

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. – 8:30 P.M. on Monday, July 2nd, 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 7:00 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 | ABSENT |
| 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, June 20th, 2012.

MOTION:

Motion carried by unanimous consent to approve the minutes of the Regular Town Board Meeting of June 20th, 2012 with no corrections.

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

A. No Open Forum

V. Correspondence:

- A. Winnebago County Planning and Zoning Notice.
- B. East Central Wisconsin Regional Planning Commission Bicycle/Pedestrian Trail Regional Connectivity Meeting Notice.
- C. Winnebago County Towns Association Meeting Notice

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

- A. County Supervisor Report
 - 1. No Report
 - B. Winnebago County Sheriff's Department – Public Concerns and Issues
 - 1. No Report
 - C. Clayton-Winchester Fire Department
 - 1. No Report
 - D. Larsen Winchester Sanitary District
 - 1. No Report
 - E. Administration Comments
 - 1. Administrator/Clerk
 - a. Cleaning out the Municipal Building
 - b. Discussed putting curb returns in at the intersection of Center Road and Shady Lane, and also at Shady Lane and Oakwood
 - 2. Public Works Foreman:
 - a. No Report
 - 3. Treasurer/Deputy Clerk:
 - a. June 5th Election will be closed by July 5th.
 - b. Researching Fund Accounting Software
 - c. Start training poll worker on SVRS system 7/3/12
 - 4. Engineer:
 - a. Provided to the Town Board an Engineering Report
 - b. Discussed the Pioneer Road Chip Sealing and Culvert Replacement project
 - c. Bid documents complete, advertisement submitted and accepting bids on Monday, July 16, 2012 with a completion date of August 20th, 2012 for the chip sealing and November 16th, 2012 for the culvert replacement
 - 5. Town Board Chair
 - a. Mr. Rick Erdman was asked to take pictures of the Town Office and Municipal Building prior to the start of construction
 - b. Pictures are available at the Town Office for viewing
 - c. Request that staff send out a Thank You
- VII. Licenses and Permits:
A. Discussion/Action: Consideration and approval of Operator Licenses:
1. No New/Renewal Applications.
- VIII. Zoning – Town Board receipt, review, and consideration of Plan Commission Referrals:
A. No Referrals.
- IX. Green Space – Town Board receipt, review, and consideration of Green Space Committee Referrals:
A. Committee recommendation on a request by the Larsen Lioness's to plant a memorial tree in Clayton Park for Silvia Leadke.
 - Supervisor Lettau corrected the spelling of Leadke – should be Laedtke.
 - Staff recommends not planting the tree until September
- MOTION:**
Motion by: Supervisor Lettau
Seconded by: Supervisor Geise
Motion made to accept the Green Space Committee recommendation concerning the planting of a memorial tree in Clayton Park for Silvia Laedtke.

Motion carried by unanimous voice vote.

- X. Green Space Committee/ClaytonFest Committee CY 2012 ClaytonFest wrap-up discussion
1. Music
 2. Food/Refreshments
 3. Pie Barn
 4. Silent Auction
 5. Snack Shack
 6. Children's Games
 7. Dog Walk-A-Thon
 8. Vendors/Information Booths/Community Service
 9. Advertising
 10. Grounds Layout & Signage
 11. Parade
 12. Other topics

NO MOTION

XI. Business:

- A. Discussion/Action: Town Board review and consideration of the following appointment to fill the vacancy created by the resignation of Theresa Johnson from the Town's Green Space Committee:
- a. Lynda Meyer – July 2nd, 2012 to April 30th, 2013.

The Administration would like to advise the Board that Ms. Lynda Meyer (Lynda) has expressed a desire to serve on the Town's Green Space Committee. The recent resignation of Theresa Johnson has created an opening on the Committee that needs to be filled. The Administration is recommending that Lynda be appointed to complete the unexpired term of Theresa Johnson on the Green Space Committee. The Appointment would be for the following term:

July 2nd, 2012 to April 30th, 2013

Should the Board wish to make the appointment, a motion would be in order to appoint Lynda Meyer to the Town's Green Space Committee for a term starting on July 2nd, 2012 and ending on April 30th, 2013. This appointment will bring the Green Space Committee to its full complement of Commissioners.

- Ms. Meyer no longer wishes to serve on the Green Space Committee

ITEM A IS TABLED

- B. Discussion/Action: Town Board review and consideration of the purchase of new office furniture for the planned relocation of the Town Offices into the remodeled Town/Fire Hall structure.

