Incorporation. The City is filing as an interested party

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. No New Licenses Issued
- 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. Plan Commission recommendation to the Town Board on a Site Plan Approval Application submitted By Craig Locy, CRL Surveying LLC, N1674 Medina Drive, Greenville for property located at the northern termini of Black Top Way, Neenah and specifically described as Tax ID# 006-0895-06, being a part Section 36, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
 - Plan Commission tabled this business to the April 10, 2019 meeting
- B. Plan Commission recommendation to the Town Board on proposed Amendments to the Town of Clayton Zoning Code of Ordinances relating to Short Term Lodging Rentals.
 - The Commission directed staff to schedule the requisite public hearing for the code amendments related to Short Term Lodging Rentals.
- C. Plan Commission recommendation to the Town Board on proposed Amendments to the Town of Clayton Zoning Code of Ordinances relating to Signs.
 - The Commission directed staff to schedule the requisite public hearing for the code amendments related to signs
- D. Plan Commission recommendation to the Town Board on direction to staff relative to the creation of the project plan for Tax Incremental District #1 in the Town of Clayton.
 - The Commission directed Staff to continue to develop documents required to complete the process for Plan Commission consideration

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. Green Space Committee report to the Board on the following park improvement programs started by staff in CY 2018 with the intent of finishing them in CY 2019:
 - i. Completing the drainage improvements in Trailhead Park.
 - ii. Completing the drainage improvements on the WLOWASH Trail south of the Trailhead Park Access Point.
 - iii. Clearing title to Clayton Park.
 - iv. Completing the pavilion improvement in Clayton Park.
 - v. Completing the reconstruction of the dugout benches in the east ball diamond of Clayton Park.
 - vi. Planning for replacing the playground surface in both Clayton Park and Trailhead Park.
 - vii. Starting the planning for the park on the former Noffke property on CTR "JJ" in the Town of Clayton.
 - viii. Completing the installation of the surveillance equipment in Trailhead Park and Clayton Park.

- The Committee directed staff to continue to work on the listed project and to update the Committee on a monthly basis

X. Business:

- A. Discussion/Action: Town Board review of a staff update on the Spring thaw and related water issues in the Town.

The Board reviewed a series of photographs from the weather event of March 14 and 15, 2019. They also reviewed a list of telephone calls asking for help with water and/or flooding issues. The telephone calls were received at the Town Hall on Thursday, March 14th, and Friday March 15th, 2019. All of the Town's staff was involved in the response to the drainage issues including the Fire Chief and the Town's Police Officer. Staff worked well together to resolve many of the drainage issues. Several Town Roads were closed due to water breaching the road and erosion of the pavement surfaces.

- Chairman Geise thanked the Staff for working together to assist many residents
- Karen Thorn, 8759 Clayton Avenue, reported that the edge of Clayton Avenue was damaged. It was determined that the area was in the Village of Fox Crossing Maintenance section

NO ACTION WAS TAKEN

- B. Discussion/Action: Town Board review and consideration of accepting a donation of firefighting equipment (Ventilation Equipment) from the Clayton Fire Rescue Department Volunteer Funds.

The Board reviewed images of the equipment the Fire Department would like to purchase from its Volunteer Funds. The equipment is to be used to ventilate fire scenes and confined entry locations. The Department's Volunteer Funds Account has approximately \$7,000.00 on hand and the proposed purchase would cost \$4,400.00. The primary issue for the Board is not the proposed purchase but rather, the issue is that the equipment becomes part of the apparatus owned by the Department and the responsibility of the Town to maintain and eventually replace. The Administration, the Fire Chief, and the Department's Command staff believe that the purchase has merit and recommends approval by the Board.

MOTION:

Motion by unanimous consent to accept the Volunteer Fund purchase and to approve placing the equipment into service as soon as possible.

- C. Discussion/Action: Town Board review and consideration of replacing the fabric cover on the Town's Salt Shed.

The Board reviewed a quote for replacing the fabric roof of the Town's salt shed for a total cost of \$32,155.12. Town staff researched the cover and was able to find several suppliers that will replace the fabric cover, however, very few companies which produce the custom covers. The Town built the salt shed approximately 15 years ago. The life expectancy of the fabric cover is 15 years +/- . With the advent of the shortage of salt this

year, the salt shed has very little salt in it and staff does not expect that the Town will receive its final delivery of 100-tons this year. It was noted that given the minimal salt in the shed this would be the best time to replace the fabric cover. The Administration proposed allocating funding for the project from the proceeds of the sale of the Town owned land on the USH “10” frontage. The Administration recommended that if the Board agreed with the replacement project and the source of funding, Board action to authorize the project and direct staff to place the project funding in the Resolution allocating the distribution of the proceeds of the sale of the Town owned land on the USH “10”. This action would authorize staff to start ordering the cover with the understanding that the finalized order is pending approval of the Resolution allocating the distribution of the proceeds from the sale of Town owned land on the USH “10” frontage.

