

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. – 8:12 P.M. on Wednesday, August 15th, 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	PRESENT
Supervisor Schmidt	PRESENT

b. Staff

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

II. Public Hearing:

A. No Public Hearings

III. Approval of Minutes:

A. Regular Town Board Meeting – Wednesday, August 1st, 2012.

MOTION:

Motion carried by unanimous consent to approve the minutes of the Regular Town Board Meeting of August 1st, 2012 with no corrections.

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

A. John LeMaire, 3324 DeKalb Lane, Neenah, WI 54956

- When is the new assessment going to happen? Is there an ability for the taxpayer to talk to the assessor to maybe get our taxes lowered on our property value?
- Administrator Johnston explained the Open Book and Board of Review process

V. Correspondence:

- A. Training opportunities offered by the Horton Group and VFIS Insurance Group.
- B. Fox Valley Urban Towns Group Meeting Invitation.

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. Mike Pfankuch was present to give the report
 - 2. Still have not received the operating permit from the Department of Natural Resources – 5 years out without a permit.
 - 3. Discussed the issue with rags in the system
 - 4. The area is on the South side of County Road II in the Steeple Hill Area
 - 5. The rags are coming from a commercial business
 - 6. Will be sending out letters – may have to use monetary fines
 - 7. The engineer recommended flushing the system in that area
- E. Administration Comments
 - 1. Administrator/Clerk
 - a. The Oak Openings meeting report will be on the agenda for the next Town Board meeting
 - b. The swale on the south side of Clayton Park is complete
 - c. Construction continues on the Fire Station/Town Hall renovation
 - d. Discussed the Election that was held Tuesday, August 14, 2012
 - 2. Public Works Foreman:
 - a. Finished the ditching work on Center and Winnegamie
 - b. Started working on the swale in Hidden Park
 - c. Chip sealing done today on Medina Junction and Shady
 - 3. Treasurer/Deputy Clerk:
 - a. Estimated population for the Town as of January 1, 2012 is 3,974.
 - b. Discussed the registered voter who was not on the poll book
 - c. Donna Sauby will be back tomorrow to help close out the election
 - d. Reminder that this is my last Town Board Meeting until December 2012 due to a required class for my Bachelor's Degree.
 - 4. Engineer:
 - a. Town Engineer Jon Bartz reviewed the Engineer's Report
 - b. Oak Openings public information was held
 - c. Public Works Foreman reported on the current projects

VII. Licenses and Permits:

- A. Operator Licenses Issued by the Town Clerk:
 - New:
 - 1. Nelinda E. Fischer
 - Renewal:
 - 1. No Renewed Licenses

- VIII. Zoning – Town Board receipt, review, and consideration of Plan Commission Referrals:
- A. Plan Commission and Town Board review of the Town’s options relative to continued participation in County Zoning (limited to 30 minutes in duration).
 - PC Chairperson Knapinski thanked the Town Board members for attending last week’s joint Plan Commission and Town Board meeting on Zoning
 - Reviewed Commission action
 - B. Adjournment of the Special Town Board Meeting.
 - C. Plan Commission direction to staff on the Town’s options relative to continued participation in County Zoning.
 - Plan Commission direction to staff on the Town’s options relative to continued participation in County Zoning.
 - The Commission recommended that the Town Board engage the Town Engineering firm to assist the Commission in drafting a Zoning Code of Ordinances for the Town of Clayton.

MOTION

Motion by: Supervisor Lettau

Seconded by: Supervisor Grundman-Erdmann

Motion made to accept the comments and recommendations from the Plan Commission Meeting of August 9th, 2012.

Motion carried by unanimous voice vote.

- D. Plan Commission recommendation on a Certified Survey Map (CSM) for William Popke and Marjorie C. Peters of 7208 Angell Road, Oshkosh, WI 54904 for property located at 4846 Breezewood Lane and specifically described as Tax ID # 006-0786 and 006-0785-02, All of Lot 3 of Certified Survey Map No. 2896, and the Southeast ¼ of the Southwest ¼ of Section 31 all located in the South ½ of the Southwest ¼ of Section 31, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
 - The Commission recommended approval of the CSM for William Popke and Marjorie C. Peters of 7208 Angell Road, Oshkosh, WI 54904 for property located at 4846 Breezewood Lane and specifically described as Tax ID # 006-0786 and 006-0785-02 in the Town of Clayton subject to the following conditions:
 1. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
 2. That the Surveyor provide the Town with a copy of the recorded document.

