

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 p.m. on Wednesday, May 2, 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	ABSENT
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, April 18, 2018 Town Board Meeting Minutes.

**MOTION:**

Motion by unanimous consent to approve the April 18, 2018 minutes as presented.

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

V. Correspondence:

- A. A copy of the April CY 2018 Building Inspector’s Report.
- B. A copy of the Department of Natural Resources, Notice of Award, for the Town’s CY 2018 Recycling Grant to Responsible Units.
- C. A copy of correspondence from the Winnebago County Industrial Development Board.
- D. A copy of the Winnebago County Solid Waste Management Board unaudited Income Statement for December 31<sup>st</sup>, 2017.

- E. Appleton Post Crescent Article featuring Kay Lettau, Winnebago County 4-H Volunteer Leader

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

A. County Supervisor Report:

- Chuck Farrey
  - Newly Elected Board met April 17, 2018 with 9 new supervisors

B. Winnebago County Sheriff's Department – Public Concerns and Issues

- NO REPORT

C. Clayton Fire Rescue Department (First Meeting of the Month)

- NO REPORT

D. Larsen-Winchester Sanitary District

- NO REPORT

E. Administration Comments

- Engineer Mary Jo Miller
  - Dredging project update in development and is forthcoming at a future meeting
  - Contacted developers for Rosemoon and Rosemary to schedule first layer of asphalt
  - Worked with Town Staff to revise and update the Town Road Standards Ordinance and will present at an upcoming meeting
- Town Board Chair Russ Geise
  - Continuing meetings regarding Town issues

VII. Operator Licenses Issued by the Town Clerk:

A. New:

- i. NONE

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 an Agreement for Professional Services, submitted by the Town's Engineering Firm, at the Administration's request, for the design of a conference room

and two additional office plans in the Town Hall portion of the Town’s Municipal Building.

The Board reviewed a copy of an Agreement for Professional Services, submitted by the Town’s Engineering Firm for the design of a conference room and two additional office plans in the Town Hall portion of the Town’s Municipal Building. The cost of the Proposal is \$2,900.00 including the option of design in the Public Works Building. The administration is of the opinion that the Town and its staff will be using the current facility for the better part of the next decade. In order to be functional in this facility, staff needs a conference room and formal offices for the Fire Chief and the Chief of EMS. The need for a conference room has been well established by the lack of a facility to meet that has privacy and sufficient room to hold more than four meeting participants. The need for the formal office for the Fire Chief and the Chief of EMS has become apparent by how the volunteers use the existing office cubes with no regard for privacy of confidentiality.

The Public Works element of the Proposal relates to the modification of the Public Works Garage to remove the existing Office and replace it with an Office/Breakroom in the northeast corner of the garage. This project will provide the crew with a clean breakroom and remove the congested office area from the main ingress and egress doorway to the facility. The Administration is working on an alternative State approval process, however, should the alternative approval process not work, the Town will need to submit formal remodeling plans to the State for approval.

Creating the design and the plans for the modifications to the Town Hall facility will allow staff to accurately estimate the costs of the remodel project and to plan for funding the activity while creating the Town’s CY 2019 or 2020 Budget.

**MOTION:**

Motion by unanimous consent to approve Martensen & Eisele to develop the drawings as required for the Department of Public Works office and breakroom, and to table the design work for the proposed modification to the Town Hall for 4-6 weeks.

- B. Discussion/Action: Town Board review and consideration of awarding the Town’s CY 2018 Crack Sealing Projects.

The Town received two responses from its Request for Proposals (RFP), the first from Fahrner Asphalt Sealers, LLC, 2800 Mecca Drive, Plover, WI 54467 (Fahrner) and the second from Fox Valley Asphalt, 7526 State HWY 76, Neenah, WI 54956 (FVA). The Board reviewed the proposal prices listed below by Street and firm:

<b>Crack Sealing:</b>	<b>Fahrner</b>	<b>FVA</b>
i. Crack sealing West American Drive east of Campers Way:	\$ 544.00	\$ 1,400.00
ii. Crack Sealing Campers Way:	No Price	No Price
iii. Crack sealing Keily Way:	No Price	No Price

iv. Crack sealing the Plats of Emerald Crown I and II:	\$ 500.00	\$ 985.00
v. Crack sealing the Plats of Hidden Park I and II:	No Price	\$24,695.00*
vi. Crack sealing the Plat of Breaker Ridge:	No Price	No Price
vii. Crack sealing Moeser Lane:	No Price	No Price
viii. Crack sealing Voyager Drive:	\$ 400.00	\$ 695.00
ix. Crack sealing Hickory Avenue from Umland Road to Fairview Road:	\$ 5,352.00	\$ 4,395.00
x. Crack sealing Grandview Road from Moeser Lane to the West Town Line:	<u>\$ 3,334.00</u>	<u>\$ 3,895.00</u>
Total of funded projects:	\$10,130.00	\$11,370.00

\* Project not funded based CY 2018 Budgeted Funding.