- Supervisor Reif expressed concern about the funding source stating that he thought the proceeds from the sale of land would be used to satisfy debt service
- The Administration explained that while that is true, the Town also must continue to maintain its facilities in order to efficiently and effectively provide services.
- The remaining Town owned land is expected to generate enough revenue to satisfy the bulk of the outstanding debt

MOTION:

Motion by Chairman Geise

Second by Supervisor Schmidt

Motion to authorize the replacement of the fabric roof on the Town’s Salt Shed and direct staff to place the project funding in the Resolution allocating the distribution of the proceeds of the sale of the Town owned land on the USH “10”.

Motion carried by a vote of 3-1 with Supervisor Reif voting No.

- D. Discussion/Action: Town Board review and consideration of the purchase of replacement chairs for the Town’s Board Room.

The Board reviewed a proposal to replace the chairs in the Town’s Board Room. Staff is using BSI as the provider for consistency and because they provided the furniture for the original renovations to the Town Hall building. Staff is recommending that the Board replace the seven Board chairs with extended cylinders at a cost of \$4,174.24.

Additionally, staff is recommending the purchase of seven foot rests at a cost of \$462.91. The total cost of replacing the chairs and purchasing the foot rests would be \$4,637.15. Staff recommended that the funding for the project come from the Town’s CY 2019, Capital Equipment, Office Equipment Line Item.

MOTION:

Motion by Supervisor Reif

Second by Supervisor Grundman

Motion to authorize the replacement of the Town’s Board Room Chairs and the purchase of foot rests at a cost of \$4,637.15 with the funding for the project to come from the Town’s CY 2019, Capital Equipment, Office Equipment Line Item.

- E. Discussion/Action: Town Board review and direction to staff relative to the CY 2020 re-construction of Larsen Road from STH “76” through the intersection of Oakwood Avenue, the pulverizing and repaving of Larsen Road

from Oakwood Avenue to CTR “T” and the construction of the related pedestrian trail on the south frontage of Larsen Road.

The Board reviewed a memorandum from the Town’s Engineer (Mary Jo Miller) outlining the estimated cost for the reconstruction of Larsen Road from STH “76” through the intersection of Larsen Road and Oakwood Avenue, as well as the estimated costs of the proposed trail on the south side of the Larsen Road right-of-way. Also included are the estimated costs of pulverizing and paving Larsen Road from the intersection of Oakwood Avenue to CTR “T” and the related trail construction. The estimated cost for the Larsen Road reconstruction is \$800,000 to \$850,000 or approximately \$150.00 per linear foot. The cost of pulverizing and paving Larsen Road from Oakwood Avenue to CTR “T” is \$425,000 to \$475,000 or approximately \$40.00 per linear foot. The estimated cost of the 2-mile section of 6-foot wide paved trail from STH “76” to CTR” T” is \$1,021,000. A significant portion of the Trail cost is caused by the need to enclose the south storm water management ditch of Larsen Road so that the trail can be constructed over the enclosed ditch. The Town’s experience with the trail on the south side of Larsen Road between STH “76” and Clayton Avenue demonstrates the need to enclose the storm water management ditch in order to create a quality trail system. This need becomes clear when the different legs of the existing trail are studied, i.e. the enclosed trail in front of EarthScapes vs the open ditch of the rest of the trail.

- Chair Geise stated he could not justify spending over a \$1,000,000 on a trail when there are roads in the Town which have been recently washed out due to flooding.
- The Board requested the discussion be tabled to the second meeting in April for further consideration

NO ACTION WAS TAKEN

XI. Review of Disbursements

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

XIII. Upcoming Meeting Attendance:

- Wisconsin Towns Association Unit Meeting—April 4, 2019 6:00 p.m., Town of Clayton Municipal Meeting Room, 8348 County Road T, Larsen
- Town of Clayton Annual Meeting—April 16, 2019 7:00 p.m., Town of Clayton Municipal Meeting Room, 8348 County Road T, Larsen

XIV. Board Member Requests for Future Agenda Items:

XV. Adjournment

MOTION:

Motion made by unanimous consent to adjourn at 7:56 p.m.

Respectfully submitted, Holly Stevens, Clerk