MOTION

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman-Erdmann

Motion made to approve of the CSM for William Popke and Marjorie C. Peters of 7208 Angell Road, Oshkosh, WI 54904 for property located at 4846 Breezewood Lane and specifically described as Tax ID # 006-0786 and 006-0785-02 in the Town of Clayton along with all the recommendations and comments.

Motion carried by unanimous voice vote.

- E. Plan Commission review and direction to staff relative to a draft revision of the Town’s Access Control Ordinance.

- IX. Green Space – Town Board receipt, review, and consideration of Green Space Committee Referrals:
 - A. No Referrals.

- X. Business:

- A. Discussion/Action: Second reading and consideration of Resolution 2012-012, A Resolution rescinding Chapter 7 Section 7.7 Subdivision Ordinance and creating Chapter 7, Section 7.10 of the Town’s Code of Ordinances specifically known as the Subdivision Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin.

As part of the Ordinance approval process the Town Board has held a Public Hearing and the First Reading of the revisions to the Town’s Subdivision Ordinance. The second reading and final approval is scheduled for the Wednesday, August 15th, 2012 Town Board meeting. Attached please find a copy of the Town’s Draft Subdivision Ordinance as it was revised and recommended to the Board by the Plan Commission at its Wednesday, February 8th, 2012 meeting. The Plan Commission directed staff to make the final edits to the document and have the Town’s Attorney review the Draft Document prior to presenting the final document to the Board for approval. This process has been completed. Additionally, as part of the review process, staff looked at the Town’s Code of Ordinances and the documents associated index. The Administration is recommending that the Board rescind the existing Subdivision Ordinance in its entirety and recreate the Ordinance under a different Section heading of the same Code Chapter. This recommendation is based on an effort to create a consistent and coherent Chapter and Section numbering system for the Code. Eventually, the Board will have the opportunity to rescind and recreate the Code of Ordinances in its entirety. If the Board is comfortable with the Draft document generated by its review, a motion would be in order to approve Resolution 2012-012 A Resolution rescinding Chapter 7 Section 7.7 Subdivision Ordinance and creating Chapter 7, Section 7.10 of the Town’s Code of Ordinances specifically known as the Subdivision Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin and to direct staff to post the Ordinance as required.

- The Board agreed to forego the reading of the resolution and attachment

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Geise

Motion made to approve Resolution 2012-012 A Resolution rescinding Chapter 7 Section 7.7 Subdivision Ordinance and creating Chapter 7, Section 7.10 of the Town’s Code of Ordinances specifically known as the Subdivision Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin and to direct staff to post the Ordinance as required.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Second reading of Resolution 2012-013, A Resolution rescinding the Town’s 2010 Minimum Road Design Standards Policy and creating Chapter 7, Section 7.11 of the Town’s Code of Ordinances specifically known as the Minimum Road Design Standards Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin.

As part of the Board’s approval process for the CY 2012 revisions to the Town’s Minimum Road Design Standards Policy, the Town’s Attorney recommended that the Document be created as an

Ordinance. The Administration has taken the opportunity created by the update and approval of the Town's Revised Subdivision Ordinance to recreate the Town's Minimum Road Design Standards Policy as a Minimum Road Design Standards Ordinance. Chapter 7 of the Town's Code of Ordinances covers Development. When the process is completed all of the Town's Development-related Ordinances would be Sections in Chapter 7 of the Town's Code of Ordinances. If the Board is comfortable with the Draft Document and agrees with the Administration's recommendation, a motion would be in order to approve Resolution 2012-013 A Resolution Rescinding the Town's 2010 Minimum Road Design Standards Policy and creating Chapter 7, Section 7.11 of the Town's Code of Ordinances, specifically known as the Minimum Road Design Standards Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin, and to direct staff to post the Ordinance as required.

- The Board agreed to forego the reading of the resolution and attachment

MOTION:

Motion by: Supervisor Grundman-Erdmann

Seconded by: Supervisor Schmidt

Motion made to approve Resolution 2012-013 A Resolution Rescinding the Town's 2010 Minimum Road Design Standards Policy and creating Chapter 7, Section 7.11 of the Town's Code of Ordinances, specifically known as the Minimum Road Design Standards Ordinance of the Town of Clayton, County of Winnebago, State of Wisconsin, and to direct staff to post the Ordinance as required.

Motion carried by unanimous voice vote.