Staff has been working on the furniture and the office layout for the new Town Offices and Boardroom. The Administration has taken the position that: this office equipment will likely be in place for a number of years, the equipment should allow for growth, the office equipment should allow for an efficient office work flow, and it should be planned to serve the Town for a minimum of the next ten years. Based on those criteria, staff has worked with BSI, a local office furniture supplier, to generate a workable layout that allows for growth and is within the Town's Budget. Working with BSI allows the Town to work through a purchasing consortium (US Communities

& You) to get volume discounts and the best possible prices for quality equipment. Attached please find copies of a general Town Hall office plan, an administrative office plan, a boardroom plan, an office furniture purchase agreement, an office furniture price breakdown, and literature from BSI and US Communities & You. The cost of the furniture as specified is \$37,422.78; the allowance for furnishings in the construction budget is \$32,901.00. This price does not include the file cabinets that will need to be purchased separately as the Administration intends to purchase the needed file cabinets from the State office equipment surplus program at an anticipated cost of \$60.00 per unit for 15 to 20 units. The specific number of units is dependent on the space available and the type of file (legal vs. letter). Carol Killian from BSI will be in attendance at the meeting to answer any questions the Board may have relative to the office furniture, the layout, and the costs. If the Board agrees with the Administration's recommendation, a motion would be in order to authorize the purchase of the office furniture, as proposed and at the quoted price, with funding to come from the CY 2012 Town/Fire Hall renovation budget.

- Discussed using the current Board Room Dais in the new Town Board Room
- Discussed the cost of the office furniture and the purchase of additional file cabinets that will be purchased from the University of Wisconsin surplus warehouse
- Carol Killian of BSI presented the finish board showing the furniture layout of the remodeled office, reception area and Board room
- Discussed the prices of the furniture and how to get the cost back on budget
- Discussed reusing the executive chairs in the Board room at a cost savings of \$5,600
- Discussed the possibility of reusing the existing blue chairs in the new Board room
- Discussed the Conference room furniture

MOTION:

Motion by: Supervisor Geise

Seconded by: Chairperson Luebke

Motion made to approve the purchase of new office furniture for the planned relocation of the Town Offices into the remodeled Town/Fire Hall structure excluding the executive chairs and not to exceed the total cost of \$32,901.00.

Motion carried by unanimous voice vote.

- Chairperson Luebke would like to see the door in the conference room that leads to the Fire Department area removed from the plans so that there is no access to the Town's Conference room from the Fire Department

- C. Discussion/Action: Town Board review and consideration of a Wisconsin Department of Natural Resources Application to Develop and Operate a Composting Facility at the Town's Yard Waste Site.

Attached please find a draft of the Wisconsin Department of Natural Resources (DNR) Application to Develop and Operate a Composting Facility. As part of the Town's Solid Waste and Recycling grant reporting, it has come to the DNR's attention that the Town operates a composting facility for Town residents. It is the Administration's understanding that the DNR requires a permit for composting facilities. Specifically, the DNR has two categories for composting permits; the Administration has chosen the larger option to avoid having to change the Town's operation as it grows or having to make additional permitting applications as part of the growth of the facility. This

process will require Town staff to operate the facility as if it had to meet the most stringent rules. Given the growth staff has seen in the use of the yard waste composting site over the past few years, designing the facility once and growing into the operation seems to be the most efficient way to approach the permitting and operating issues. If the Board is comfortable with the Administration's process, a motion would be in order to approve and submit the DNR's Application to Develop and Operate a Composting Facility at the Town's Yard Waste Site.

- Discussed the effect on manpower
- Discussed the fact we do not wind-row the compost pile due to lack of room

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Motion made to approve and submit the DNR's Application to Develop and Operate a Composting Facility at the Town's Yard Waste Site.

Motion carried by unanimous voice vote

- D. Discussion/Action: Town Board review and consideration of an Agreement for Services with Affinity Medical Group for Department of Transportation required Random Drug and Alcohol Testing.

