

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:01 P.M. – 8:27 P.M. on Wednesday, April 18, 2012

Town Office Meeting Room, 8358 County Road T, Larsen, WI 54947

I. Call to Order:

A. Pledge of Allegiance, Notice Verification, Roll

1. Town Board Chairman Luebke called the meeting to order at 7:01 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 Erdmann	PRESENT
Supervisor Schmidt	ABSENT

b. Staff

Administrator Johnston	PRESENT
Town Treasurer Bowen	PRESENT
Public Works Foreman Pamentner	PRESENT
Town Engineer Miller	PRESENT

II. Public Hearing:

A. No Public Hearing.

III. Approval of Minutes:

A. Regular Town Board Meeting – Wednesday, March 21st, 2012

MOTION:

Motion carried by unanimous consent to approve the minutes of the Regular Town Board Meeting of March 21st, 2012 with no corrections.

B. Regular Town Board Meeting – Wednesday, April 04, 2012

MOTION:

Motion carried by unanimous consent to approve the minutes of the Regular Town Board Meeting of April 04th, 2012 with no corrections.

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

A. There were no requests to speak.

Correspondence:

- A. Solid Waste Management Board March 2012 Scale Tickets and Tonnage Report.
 - Town of Clayton is currently in 2nd place behind Town of Vinland.
- B. 2012 Recycling Grants Award notification.

V. Discussion Items (No action will be taken.):

- A. County Supervisor Report
 - 1. County Supervisor Farrey expressed his thanks for all the support in the recent election.
 - 2. There are 5 new County Supervisors.
 - 3. Supervisor Farrey was assigned to the Land Conservation and Facilities Property Management Committees
 - 4. County Road T was the boundary and that County Supervisor Joanne Sievert was still the representative of a portion of the Town of Clayton also.
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
 - 1. No report
- C. Clayton-Winchester Fire Department
 - Chief Mathison would like to inform the Board that the Department has received 32 calls year-to-date.
 - 1. 1 Control burn investigation
 - 2. 2 Vegetation Fires
 - 3. Town Board Chairman Luebke announced the new fire engine purchase, the show in Indianapolis, IN at 2:00 p.m. on Friday, April 20, 2012 where the truck will be “unveiled”, and the Pierce Manufacturing website where a video of the Fire Departments new truck can be viewed.
- D. Larsen Winchester Sanitary District
 - 1. No Report
- E. Administration Comments
 - 1. Administrator/Clerk
 - a. Chairman Luebke and Administrator Johnston met with Marshall's daughter on the proposed property purchase. Nothing to report, as negotiations are still taking place.
 - 2. Public Works Foreman:
 - a. Mowing is going well
 - b. Hoping to have the new tractor and mower by Friday, April 20th, 2012
 - c. The excavator is scheduled to be delivered on July 16th, 2012 – will be using it to continue the ditching project in Sunburst Estates
 - d. Recently been assigned the duty of Weed Commissioner
 - 3. Treasurer/Deputy Clerk:
 - a. Completed Election webinar training for New Clerks
 - b. April 3, 2012 Presidential primary election – we are finishing the reports
 - c. Getting ready for the Primary Recall Election on May 8th, 2012
 - d. Continuing to learn the SVRS system in hopes of entering all the new voter applications before the May Election
 - 4. Engineer:
 - a. Oak Openings and Oakcrest Subdivision Studies
 - b. Deer Trail and Sunburst Estates Projects

- c. Braun Court design
- d. Ridgeway road construction
- e. Highway 10 Corridor Study

VI. Licenses and Permits:

A. Discussion/Action: Consideration and approval of Operator Licenses:

1. New – Theresa A. Rathsack
2. New – Kathryn J. Callaway
3. New – Sandra A. Beltz
4. New – Tyler Olson
5. New – Jessica L. Holewinski
6. New – Diane L. Thom

MOTION:

Motion carried by unanimous consent to approve all the Operator Licenses as presented.