- Administrator Johnston reviewed the actions of the Board regarding the two Ordinances stated above to the audience.

C. Discussion/Action: Town Board review and consideration of Resolution 2012-014 A Resolution Rescinding the Town's existing Ordinance Prohibiting the Discharge of Dangerous Weapons in Residential Districts within the Town of Clayton, County of Winnebago, State of Wisconsin.

Attached please find a Draft copy of Resolution 2012-014 A Resolution Rescinding the Town's existing Ordinance Prohibiting the Discharge of Dangerous Weapons in Residential Districts within the Town of Clayton, Winnebago County. With the benefit of time to think about the issue, the Administration is recommending that the Board consider not rescinding the Town's existing Ordinance Prohibiting the Discharge of Dangerous Weapons in Residential Districts. The Administration's position is based on the thought that was expressed by the Town Chair during the original discussion of the issue. The Chair indicated that eventually the Town is going to get to the point where this type of Ordinance will be needed. The Administration is of the opinion that starting that discussion in the future would be more feasible if the existing Ordinance were still in place. Essentially, there would likely be less public opposition to revising an Ordinance prohibiting the discharge of weapons than to creating a new Ordinance. If the Board agrees with the Administration's recommendation, it would be in order to not approve Resolution 2012-014 A Resolution Rescinding the Town's existing Ordinance Prohibiting the Discharge of Dangerous Weapons in Residential Districts within the Town of Clayton, Winnebago County.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman-Erdmann

Motion made to not approve Resolution 2012-014. A Resolution Rescinding the Town's existing Ordinance Prohibiting the Discharge of Dangerous Weapons in Residential Districts within the Town of Clayton, Winnebago County.

Discussion:

Mike Pfankuch, 4556 Grandview Road, Larsen, WI 54947

- Where did this come from? What is the original ordinance?
- Asked about shooting a bow?
- Asked about reloading and if it was against the ordinance?
- Discussed the history of the Ordinance.
- Mr. Pfankuch expressed his concern with the Ordinance

Motion carried by unanimous voice vote.

D. Discussion/Action: Town Board review and consideration of the plans for the storm water management improvements to the northern end of Sunburst Lane.

Attached, please find a design concept for the storm water management system on Sunburst Lane. Based on the input from the residents in the area, the Administration is recommending that the Board complete the drainage project as proposed and accepted by the majority of the area residents. Specifically, the Administration is recommending that the Board authorize maintenance improvements to the existing storm water management system and the addition of a 6-inch drain tile system under the existing storm water management ditch. The concept shown in the engineering plans keeps the existing storm water flow patterns and adds the drain tile feature. The drain tile is intended to eliminate the water flow from sump pump drains in the ditch and to allow the standing water in the ditches to drain into the tile and ultimately into the storm water management pond. The dry ditches should eliminate the hydric soils and their related vegetation. Additionally, this option is the only one that will likely resolve the wet ditch problems at no direct cost to the residents of the area. Please be advised that the Administration has told the residents that it has anecdotal evidence that the ditch/drain tile system will work but little or no factual evidence to back up the claim. Using the storm water management swale that was recently rebuilt by the Town and drain tile routinely used by farmers in their fields as evidence, allows the Administration to be relatively confident that the proposed concept will work. The Administration intends to use force account labor to complete the project with an incremental material cost of \$3.00 per linear foot of drain tile. The project length is approximately 800' at \$3.00 per foot for an estimated incremental project cost of \$2,400. The estimate does not include the ditching costs, the culvert replacement costs, and the pavement replacement costs. The Administration is estimating that replacing a culvert with a paved surface will cost approximately \$1,500.00 per unit; with a total of 7 driveway culverts and 2 road culverts in the project area this would cost a total of \$21,000.00. Please be advised that this phase will complete approximately 50% of the area-wide project. In order for the system to work correctly the Town will need to clean the storm water management pond, create an outlet for the storm water management pond, and finish the ditch improvements on Sunwood Drive. The Administration has been approached by Amos Ihde with a request to include capacity in the Town's drainage facilities for the drain tiles he was allowed to install in the Sunwood Drive area. The Ihde drain tiles were installed to drain the farm field east of the site. If the Board is comfortable with the next phase of the project as proposed, a motion would be in order to direct staff to proceed with the proposed project.