Attached please find a copy of an Agreement for Services from Affinity Medical Group (Affinity). Affinity provides the Town with its required random drug and alcohol testing for employees holding a Commercial Driving License (CDL). The Agreement is not significantly different than in the past; additionally, the fees remain substantially unchanged and well within the norm for the service. Based on a review of the attached cover letter and the Agreement, it appears that the changes to the Agreement were prompted by a standardization of Affinity's internal processes. The Town routinely funds its DOT random drug testing policy within the Public Works Department Budget. The Administration has been satisfied with both the drug testing services and the related support services provided by Affinity and therefore recommends approval of the revised Agreement for Services with Affinity Medical Group for DOT required Random Drug and Alcohol Testing and related support services. If the Board agrees with the recommendation, a motion would be in order to approve the Agreement for Services with Affinity Medical Group for DOT required Random Drug and Alcohol Testing as presented.

- Discussed the Agreement for Services from Affinity Medical Group
- Administrator Johnston recommends approving the Agreement for Services with Affinity Medical Group

MOTION:

Motion by: Supervisor Lettau

Seconded by: Supervisor Geise

Motion made to approve the Agreement for Services with Affinity Medical Group for DOT required Random Drug and Alcohol Testing.

Motion carried by unanimous voice vote

- E. Discussion/Recommendation: Town Board review and consideration of a Policy Authorizing the Town Clerk and/or Deputy Clerk to administratively approve Operators Licenses for the Town.

Attached please find a draft copy of an Operators Licenses Approval Policy for the Town of Clayton. The attached draft Policy allows Town Administrator/Clerk and/or the Deputy Clerk to administratively approve Operators Licenses without specific action by the Town Board to approve the application and award the License. The Town Chair asked the Administration to use the Wednesday, June 20th, 2012 Operators License Application as an example of how the Policy process would work. Based on a layperson's careful review of the application and the documentation included in the Board's packet, the Administration would have approved both applications. Specifically, the following two Operators Licenses were denied by the Board:

1. Katie L. Menning
 - a. Ms. Menning disclosed that she had been convicted of speeding in CY 2011.
 - b. Ms. Menning's record shows arrest, and plea negotiations resulting in a reduction of the charges that ultimately resulted in a sentence of probation with the possibility of conditional discharge after serving the term of the probation. The term of the probation was served and the charges were ultimately expunged. This would mean that Ms. Menning's application was accurate. Based on the determination that the application was correct, the Administration would have granted Ms. Menning's Operators License.
2. Kayla Ann Bentle:
 - a. Ms. Bentle disclosed speeding tickets in CY's 2008, 2010, and 2012. Additionally she has a number of contact notices on her record and a shoplifting arrest in 2008.
 - b. Staff would have ignored the contacts, and followed up on the shoplifting arrest. Specifically, the shoplifting arrest has no disposition record. Once Ms. Bentle's application was corrected and clarified the Administration would have granted the Operator's License based on the opinion that a shoplifting conviction has little or no relationship to the provision of alcohol.

Should the Board agree with the draft Operators License Application Policy a motion to approve the Policy with an effective implementation date of July 3rd 2012 would be in order.

- Discussed the findings of researching other communities and their procedure relative to the approving of Operator's Licenses
- Discussed creating a policy that would outline the procedure for approving or denying a license

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Motion made to approve the Policy with an effective implementation date of July 3rd 2012 to allow the Clerk, the Deputy Clerk and/or the Town Administrator to approve Operator's Licenses for the Town.

Motion carried by unanimous voice vote

- F. Discussion/Action: Town Board review and consideration of a revised Certified Survey Map Lot designation, Park Donation Agreement, and Lead Removal Agreement for the Noffke property 1060 Stoney Bridge 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.

The Certified Survey Map recently presented to the Town by the Noffke family includes a park dedication that reflects the Town's Comprehensive Plan and Future Land Use Map as well as the Town's Park and Open Space Plan. The 12 +/- acres would be dedicated to the Town as part of the CSM approval process. This land would generally be reserved by the Town for a park, park facilities, and open space and not subject to development or sale. At the Town's CY 2012 Annual Meeting the Town Electors authorized the Board to accept the dedication conditioned on the removal of the lead from the firing range on the site. Attached please find copies of a Park Donation Agreement between the Town and the Noffke family and a Lead Removal Agreement between the City of Neenah (CITY) and the Noffke family. These documents work in concert with each other; the Town will not accept the dedication until the City has completed the lead projectile removal from the site. The City is obligated by the Lead Removal Agreement to complete the removal process by November 1st, 2013. Please be advised that the removal threshold has been set at "substantially all of the lead bullets"; this threshold was used because it is likely that some errant bullets will be missed. The Administration is comfortable that the attached documents meet the standard set by the Town Electors and protect the Town from having to accept a dedication that is counter to the Electors wishes.