VII. Zoning – Town Board receipt, review, and consideration of Plan Commission Referrals:

- A. Plan Commission recommendation to the Board on a Final Plat of Sections 8, 9, 10, and 11 of the Clayton Cemetery submitted by the Town of Clayton, 8358 County Road T, Larsen, WI 54947-0013 for property located at 7890 County Road T, Larsen, WI 54947-0000, in the Town of Clayton and specifically described as Tax ID # 006-0711, Being All of Lot 1 of Certified Survey Map 4915, Being in part of the Northwest ¼ of the Southwest ¼, and part of the Southwest ¼ of the northeast ¼, All in Section 28, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

MOTION:

Motion by: Supervisor Lettau

Seconded by: Supervisor Grundman-Erdmann

Motion to accept the Plan Commission recommendation for the approval of the Final Plat of Sections 8, 9, 10, and 11 of the Clayton Cemetery, located at 7890 County Road T, Larsen, WI 54947-0000, in the Town of Clayton and specifically described as Tax ID # 006-0711, subject to the conditions outlined by staff.

Motion carried by unanimous voice vote.

- B. Plan Commission recommendation to the Board on a Certified Survey Map (CSM) for the Noffke Family Trust and the Noffke Limited Partnership 1060 Stoney Ridge Road, Neenah, WI 54956 for property located at 1060 Stoney Ridge Road and 2632 CTR JJ 3088, Neenah, WI 54956, in the Town of Clayton and specifically described as Tax ID # 006-0904-01 and 006-0906, being part of the Northwest ¼ of the Southwest ¼ of the Southeast ¼. Section 36, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Discussed the use of the proposed property – recreational vs. passive park
- Green Space Committee would recommend the function of the property
- Discussed the cost for the removal of the lead from the pistol range

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Motion to accept the Plan Commission recommendation of the Certified Survey Map (CSM) for the Noffke Family Trust and the Noffke Limited Partnership 1060 Stoney Ridge Road, Neenah, WI 54956 for property located at 1060 Stoney Ridge Road and 2632 CTR JJ 3088, Neenah, WI 54956, in the Town of Clayton and specifically described as Tax ID # 006-0904-01 and 006-0906 subject to all the recommendations outlined by the Plan Commission and staff and that the passive park issue is subject to future review based on the Town's needs at the time.

Motion carried by unanimous voice vote.

- C. Plan Commission recommendation to the Board on a Certified Survey Map (CSM) for Paul S. Shoberg 8736 Pioneer Road, Larsen, WI 54947 for property located at 8736 Pioneer Road, Larsen, WI 54947, in the Town of Clayton and specifically described as Tax ID # 006-0440, being part of the Southwest ¼ of the Northwest ¼ Section 16, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

MOTION:

Motion by: Supervisor Lettau

Seconded by: Supervisor Geise

Motion to accept the Plan Commission recommendation of the Certified Survey Map (CSM) for Paul S. Shoberg 8736 Pioneer Road, Larsen, WI 54947 for property located at 8736 Pioneer Road, Larsen, WI 54947, in the Town of Clayton and specifically described as Tax ID # 006-0440.

Motion carried by unanimous voice vote.

- D. Plan Commission Review and direction to staff relative to developing a local Wind Energy Ordinance.

- Staff recommended the Board refer this item back to the Plan Commission for further discussion

MOTION:

Motion carried by unanimous consent to refer this back to the Plan Commission for further discussion.