- Discussed the Storm water Management improvements for the benefit of the audience

Faith Quick, 7441 Sunburst Lane, Neenah, WI 54956

- Discussed the asphalt on the side of the driveway by the culvert
- By policy we only just done the driveway apron – do not redo the treatment on the side
- Staff will replace if there is a record it existed – the Board directs staff to replace

Joe Vanderwielen, 7403 Sunburst Lane, Neenah, WI 54956

- Discussed the driveway repairs as to what is existing
- Discussed working with staff relative to the water that collects in front of his home

- Supervisor Lettau discussed the Storm water pond maintenance
- Discussed the cost relative to the budget

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Geise

Motion made to direct Staff to proceed with the proposed project for the Stormwater Management improvements on the northern end of Sunburst Lane.

Motion carried by unanimous voice vote.

- Storm water management costs for next year
- Discussed the procedure for clean out

E. Discussion/Action: Town Board review and consideration of moving the Utility Pole located in front of the south driveway to the renovated Town/Fire Hall building.

Attached please find a copy of the site plan for the renovated Town/Fire Hall and an estimate from Wisconsin Public Service (WPS) to relocate its power lines from the utility located in what will become the driveway for the new facility (see site plan). The Administration has asked WPS for an estimate to move its services from the pole which is owned by CenturyLink. The Town has two options for removing the WPS facilities from the CenturyLink utility pole, the first is to install a new pole on Municipal property at an estimated cost of \$7,060.89, and the second is to bury the electric utilities at an estimated cost of \$14,518.31. This project would allow CenturyLink to relocate its utility pole at an Administration estimate of approximately \$7,000.00. Before going to CenturyLink for an exact cost to move its utility pole the Administration is asking the Board for its appetite for relocating the WPS utilities. The Administration is recommending that the pole be relocated for public safety reasons, however, that recommendation is tempered by the cost of the project. If the Board would like to proceed with the project a motion would be in order to approve the relocation of the WPS facilities as well as the CenturyLink facilities at a cost not to exceed \$21,000.00. If the Board opts to not move the utility facilities, the cost of reconnecting the utilities will be approximately \$2,000.00 with funding that was included in the project budget. Additionally, if the Board opts to not move the utility facilities, the Administration strongly recommends that the Town work with the County to barricade (protect) the utility pole.

- Discussed the pole and the included drawing
- Discussed the funding of the project
- Discussed WPS cost sharing

MOTION

Motion by: Chairman Luebke

Seconded by: Supervisor Schmidt

Motion made to approve the relocation of the WPS facilities as well as the CenturyLink facilities at a cost not to exceed \$21,000.00.

Motion carried by unanimous voice vote.

- F. Discussion/Action: Town Board review and consideration of a proposal from the Town's Engineer for assisting the Plan Commission with developing a Zoning Code of Ordinances for the Town of Clayton.

Attached please find a copy of a proposal from the Town's Engineer (M&E) for assisting the Plan Commission with the development of a Zoning Code of Ordinances for the Town of Clayton. The Administration is recommending that the Town use the new County Zoning Code of Ordinances as the basis for developing a Town Zoning Code of Ordinances. This recommendation is not unusual and is essentially the same process that M&E recently used to help the Town of Menasha. Jon can give the Commission more details on what the Town of Menasha did to start their Zoning Code review. In order to meet the State's and the County's deadlines, M&E's proposal is broken down into two steps: the first is a preliminary review and revision of the of the County's Code; and the second is the Board's final review, a Public Forum, and the Statutorily required Public Hearing before the Board's consideration and final approval. The first part of the Contract will cover the next 4 regular Plan Commission meetings and go through the end of CY 2012. As part of Contract, the Plan Commission will review and edit the sections of the County's Code and submission of the Draft Code to the State Department of Agriculture, Trade and Consumer Protection (DATCP) for their review. Should the Plan Commission need any additional meetings to complete its preliminary Code review and submission by December they can be scheduled at the call of the Commission Chair. The second part of the Contract will cover the final review of the Draft Zoning Code of Ordinances; it will finalize the document so that it can be forwarded to the Board for action, and submission to the County for their approval. In order to meet the Code adoption timeline, the Administration expects that the Board will conduct an ongoing review of the Draft Zoning Code of Ordinances as it is reviewed and edited by the Plan Commission. The Board is expected to start its final review and approval process in January of CY 2013. M&E's Proposal for the Zoning Code of Ordinances project is \$10,250.00, the proposal also includes a detailed project timeline. Funding for the Contract is available in the Town's CY 2012 Planning Budget, Line Item. If additional funding is required for the project the Board will need to appropriate the funds from the Town's reserve accounts and refund those accounts by including the required monies in the Town's CY 2013 Planning Budget, Line Item. If the Board agrees with the Administration's process and schedule, a Motion would be in order to approve the CY 2012 Contract with M&E for assisting the Town's Plan Commission with the creation of a Town of Clayton, Zoning Code of Ordinances, as presented, with funding to come from the Town's CY 2012 Budget Planning line Item.