Both the Plan Commission and the Town Board have approved the Noffke CSM as originally presented and with staff's recommendations. The Attached documentation also includes a copy of a revised CSM (Exhibit A) that has some nominal changes from the original document (see copy). In order to facilitate a potential sale, Lot 1 and Lot 2 of the original CSM have been combined into Lot 1 of the revised CSM. Additionally, TAX ID #006-0904 has been included as Lot 2 of the revised CSM with a 180' X 660' foot area on the western side of the property being added to Lot 1 of the revised CSM (see highlighted area on Exhibit A). In order to decide if this item should be referred to the Town Plan Commission for reconsideration, the Administration has looked at its staff report for the original CSM and any changes required by the revisions to the CSM. The only changes that would have been made to the staff report relate to the west property line of Lot 2 of the revised CSM and the ability to develop Lot 2 of the revised CSM. The addition to the staff report would have included language on the face of the CSM that identified the potential liability for the construction of the road along the west frontage of Lot 1 of the revised CSM and the restriction on development of Lot 2 of the revised CSM until such time as the lot has Public Access. Given the limited changes to the staff report the Administration is comfortable asking the Board to approve the revisions to the Noffke CSM. Additionally, County Planning staff is not requiring that the revised CSM be resubmitted.

If the Board Agrees with the Administration's recommendation, a motion would be in order to approve the Park Donation Agreement between the Town and the Noffke family, the Lead Removal Agreement between the City of Neenah (CITY) and the Noffke family, and the revisions to the CSM as submitted, to include the original conditions of approval.

- Discussed the Noffke CSM changes
- Discussed the Lead Removal Agreement
- Discussed the accessibility issues to Lot 2 of the amended CSM

- Discussed the need for the Surveyor to add the language on the amended CSM/face of the Plat regarding the cost of constructing a road

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Motion made to approve the revised CSM for the Noffke lots along with the additional language to be included on the face of the CSM that identifies the potential liability for the construction of the road along the west frontage of Lot 1 of the revised CSM and the restriction of development of Lot 2 of the revised CSM until such time as the language has been inserted and the lot has public access.

Motion carried by unanimous voice vote

MOTION:

Motion by: Chairperson Luebke

Seconded by: Supervisor Lettau

Motion made to approve the Park Donation Agreement between the Town and the Noffke family, including the Lead Removal Agreement between the City of Neenah (CITY) and the Noffke family, and the revisions to the CSM as submitted, to include the original conditions of approval.

Motion carried by unanimous voice vote

- G. Discussion/Recommendation: Town Board review and direction to staff relative to updating the Town's Ordinance relative to the Prohibiting the Discharge of Dangerous Weapons in Residential Districts within the Town of Clayton, Winnebago County.

At one of the Town's recent Board meetings a County Sheriffs' Officer spoke about the discharge of weapons in residential areas of the Town. As part of the Administration's due diligence process staff reviewed the Town's Code of Ordinances to determine if there were any Ordinances relating to the discharge of weapons within the Town of Clayton. Attached please find a copy of an existing Town Ordinance Prohibiting the Discharge of Dangerous Weapons in Residential Districts within the Town of Clayton, Winnebago County. The Administration has not been able to track down the minutes of the meeting to confirm that the Ordinance was approved. However, the Administration believes that, as filed, the existing Ordinance is in conflict with State Law and other Town Ordinances. Specifically, the State recently approved a Concealed Carry Law allowing for the permitted carrying of a concealed weapon. Additionally, the Ordinance appears to prohibit the lawful carrying of any weapon by any individual except a sworn law enforcement officer (Police Officer). One other issue with the existing Ordinance is the way that Residential Zoned Areas are defined; since the Town does not have a Zoning Code it cannot use a Town Zoning Code as the unit of measure. The Administration would like the Board's direction relative to updating the existing Ordinance so that it conforms to the new State Laws and other Town Ordinances. If the Board agrees with the Administration's recommendation, a motion would be in order to direct staff to update the Town's Ordinance Prohibiting the Discharge of Dangerous Weapons in Residential Districts within the Town of Clayton, Winnebago County, and to prepare the Resolution Approving the Ordinance, and to schedule that Resolution for Board action.