- VIII. Green Space – Town Board receipt, review, and consideration of Green Space Committee Referrals:

- A. No Referrals

- IX. Business:

- A. Discussion/Action: Town Board review and consideration of the proposed times and dates for the Town's CY 2012 Open Book and Board of Review

- a. Open Book: 5:00 P.M. to 7:00 P.M. on Thursday, May 10th, 2012
- b. Board of Review: 10:00 A.M. to 12:00 Noon on Friday, June 1st, 2012

The Town's Assessor has recommended the listed dates for the Town's Open Book and Board of Review. Attached please find copies of the notices required for the Open Book and Board of Review. Staff has asked the Town's Assessor to be responsible for scheduling for both of the proposed meetings. Additionally, as part of the Town's CY 2012 Budget, the Board approved funding for a stenographer to take the minutes for the Town's Board of Review Meeting. Based on that approval, staff has tentatively scheduled Nan from Appleton Court Reporters to be in attendance at the Board of Review meeting and to provide a verbatim transcript of the meeting. If the Board is available for the proposed time and date of the Board of Review a motion would be in order to approve the schedule for the Town's CY 2012 Open Book and Board of Review meetings as presented.

- Staff asked the Town Assessor to schedule appointments for both the Open Book and the Board of Review.
- Discussed the funding for a stenographer to take the minutes for the Town's Board of Review Meeting.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman-Erdmann

Motion to accept the presented times for the Open Book and the Town's Board of Review.

Motion carried by unanimous voice vote.

- Discussed the use of a stenographer and the stenographer not being a Town Member
- Reminder there must be a quorum at the Board of Review.

- B. Discussion/Action: Town Board review and consideration of the Town membership to Fox Cities Online and payment for the membership level.

Attached please find a copy of the membership application for the Fox Cities Online organization. The Town has retained its membership during my tenure as Administrator. Staff would like the Board's authorization to renew the membership at the "Sustaining" level. This will allow for continued participation in the organization at a reasonable cost. Listed below please find the Mission Statement for the Organization.

Mission: Fox Cities Online promotes community through access to information by providing a comprehensive directory of Fox Cities websites, and hosting websites for local organizations.

- **Goal 1:** To be the most complete, accurate and up to date directory of Fox Cities websites.
- **Goal 2:** To enable any Fox Cities organization that wants a web presence to have one.
- **Goal 3:** To be widely recognized as a primary source for Fox Cities web information.
- **Goal 4:** To be easy to use.
- **Goal 5:** To maintain awareness of potential new services, and incorporate those that enhance our mission.

- **Goal 6:** To develop funding and resources as necessary to sustain operations and accomplish goals.
- **Goal 7:** To increase the effectiveness and visibility of our partnerships with other providers of Fox Cities web-based community information.

If the Board agrees with the Administration's recommendation a motion would be in order to approve the Town's membership in Fox Cities Online at a cost not to exceed \$100.00 with funding to come from the Legislative Support Line Items of the Town's CY 2012 General Fund Budget.

MOTION:

Motion carried by unanimous consent to approve the Town membership to Fox Cities Online and payment for the membership level (not exceed \$100.00).

- C. Discussion/Action: Town Board review and direction to staff relative to the proposed creation of a Town wide Storm Water Management Utility District.

Attached please find a copy of the Town's Draft Storm Water Management Utility Ordinance. Also attached is a copy of the Ordinance used by the Town of Greenville and an updated Storm Water Management Utility fee and Run-off Equivalent Unit (ERU) sheet for area communities with Utility Districts. Based on the Electors motion and vote at the Tuesday, April 10th, 2012 Annual Meeting, the Administration would like the Board's direction on how to proceed with this project. Specifically, the Town will need to complete the Utility District Study, generate an ERU standard, and approve an Ordinance. Additionally, the Board will need to set a 5-year Storm Water project list including estimated project costs. The combination of an ERU and the project list will allow the Board to establish a Storm Water Management Utility fee that could be levied with the Town's CY 2013 Taxes. If the Board wishes to move forward with this project a motion would be in order to direct the Administration to update the Engineer's Storm Water Utility Management Study and to schedule the consideration of the Study for the Board's Wednesday, May 2nd, 2013.