- Discussed not opting in which was discussed with the Plan Commission
- Discussed notifying the State that we will be late with the Ordinance
- Discussed the procedures of creating a Zoning Ordinance
- Discussed the building and zoning inspectors
- Discussed completion date of April 2013
- Discussed advantages/disadvantages of mirroring the County Zoning
- Discussed the fees regarding the certification of the Ordinance

MOTION

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman-Erdmann

Motion made to approve the CY 2012 Contract with M&E for assisting the Town's Plan Commission with the creation of a Town of Clayton, Zoning Code of Ordinances, as presented, with funding to come from the Town's CY 2012 Budget Planning line Item not to exceed \$10,500. Motion carried by unanimous voice vote.

- G. Discussion/Recommendation: Town Board review and consideration of a request by Fox Valley Asphalt for the Town to make an application to the State Department of Transportation for a Public Access to STH 76 from a future Town Road known as Fox Valley Drive.

Attached please find a copy of an escrow check from Fox Valley Asphalt to the Town of Clayton for the above referenced application to the DOT. A number of years ago the Developers of the Fox Valley Asphalt site received approval from the Town to create a small commercial/business development off of STH 76 in the Town of Clayton. The Developers are now ready to proceed with the proposed project. Since the scope of the project has not changed, the Administration has advised the Town's Engineer that the only approval they would need is from the Town Board. To that end, Fox Valley Asphalt and the Engineer have submitted the attached escrow check for the application for an access permit from the DOT. Since the proposed access is to become a Public Road, the DOT requires that the application be made by the Town. Also attached are a set of preliminary plans for the project. The Administration has advised the Town's Engineer that any new construction must meet the Town's new Minimum Road Standards Policy/Ordinance. Additionally, the Administrator has strongly advised the Town's Engineer that consideration be given to the inclusion of storm sewer in the project, that all drainage easements be enclosed in a pipe, that all of the temporary cul-de-sacs be fully paved, and that the Administration will recommend that the Town Board consider taking ownership of the storm water management pond out lot when the project is completed. Please be advised that the attached plans do not meet these requirements. At this point, the applicant is only requesting the access permit through the Town and escrowing the funds for the permit. Should the Board agree with the Administration's recommendations, a motion to approve the receipt of the escrow funds and to authorize the submission of the application would be in order.

- Discussed the documents regarding the future Town road.
- Discussed converting from a driveway to a Town road
- Discussed the escrow account regarding risk to Town of Clayton

MOTION

Motion carried by unanimous consent to approve the receipt of the escrow funds and to authorize the submission of the application by the Town Staff.

- H. Discussion/Recommendation: Town Board review and direction to staff relative to a proposal to provide billing and receipting services to the Larsen/Winchester Sanitary District.

The Administration has been working with the Chair of the Larsen/Winchester Sanitary District to determine if there are any opportunities for the Town to do the billing and receive the payments for the Utility. These discussions started with the Town staff receiving inquiries from the Public relative to their ability to pay Sanitary Sewer Utility bills to the Town. The Administration understands that M&E currently does the Utility's billing. With the Town's proposed acquisition

of new accounting software, it would have the option of including a Utility Billing module in the program. Since the Town is essentially treating its Solid Waste and Recycling as a Utility and would treat a Stormwater Management District as a Utility, the Administration is already looking at the accounting program's utility billing package. Billing for the Sanitary District would be a natural extension of that process and would allow the Town to generate some revenue at the same time as the Sanitary District generates a saving from its current expenses. This revenue could potentially be used to offset the cost of a clerical position in the Town Office. An additional feature of the project would be a convenience for the residents generated by the ability to pay their bills at the Town Hall. The Sanitary District Chair has asked the Administration to make a presentation to the Commission on the process and the potential savings to the District. The Administration is respectfully asking the Board for permission to make that presentation and to report back to the Board on the process.