- Discussed the definition of “Residential District”
- Discussed the calls about residents discharging weapons illegally within the Town
- Discussed how the revised Ordinance would be enforced
- Discussed the existing Ordinance language
- Discussed the Plan Commission’s concerns with the Ordinance

NO MOTION

Staff was directed to bring back to the Town Board an Ordinance that was more proper and enforceable than the existing Ordinance that is currently in place.

- H. Discussion/Recommendation: Town Board preliminary review and direction to staff relative to the Town’s draft Storm Water Management Utility Ordinance.

The Administration would respectfully like to remind the Board that the issue is not rain water management; the issue is storm water management. Specifically, rain water will infiltrate the ground; however, at a certain point the volume of water overcomes the ability of the ground to infiltrate and it becomes storm water. At that indeterminable transition point the water becomes an issue. Storm water will erode land, overcome storm water management devices and flood properties. The proposed Ordinance is intended to give the Board the resources needed to push the system failure point outward. How far out the failure point is pushed will be determined by the Board because this process is based on project costs and funding available. An additional benefit of the storm water management process is the control of storm water quality as it enters into the State’s water systems.

The Board has received a copy of the Town’s Draft Storm Water Management Utility Ordinance. In broad terms the Draft Ordinance is similar to those of surrounding area communities. The Administration needs direction on the Board’s specific parameters for the implementation of the Draft Ordinance. The following information and data are based on the Administration’s experience with Storm Water Management Utilities and research on how area communities apply their Storm Water Management Utility Ordinances. In general terms, the implementation parameters should include the following issues.

Storm Water Management Utility Property Classes:

- 1) Residential, Single-Family (Based on property use not zoning).
- 2) Residential, Two- to-Four-Family (including duplexes, condominiums, and Manufactured Housing Parks).
- 3) Residential, Multi-Family (apartment complexes greater than four units).
- 4) Non-Residential (industrial and commercial properties).
- 5) Undeveloped Land.

Storm Water Management Utility Fee Formulas:

Storm Water Management Utility Fees are calculated using an Equivalent Residential Unit (ERU) and the costs of the projects as approved by the Board for the CY Budget. An ERU is a computed average of the impervious surface of a single-family home within the Municipality. Impervious surfaces include roofs, patios, and driveways. The Study currently being completed by the Town’s Engineer will determine the ERU for the Town of Clayton by using aerial photography to measure the impervious

surface of a statistically significant number of homes, taking that average, an extrapolating it to an ERU for the Town. The ERU would usually be applied in the following manner:

- | | |
|--|--------------------------------------|
| 1) Residential, Single-Family: | 1.00 ERU Fee |
| 2) Residential, Two to Four Family Units and Condominiums: | 0.66 ERU per unit |
| 3) Residential, Multi-Family: | 0.50 ERU per unit |
| 4) Non-Residential: | 1.00 ERU per (impervious area / ERU) |
| 5) Undeveloped Land: | 0.25 ERU per Tax ID Parcel |

Storm Water Utility Credits and Adjustments:

It is not unusual for communities to give non-residential property owners credits against their Storm Water Management Utility Fees based on certain criteria. These credits are customarily based on engineered on-site storm water management devices and limited by a cap on the fee credit. Specifically, the credits are based on peak flow controls and water clarity measures. Given the nature of the units of measure used to calculate the credits, they will only be available to individuals with engineered on-site storm water management devices. Listed below are examples of a Storm Water Management Utility Fee credit calculation:

Flow Reduction Credit Policy:

1. A 10% credit will be given if the peak discharge of the developed parcel is less than the peak discharge before the development.
2. Additional credits can be given for reductions in peak flow based on a specified event and a specified period of time; i.e. a 15% credit for each of the following: the peak discharge from a 4.0-inch, 24-hour storm is less than 0.40 cfs per acre, 0.30 cfs per acre and 0.15 cfs per acre.

Water Quality Credit Policy:

The credit for improving Storm Water Management water quality should be capped at 25% and given for achieving the following water quality standards:

1. A 12.5% reduction in the Storm Water Management fee for removing up to 80% of the Total Suspended Solids (TSS) from the storm water.
2. An additional 12.5% reduction in the Storm Water Management fee for removing more than 80% of the Total Suspended Solids (TSS) from the storm water.