The Board reviewed the Town’s CY 2018 Crack Sealing Budget Line Item which is funded at \$15,000. The low proposal for completing the Town’s CY 2018 Crack Sealing Projects is Fahrner at a cost of \$10,130.00. Based on cost, the Administration recommended that the Board award the Town’s CY 2018 Crack Sealing work to Fahrner at a cost not-to-exceed \$10,130.00.

The Administration also asked that the Board look carefully at the options for road maintenance treatments listed on the Fahrner proposal. The Administration explained that historically, the Town has used crack sealing and chip sealing asphalt road surfaces as the two primary elements of its road maintenance activities. Over the years, the Administration has moved away from chip sealing in favor of pulverizing and paving some of the older roads in the Town. Based on discussions with area professionals, the Administration would like to include funding for alternative road maintenance treatments in the Town CY 2019 Budget. Specifically, the Administration noted that there were a number of projects in the CY 2018 crack sealing list that had no bid because of the number of cracks in the surface. This does not imply that the surface has failed, only that an alternative surface treatment would be more effective and allow for a longer life of the surface. The administration reviewed these road surface treatment options with the Board as part of the award process.

**MOTION:**

Motion by unanimous consent to award the CY 2018 Crack Sealing work to Fahrner at a cost not-to-exceed \$10,130.00.

- C. Discussion/Action: Town Board review and consideration of installing additional rear suspension supports in the Town's F550 Public Works trucks and repainting of the steel truck boxes.

The Administration advised the Board that the salesman from Fabel Repair & Collision (Fabel) is son of the Town Chair. Having clarified that item, the Board reviewed proposals from Fabel. The first proposal is for overload kits which go on the rear suspension of the F550 trucks and are intended to provide additional support to the rear suspension when the F550 truck is fully loaded. Specifically, during the winter months, when fully loaded with salt, the rear of the F550 truck tends to squat and these kits are intended to minimize the squatting by acting as a progressive bump stop. Leveling the truck makes it more controllable when plowing and/or salting the Town's roads. The price for a fully installed kit is \$621.45, for a total price to install the kits on all three of the Town's F550 being \$1,864.35.

The second proposal from Fabel Repair & Collision is for repairing and repainting the steel boxes of the two older F550s. The proposal is for \$1,766.00 per truck. The Administration has directed staff to solicit proposals from other providers so that staff can document the validity of the proposal from Fabel.

**MOTION:**

Motion by unanimous consent to authorize the installation of the overload kits at a cost not-to-exceed \$1,864.35 and to hold-off on the repair and repainting of the two older boxes until staff documents the cost of the project.

XI. Town Board Reorganizational Business:

A. Board Appointments

- a. Vice Chairperson: Scott Reif
- b. Personnel Panel: Russ Geise, Kay Lettau, and Richard Johnston
- c. Buildings, Grounds, and Roads Panel: Office Staff Function
- d. Cemetery Panel: Linda Grundman and Office Staff
- e. Town of Clayton Sanitary District #1 Commission: All Town Board Members
- f. Storm Water Management Utility Commission: All Town Board Members

B. Additional Appointments:

- a. Plan Commission Members: (2 positions for a 3-year term each with all terms effective May 1<sup>st</sup>, of the calendar year).
  - i. Name to be presented by the Town Chair: Town Board Rep Ann Schmidt
  - ii. Name to be presented by the Town Chair: Wayne Nemecek
  - iii. Confirmed the terms of all current members
- b. Zoning Board of Review: (2 positions serving 3-year term each with all terms effective May 1<sup>st</sup>, of the calendar year).
  - i. Name to be presented by the Town Chair: Mark Luebke

- ii. Name to be presented by the Town Chair: VACANT
    - iii. Confirmed the terms of all current members
  - c. Green Space Committee Member: (2 positions for a 3-year term each with all terms effective May 1<sup>st</sup>, of the calendar year).
    - i. Name to be presented by the Town Chair: Lana Prusik, Chairperson
    - ii. Name to be presented by the Town Chair: Melanie Geise
    - iii. Name to be presented by the Town Chair: Dustin Kraft
    - iv. Name to be presented by the Town Chair: Town Board Rep Linda Grundman
    - v. Confirmed the terms of all current members
  - d. Town Attorney: Ashley Lehocky (Silton, Seifert, & Carlson S.C.)
  - e. Special Counsel for The Town of Clayton, H. Stanley Riffle Municipal Law & Litigation Group SC and Lawrie J. Kobza, Boardman & Clark llp.
  - f. Town Constable: (1 position: 1-year term; term effective May 1<sup>st</sup>, of the calendar year).
    - i. Name to be presented by the Town Chair: VACANT
  - g. Animal Control Officer: (1 position: 1-year term; term effective May 1<sup>st</sup>, of the calendar year).
    - i. Name to be presented by the Town Chair: David Huebner
  - h. Emergency Government: (1 position: 1-year term; term effective May 1<sup>st</sup>, of the calendar year).
    - i. Name to be presented by the Town Chair: Kaylin Van Stappen
  - i. Weed Commissioner: (1 position: 1-year term; term effective May 1<sup>st</sup>, of the calendar year).
    - i. Town Administrator/Clerk, Richard Johnston
- C. Establish Meeting Days, Times, Rules:
  - a. Town Board:
    - i. Meets the 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of each month
    - ii. Meeting time 7:00 p.m.
    - iii. The most current version of Robert's Rules of Order
  - b. Town of Clayton Sanitary District No.1 Commission:
    - i. Meets at the call of the Chair on the 1<sup>st</sup>, and 3<sup>rd</sup>, Wednesdays of each month

