

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. on Wednesday, March 21st, 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, March 7th, 2018 Town Board Meeting Minutes.

MOTION:

Motion by unanimous consent to approve the March 7th, 2018 minutes as presented

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

V. Correspondence:

- A. A copy of the Winnebago County Solid Waste Management Board, CY 2018, February Recycling Tonnage Report.
- B. A copy of correspondence from the Office of Corporation Counsel for Winnebago County.
- C. A copy of the Minutes of the Library Board of the Oshkosh Public Library.
- D. 2017 Winnebago County Land and Water Conservation Department Annual Report.

- E. A copy of correspondence from Winnebago County Zoning Department re: Farmland Preservation Plan

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
 - 34 calls year-to-date (21 EMR, 8 Fire, 5 Both)
 - Procured new E-draulic Extrication Tools
- D. Larsen-Winchester Sanitary District
 - NO REPORT
- E. Administration Comments
 - Engineer Mary Jo Miller
 - Received DNR correspondence regarding the permitting required for the dredging project between Oakwood and Pioneer. Will be discussing with Staff as to how to move forward
 - Waiting on weather to continue work on the Rose Moon extension and Rosemary Lane
 - Administrator Johnston
 - Scheduled meeting regarding the Wrase Subdivision
 - Scheduled meeting regarding Preliminary Concept Plan for the Development of what was formerly the Sabee property
 - Deputy Clerk Stevens
 - In-person Absentee Voting open
 - Election Prep in full swing
 - Town Board Chair Russ Geise
 - Met with the Clausens (Larsen Tavern) and the land swap deal is moving forward
 - Continuing talks with the Village of Fox Crossing regarding Border Agreement

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. Lissa Moore
- 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. Town Board review and consideration of a 2-Lot County Plat submitted by Schmidt Construction.

The Board reviewed a copy of a County Plat submitted by Schmidt Construction, Inc. The County Plat was scheduled to be presented at the Plan Commission’s Wednesday, March 14th, 2018 Meeting. The Administration inadvertently missed the County Plat Application and Plat Documents submitted by Schmidt Construction, Inc. Administration advised the Board that the County Plat as submitted has not been changed since its original submission and recommendation for approval by the Plan Commission and Town Board in April of CY 2017. The Applicant would like to record the County Plat by the end of March, and therefore, the Administration is taking the Application directly to the Town Board for Approval. The Administration recommended approval of the County Plat Application.

MOTION:

Motion by unanimous consent to approve the County Plat as submitted by Schmidt Construction, Inc.

- B. The Wednesday March 14th, 2018 Plan Commission Meeting was Cancelled by the Commission Chair.

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 Town Board on the replacing the toilets in the Trail Head Park Rest Rooms.
- B. Green Space Committee recommendation to the Town Board on replacing the overhead lighting on the Trailhead Park parking lot.
 - The Committee will be reviewing the lighting options and providing a recommendation after its April meeting.

X. Business:

- A. Discussion/Action: Distribution of the Draft CY 2017 Audit to the Town Board for consideration at the Board’s Wednesday, April 4th, 2018 Town Board Meeting.

The Administration provided a Draft copy of the Town’s CY 2017 Audit and Management Letter to the Board for its review in anticipation of the Board’s formal consideration and action on the Town’s Audit at its Wednesday, April 4th, 2018 Town Board Meeting.

NO ACTION TAKEN

- B. Discussion/Action: Town Board review and consideration of declaring the Clayton Fire Rescue hydraulic jaws surplus property and authorizing the donation of those jaws to a local fire department or an organization that distributes surplus firefighting equipment to departments in need.

The Board reviewed a copy of an e-mail from the Chief of the Town’s Fire Department (Scott). As part of equipping the Town’s new First Response Vehicle the Department has

purchased and received delivery of a new set of hydraulic jaws. Since the Department now has 3 sets of jaws, two electric units and one hydraulic unit, Scott would like to take the hydraulic jaws out of service and dispose of them. The hydraulic unit was purchased by the former Clayton / Winchester Fire Department and kept by the Town of Clayton as part of the dissolution of the Joint Fire Department. The Administration would like to offer the hydraulic unit to the Town of Winchester, if the Town of Winchester does not want the unit it would be offered to an organization that sends firefighting equipment internationally to Departments that can make good use of the equipment.

MOTION:

Motion by unanimous consent to declare the Fire Department’s hydraulic jaws unit surplus and authorize staff to offer it to the Town of Winchester or, if unwanted by Winchester, to dispose of it as discussed.

- C. Discussion/Action: Town Board review and consideration of a proposal from Lappen Security Products for installing surveillance cameras at the Town’s Trailhead Park/Town Hall Facility and the Town’s Clayton Park Facility.

The Board reviewed a copy of a proposal from Lappen Security Products for installing surveillance cameras at the Town’s Trail Head Park/Town Hall Facility and the Town’s Clayton Park Facility at a cost of \$15,070.62. The Administration reviewed that over the course of the past few years the Green Space Committee and the Board have considered installing cameras at both of the Town’s facilities to minimize vandalism and other questionable activities at both sites. Unfortunately, at budget time other priorities have taken precedent and the security devices have never been funded or installed. The Administration informed the Board that it will be taking this proposal to the Green Space Committee at its Wednesday, April 11th, 2018 Meeting for their recommendation to the Board. In anticipation of that meeting, the Administration would like to respectfully ask the Board to authorize funding for the project from the Town’s anticipated CY 2017 Fund Balance Surplus. The funding would be conditioned on the Green Space Committee recommending the project to the Board and the Board approving the project. The Administration asked the Board to place a priority on the project as staff makes its recommendations on distributing the Town’s CY 2017 Fund Balance Surplus.

MOTION:

Motion by unanimous consent to direct staff to prioritize the funding of the security devices as presented when allocating the Town’s CY 2017 Fund Balance Surplus and to get additional quotes for the security devices.

- D. Discussion/Action: Town Board review and consideration of an Agreement for Professional Services provided by the Town’s Engineer for completing a wetland delineation of the Town owned property on the south side of STH “10” between STH “76” and Clayton Avenue in the Town of Clayton.

The Board reviewed a copy of an Agreement for Professional Services provided by the Town’s Engineer for completing a wetland delineation of the Town owned property on the south side of STH “10” between STH “76” and Clayton Avenue in the Town of Clayton.

In order to take advantage of the new legislation relating to filling small isolated wetlands and to maximize the value of the land to the Town, the Administration is recommending that the Town conduct a wetland delineation of the entire site. In addition to being a necessary step to sell the land, the wetland delineation will provide the Town with the material needed to make an Application to the Department of Natural Resources (DNR) to fill the small isolated wetland area on the site. The Administration recommended the Board fund the cost of the delineation (\$5,050.00) from the proceeds of the Town’s land and residential rental units.

- Supervisor Lettau expressed her disapproval of the filling of the wetlands

MOTION:

Motion by Supervisor Schmidt

Second by Supervisor Reif

Motion to approve the wetland delineation project at a cost of \$5,050.00 with the funding to come from the Town’s property rental proceeds.

Motion carried by a vote of 4-1 with Supervisor Lettau voting against the motion.

- 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 draft included the Administration’s change to reflect the Board’s desire to ask the Town’s Electors for an additional 3-year authorization to buy and sell land on the Clayton Avenue corridor from CTR “II” to the north Town Limits.

NO ACTION TAKEN

- 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 7:38 p.m.

Respectfully submitted,
 Holly Stevens, Deputy Clerk