In addition, once the listed issues are dealt with the Board will need to establish a Storm Water Management Utility Commission, approve a Storm Water Management ERU Study, approve a Storm Water Management Utility Billing Policy, approve a Storm Water Management Utility Appeal Mechanism, and approve a Storm Water Management Utility Capital Construction 5-year plan. Based on these actions the Administration will be able to develop a CY 2013 Storm Water Utility Management Fee and Budget.

- Discussed the effects of the Storm earlier today
- Discussed the Storm Water Management draft Ordinance
- Discussed Commercial sites with detention ponds vs. Subdivisions with retention ponds
- Discussed the Storm Water Management Utility Commission
- Discussed the ERU Study
- Discussed designating a standard size for a single dwelling home

- Discussed the language relevant to Rolling Meadows community vs. duplexes

NO MOTION

Staff was directed to look at alternative ways to apply ERU's to different sized homes and bring the report back to the Board.

- I. Discussion/Recommendation: Town Board review and direction to staff relative to a request by Ignite Fox Cities, Inc. for a 5-year commitment of \$1.00 per capita from the Town starting in CY 2013. The funds are to be used for area wide Economic Development efforts.

Shannon Full (Shannon), President and CEO of the Fox Cities Chamber of Commerce gave a presentation on the Chamber's regional economic development to the Board at its Wednesday, June 20th, 2012 meeting. As part of that presentation, Shannon gave a broad outline of the Fox Cities Economic Development Alliance, its Ignite Fox Cities program, and the funding goals of the program. The program is regional and multijurisdictional in nature and seeks to provide regional growth and prosperity by fostering growth in existing industry groups and selling the area to new industries that serve the existing market. The goal is to serve and to foster growth in the existing economic base while developing new industries that have a symbiotic relationship to the existing economic base. Funding for the program is both private and public. The Ignite Fox Cities program is asking the Town for a five-year pledge at a rate of \$1.00 per resident; the pledge would be approximately \$4,000 per year for a total investment of \$20,000.00. If approved by the Board the Town's contribution would start with the CY 2013 Budget and extend through the CY 2017 Budget Year. The Administration believes that regional economic development programs improve the quality of life of the area and offer job and investment opportunities to the population of the region. Additionally, regional growth offers a community the opportunity to increase its tax base even if it is not fortunate enough to see any direct investment. For example, an expansion of a Kimberly Clark facility in the Town of Menasha may result in the construction of additional storage facilities in the Town of Clayton or additional employees who may live in the Town of Clayton. The Administration respectfully asks the Board for direction relative to including the Town's Pledge in its CY 2013 Budget. The Administration would like to advise the Board that fostering economic growth without encouraging growth is a guarantee that any direct investment that occurs is likely to benefit the tax base of other municipalities.

- Discussed the fee vs. the development efforts that would impact the Town of Clayton
- Discussed the benefits of encouraging Economic Development in the Town of Clayton

NO MOTION

Staff was directed to send a letter declining participation yet reserving the right to participate in the future if the Board chooses.

- J. Discussion/Recommendation: Town Board review and direction to staff relative to scheduling the Board's Annual Budget Review Meetings.

The Administration is expecting that the Town's CY 2013 budgeting process will take some time and require 5 to 6 meetings. Given the Treasurer's educational schedule, the best days for staff are going to Tuesdays and Thursdays. The Administration is

respectfully asking Board members to reserve the Tuesdays and Thursdays in September of CY 2012. Staff is aware that this is early in the process and that the specific dates may change; however, reserving the dates will simplify the process as we get closer to the specific time. The Administration has started working on the Town's CY 2013 Budget and will likely be able to distribute the draft Budget in mid to late August. The draft Budget will have the staff's funding request and the Administration's recommendations to the Board.

- Discussed the possibility of changing the times of the meetings
- Discussed the possibility of alternating times between mornings, afternoons and evenings
- Need to avoid 3rd Tuesday evenings of the month if possible
- Meetings every week starting in September

NO MOTION

XII. Upcoming Meeting Attendance

- A. July 24 – Coughlin center @ 6:30 p.m. for County Zoning opting out
- B. July 12 – Town's Association Meeting in Omro @ 6:30 – Staff directed to post this meeting.
- C. July 9 - Joint Fire Board meeting in Winchester

XIII. Board Member Requests for Future Agenda Items

A.

XIV. Review of Disbursements

- A. Reviewed disbursements

XV. Adjournment – 8:30 P.M.

MOTION:

Motion made by unanimous consent to Adjourn

Respectfully submitted,
Tori Bowen, Treasurer