

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 p.m. on Wednesday, April 4, 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
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 21, 2018 Town Board Meeting Minutes.

MOTION:

Motion by unanimous consent to approve the March 21, 2018 minutes as presented.

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

V. Correspondence:

- A. A copy of the March 2018 Building Inspection report.
- B. A copy of the December 14th, 2017 Larsen Drainage Ditch Meeting Minutes.
- C. A copy of an excerpt of the Winnebago County Board of Supervisors Meeting adopting a Planning and Zoning Committee recommended Shoreland Zoning change.
- D. A copy of an e-mail from Chief Forbes, Fire Chief for the Town of Winchester.
- E. A copy of Gaining and Maintaining Young Adults in Wisconsin, published for the Fox Cities Economic Development Professionals Meeting of March 22nd, 2018.

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
 - 41 calls year-to-date (24 EMR, 12 Fire, 5 Both)
 - Division Chief of EMS Cindy Pfankuch
 - New EMR, Josh Bluhm credentialed
 - Chris Buel currently enrolled in EMR classes
 - Adding two more advanced skills to Services
 - Glucometer kits now carried by all EMRs
- D. Larsen-Winchester Sanitary District
 - NO REPORT
- E. Administration Comments
 - Engineer Mary Jo Miller
 - Dredging project update forthcoming at a future meeting
 - Waiting on weather to continue work on the Rose Moon extension and Rosemary Lane
 - Administrator Johnston
 - Election Day ran well
 - Working on Annual Meeting Preparation
 - Deputy Clerk Stevens
 - Results from Municipal Election
 - Supervisor #3 Incumbant Ann Schmidt re-elected
 - Supervisor #4 Incumbant Scott Reif re-elected
 - Town Board Chair Russ Geise
 - Continuing talks with the Village of Fox Crossing regarding Border Agreement

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. Jeremy Jesse
- 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 approving the provision of and requiring the use of Department of Public Works (DPW) uniforms by contracting with Cintas to provide the garments.

As part of the Town’s CY 2018 General Fund Budget the Board approved a uniform line item for the Public Works Department (DPW). The Board reviewed a copy of a uniform proposal from Cintas Corporation in the amount of \$3,435.36. The proposal includes the Yard Waste Site Operator and would provide the DPW with 11 uniforms, five of which would be picked-up for cleaning on a weekly basis. The proposal also includes a lightweight short-sleeve summer vs a heavier long-sleeve winter uniform. The Administration has chosen to continue with Cintas Corporation since they provide the Town with all of the other contract supplies, i.e. towels, mats, cleaning supplies, etc.

MOTION:

Motion by unanimous consent to approve the proposal submitted by Cintas Corporation at a cost of \$3,435.36 with the funding to come from the Public Works, CY 2018 General Fund Budget, Uniform Line Item.

- B. Discussion/Action: Town Board review and consideration of transferring funds from the Cemetery Reserve Account to complete the damage repair and maintenance of the head stones in Royer Cemetery.

The Board reviewed a copy of a proposal submitted by Giles Stark from Twin City Monument Works for repairing and placing monument markers on illegible monuments in Royer Cemetery at a cost of \$8,000.00. This activity should be the final maintenance issue for the actively used portion of Royer Cemetery. As much as the Administration has difficulties with the cost of the project it also believes that it is the Town’s responsibility to maintain the dignity of the burial sites and of the cemetery as a whole. Funding for the project would come from the Town’s Cemetery Reserve Account.

MOTION:

Motion by unanimous consent to approve the project and to direct the Administration to prepare a Resolution moving the funds from the Reserve Account to the General Fund Cemetery Maintenance Account.

- C. Discussion/Action: Town Board review and consideration of a Town resident’s request to place deer crossing signs at 2560 East Shady Lane in the Town of Clayton.

The Board reviewed a request by a Town resident to place two Deer Crossing signs in the area of 2560 East Shady Lane in the Town of Clayton. The requests is based on evidence of several deer vs car accidents in the area. The Administration frequently receives requests for this type of signage, however, this is the first formal request from a resident. The Administration is of the opinion that most of the requests are based on the fact that the

State and/or the County no longer remove dead carcasses and that if the Town took it upon itself to remove the carcasses the requests for signage would decrease.

The Board discussed the fact that the entire Town would require such signage and it is not financially feasible to approve the action.

NO ACTION TAKEN

- D. Discussion/Action: Town Board review and consideration of the Draft CY 2017 Town Audit presented by Mike Konecny as prepared by Schenck SC under the supervision of Virginia Hinz, CPA Manager, Government and Not-For-Profit Group.