- Discussed the Utility Billing for the Sanitary District
- Discussed utility billing clerk position
- Discussed the complacency issues of the Sanitary District Board
- Discussed the Sanitary levy regarding savings to the customers
- Discussed the services that M&E charges the Sanitary District
- Discussed the potential of taking over the Larsen Drainage District

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion made to direct the Town Administrator to make a presentation to the Larsen-Winchester Sanitary District Board and to report back to the Board on the process of providing billing services and receiving services for the Larsen-Winchester Sanitary District.

Motion carried by unanimous voice vote.

- I. Discussion/Recommendation: Town Board review and direction to staff relative to updating the Town's Capital Improvements Plan and the Town's Capital Replacement Plan in January of CY 2013.

The Administration would like to advise the Board that it would like to postpone the update to the Town's 5-year Capital Improvements Plan and the Town's Capital Replacement Plan into January of CY 2013. This request is based on the fact that the Town's CY 2013 Capital Improvement projects have been identified, are scheduled and the engineering is currently being completed. Additionally, there are no scheduled Capital Equipment replacement projects scheduled for CY 2013. In anticipation of the pending approval of a Town-wide Stormwater Management District, the Administration has started to review the Town's Capital Improvement needs. The motivating issues for this activity are the following:

- 1) A number of the Town's storm water management problems are related to the Town's Roads and roadside ditches.
- 2) The Town has 75 miles of roads under its jurisdiction.
- 3) The Town has 150 lane miles of road shoulders and ditches associated with its Town Roads.
- 4) A properly maintained paved surface with a well constructed road base should have a life expectancy of 25 years.
- 5) Proper paved surface maintenance should include ditching, shouldering, crack sealing, slurry sealing, chip sealing and line striping.
- 6) The Town's budget should include sufficient funding for all of these maintenance line items.

- 7) Given the expected life expectancy of a properly maintained paved surface the Town should be resurfacing three miles per year.

The Administration would like to use the Town’s CY 2012 Paser report to the State as the basis for the revisions to the Town’s Capital Improvements Plan. Since the Town’s CY 2013 projects are planned and the engineering is being completed, the delay in the updating process should have little or no impact on the Town’s Planning and Budgeting activities. If the Board is comfortable with the proposed schedule, direction to the Administration to proceed with the Plan updating processes as presented would be in order.

- Discussed the delay of the Town’s Capital Improvements Plan
- Discussed using the 2012 Paser Report information to update the plan

MOTION

Motion carried by unanimous consent to approve the delay in the updating process of the Town’s Capital Improvement Plan as presented.

- J. Discussion/Recommendation: Town Board review and direction to staff relative to a proposed schedule for the Town’s CY 2012 Budget Hearings for the Town’s CY 2013 Budget.

The Administration would like to recommend that the Board approve the following CY 2013 Town Budget Hearing Schedule:

- 1) First Budget Hearing: Tuesday, September 4th, 2012, from 7:00 P.M.
- 2) Second Budget Hearing: Tuesday, September 11th, 2012, from 9:00 A.M.
- 3) Third Budget Hearing: Tuesday, September 18th, 2012, from 7:00 P.M.
- 4) Fourth Budget Hearing: Tuesday, September 25th, 2012, from 7:00 P.M.
- 5) Fifth Budget Hearing: As needed

The proposed schedule can be changed to reflect the Board’s ability to meet. The Administration has traditionally reviewed the Town’s Budget in the following order:

- 1) Revenues
- 2) Enterprise and/or Utility Budgets
- 3) Public Works Budget
- 4) Administrative Budgets

Following the Budget review process the Administration will finalize the Budget Documents and schedule a Public Hearing on the Town’s CY 2013 Budget and the Electors Meeting to approve the Town’s CY 2013 Levy and the Transportation Budget.

- Discussed the dates presented
- Sept 4th will be 7 P.M. – Geise will not be present
- Sept 11th will be 7 P.M.
- Sept. 18th will be 9 A.M.
- Sept. 25th will be 4 P.M.
- 5th meeting as needed

NO MOTION

Motion made by unanimous consent to approve the Budget Meetings as presented and discussed.

- XI. Upcoming Meeting Attendance
 - A. Town's association Meeting
- XII. Board Member Requests for Future Agenda Items
 - A. Winchester residents using the Yard Waste site
- XIII. Review of Disbursements
 - A. Disbursements

XIV. Adjournment – 8:12 P.M.

MOTION:

Motion made by unanimous consent to Adjourn.

Respectfully submitted,
Tori Bowen, Treasurer/Deputy Clerk