- Staff is asking the Board for direction relative to proceeding with the proposed Storm Water Utility Management Study including researching the State Statutes and seeking advice from the Town's legal counsel and the State Engineer.
- Discussed the measuring of farm properties throughout the Town.
- Discussed defining the ERU for the Town and credits for any Storm Water Management ponds on property throughout the Town.
- Discussed the possibility of credits for residents that install rain gardens, etc and the potential problems of a uniform measure of the function of those types of projects.
- Discussed the DNR MS4 rules.

MOTION:

Motion carried by unanimous consent to

- D. Discussion/Action: Town Board review and update by staff on the scheduling of the Storm Water Management enclosure project in the Plat of Hidden Park.

The Administration would like to advise the Board that staff is working on the schedule to install the Storm water management ditch in the Plat of Hidden Park. Specifically, the proposed ditch enclosure is between Lots 13 and 14 of the Plat (see attached map) and both Lots front on the north side of Grand Meadows Crossing. This project was approved by the Board in CY 2011 and postponed to CY 2012 because of the weather and the installation of the open bottom culvert in Oakwood Avenue and Golf Wood Drive. The project is intended to minimize the maintenance work that the Public Works Department will need do in order to keep the drainage course working properly. Staff intends to complete the work with force account labor and some minor help from a contractor with a high hoe. The high hoe is needed to remove the stone fill and debris in the drainage course. Staff will be available at the Board's meeting to answer any questions the Board may have relative to the project.

- Updated the Board on the Hidden Park project.

MOTION:

No Motion

- E. Discussion/Action: Town Board review and direction to staff relative to implementing the Town Engineer's Storm Water Management Drainage Study recommendation for the Plat of Oak Openings .
- F. Discussion/Action: Town Board review and direction to staff relative to implementing the Town Engineer's Storm Water Management Drainage Study recommendations for the Plat of Oakcrest Manors.

Attached please find a copy of the Town Engineer's reports for these two projects. The Administration respectfully requests that the Board review these reports in some detail. The cost of these projects is substantial and well beyond the Town's ability to complete in a single year or as a single project. The Administration would like the Board's direction on how staff should proceed and the type of storm water management the Board is willing to consider. Specifically, is staff able to consider storm sewer as part of the solution? Based on a preliminary review the Administration believes that it would likely take up to three years to complete the projects in their entirety. Staff would likely start the work by dealing with the areas that have generated the most serious complaints and then move on the areas that will provide long term solutions to the storm water management issues. The Administration would also like the Board's direction relative to process. Should staff prepare a series of recommendations and present them to the Board before talking to the residents or should staff talk to the residents before making a recommendation to the Board? Please be advised that as shown on the attached map, the storm water management problems in this area are all related and solving one will impact the other. Staff's goal in making any recommendation to the Board will be to present a series of projects that resolve all of the storm water management problems in the area. Additionally, staff will look at the impact of future development on storm water issues and opportunities in the area.

- Discussed the two projects with the presentation of the maps on the overhead projector.
- Discussed the proposed projects being completed in phases over a 3 year time period.
- Discussed the cost and funding of the proposed projects

MOTION:

Motion carried by unanimous consent to direct staff to move forward with the implementing of the Town Engineer's Storm Water Management Drainage Study recommendation for the Plat of Oak Openings and the Plat of Oakcrest Manors.

- X. Upcoming Meeting Attendance
 - A. Clayton-Winchester Joint Fire Board Meeting on Monday, April 23, 2012 at 7:00 p.m. at the Town of Clayton Town Hall.
 - B. Plan Commission Networking Meeting at Coughlin Center April 25, 2012, 6:30 p.m. – 8:00 p.m.
- XI. Board Member Requests for Future Agenda Items
 - A. No Requests
- XII. Review of Disbursements
 - A. Town Board Reviewed disbursements
 - B. Payroll disbursements
- XIII. Adjournment – 8:27 P.M.

MOTION:

Motion carried by unanimous consent to Adjourn

Respectfully submitted,
Tori Bowen, Treasurer