Mike Konecny, MWK LLC (Mike) presented the Town’s CY 2017 Audit to the Town Board for its consideration and acceptance. Mike will also be presenting the CY 2017 Audit to the Town’s Electors at the Tuesday, April 17th, 2018 Electors Meeting. Copies of the Town’s CY 2017 Audit will be made available to the public at the Town’s Electors Annual Meeting.

MOTION:

Motion by unanimous consent to accept the Town’s CY 2017 Audit as presented and place it on file at the Town Offices.

- E. Discussion/Action: Town Board review and consideration of allocating the Town’s Unassigned CY 2017 Fund Balance to the following projects:
 - i. The funding needed to complete the purchase and equipment for the Fire Department’s First Response Truck.
 - ii. Partially funding the CY 2019 scheduled replacement of the Fire Department’s Self Contained Breathing Apparatus (SCBA).
 - iii. The Purchase of salt brine making and distribution equipment for the Public Works Department.
 - iv. The installation of a closed-circuit surveillance camera system at the Town Hall, Trailhead Park, and Clayton Park.
 - v. The installation of sidewalk on the north side of the Municipal Building.

Based on the Town’s CY 2017 Audit there are \$408,835.00 in the Town’s Unassigned Reserves Account, additionally, there are \$93,886.00 in Reserves Committed in the Solid Waste and Recycling Special Revenue Fund. The Administration is recommending that \$85,000.00 of the \$93,886.00 of the Reserves Committed in the Solid Waste and Recycling Special Revenue Fund be transferred to the General Fund Unassigned Reserves to repay the General Fund for the monies used to purchase and demolish the Elmer House so that it can be used as the Town’s new Yard Waste Site. This transfer would complete the repayment to the General Fund for the purchase of the Elmer property. This transfer would result in \$493,835.00 in the General Fund Unassigned Reserves Account. The Administration is proposing to distribute the monies in the following fashion:

i.	General Fund Unassigned Reserve Account:	\$268,801.62
ii.	The funding needed to complete the purchase and equipment for the Fire Department’s First Response Truck:	\$ 50,000.00
iii.	Partially funding the CY 2019 scheduled replacement of the Fire Department’s Self-Contained Breathing Apparatus (SCBA):	\$100,000.00
iv.	The Purchase of salt brine making and distribution equipment for the Public Works Department:	\$ 58,760.76
v.	The installation of a closed-circuit surveillance camera system at the Town Hall, Trailhead Park, and Clayton Park:	\$ 15,072.62
vi.	The installation of sidewalk on the north side of the Municipal Building:	\$ 1,200.00
	Total Distribution:	\$225,033.38

DIRECTION:

The Board directed Staff to prepare and present the details regarding the unassigned fund balance transfer activities at the Board’s Wednesday, April 18th, 2018 meeting.

- F. 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.

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. CLOSED SESSION OF THE TOWN BOARD

A. Discussion/Action: Town Board Review and Consideration of moving into a Closed Session Pursuant to WI Statute 19.85(1)(e) and 19.85(1)(g).

- i. **19.85 (1)(g)** - Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Town Board of the Town of Clayton will consider a Motion to Adjourn to a Closed Session to deliberate negotiation, terms, and confer with legal counsel regarding a potential Border Agreement with the Village of Fox Crossing.

MOTION:

Motion by Supervisor Grundman

Second by Supervisor Reif

Motion to to Adjourn to a Closed Session to deliberate negotiation, terms, and confer with legal counsel regarding a potential Border Agreement with the Village of Fox Crossing.

ROLL CALL VOTE:

Supervisor Schmidte	Aye
Supervisor Lettau	Aye
Chair Geise	Aye
Supervisor Reif	Aye
Supervisor Grundman	Aye

Motion carried by a vote of 5-0

Pursuant to WI Stat. 19.85 (2), the Town Board will reconvene into open session.

- i. **19.85 (2)** - No governmental body may commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

MOTION:

Motion by Supervisor Schmidt

Second by Supervisor Grundman

Motion to reconvene into open session

ROLL CALL VOTE:

Chair Geise	Aye
Supervisor Reif	Aye
Supervisor Schmidt	Aye

Supervisor Lettau	Aye
Supervisor Grundman	Aye

Motion carried by a vote of 5-0

XVI. Adjournment:

MOTION:

Motion made by unanimous consent to adjourn at 8:48 p.m.

Respectfully submitted,
Holly Stevens, Deputy Clerk