- ii. Meeting Time 6:00 p.m.
    - iii. The most current version of Robert’s Rules of Order
  - c. Town of Clayton Storm Water Management Utility Commission:
    - i. Meets at the call of the Chair on the 1<sup>st</sup>, and 3<sup>rd</sup>, Wednesdays of each month
    - ii. Meeting Time 6:30 p.m.
    - iii. The most current version of Robert’s Rules of Order
  - d. Town of Clayton Zoning Board of Adjustments:
    - i. Meets at the call of the Chair
    - ii. Meeting Time and Date are at the call of the Chair
    - iii. The most current version of Roberts Rules of Order
  - e. Town of Clayton Plan Commission:
    - i. Meets on the 2<sup>nd</sup> Wednesday of each month
    - ii. Meeting Time 7:00 p.m.
    - iii. The most current version of Robert’s Rules of Order
  - f. Town of Clayton Green Space Committee:
    - i. Meets on the 2<sup>nd</sup>, Wednesday of each month
    - ii. Meeting Time 5:30 p.m.
    - iii. The most current version of Robert’s Rules of Order
- D. Town Office Hours & Organization Structure:
  - a. Office Hours:
    - i. 8:00 a.m. to 4:30 p.m.
    - ii. Monday through Friday
  - b. Organizational Structure:
    - i. As approved in the Town’s Personnel Manual
- E. Organizational Support:
  - a. Town Administrator: Richard Johnston
  - b. Clerk: Richard Johnston
  - c. Treasurer: Tori Straw
  - d. Assistant Town Administrator: Tori Straw
  - e. Deputy Clerk: Holly Stevens
  - f. Fire Chief: Scott Rieckmann
  - g. Building Inspector: Tom Spierowski
  - h. Town Attorney: Ashley Lehocky (Silton, Seifert, & Carlson S.C.)

- i. Special Counsel for the Town of Clayton, H. Stanley Riffle Municipal Law & Litigation Group SC and Lawrie J. Kobza, Boardman & Clark llp
- j. Town Assessor: Luke Mack (Associated Appraisal Consultants, Inc.)
- k. Town Engineer: Mary Jo Miller, Martenson & Eisele, Inc.
- l. Town Planner: Ken Jaworski, Martenson & Eisele, Inc.
- m. Banking Institutions: Nicolet Bank
- n. Official Newspaper of Record: *Appleton Post-Crescent*

F. Additional Considerations:

- a. Town Board and Plan Commission Reimbursements – Meetings, Workshops, etc.

- i. Town Chair:

- 1. Wage per Year: \$8,700.00
    - 2. Half-day meeting Per Diem: \$ 50.00
    - 3. Full-day meeting Per Diem: \$ 75.00
    - 4. Mileage reimbursement: Per the most current IRS Rules

- ii. Town Supervisor:

- 1. Wage per year: \$5,500.00
      - 2. Half-day meeting Per Diem: \$ 50.00
      - 3. Full-day meeting Per Diem: \$ 75.00
      - 4. Mileage reimbursement: Per the most current IRS Rules

- iii. Plan Commission Member:

- 1. Stipend per meeting: \$ 50.00
        - 2. Half-Day Meeting Per Diem: \$ 50.00
        - 3. Full-Day Meeting Per Diem: \$ 75.00
        - 4. Mileage reimbursement: Per the most current IRS Rules

- iv. Green Space Committee Member:

- 1. Stipend per meeting: \$ 50.00
        - 2. Half-Day Meeting Per Diem: \$ 50.00
        - 3. Full-Day Meeting Per Diem: \$ 75.00
        - 4. Mileage reimbursement: Per the most current IRS Rules

- b. Town Fees:

- i. Review and approval of the Town’s Revised Fee Schedule

- c. Posting and Notice Locations:

- i. The Town Hall Posting Board – 8348 CTR “T” Larsen WI 54947
        - ii. The Town’s Web Page – [www.claytonwi.govoffice3.com](http://www.claytonwi.govoffice3.com)

- XII. Review of Disbursements
- XIII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIV. Upcoming Meeting Attendance:
  - Board of Review, June 7, 2018
- XV. Board Member Requests for Future Agenda Items:
- XVI. Adjournment:

**MOTION:**

Motion made by unanimous consent to adjourn at 7:47 p.m.

Respectfully submitted,  
Holly Stevens, Deputy Clerk