

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 p.m. on Wednesday, August 1, 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	ABSENT—EXCUSED
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Reif	PRESENT

b. Staff

Administrator Johnston	PRESENT
Asst Admin/Treasurer Straw	PRESENT
Deputy Clerk Stevens	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney –	ABSENT

II. Public Hearing(s) and/or Public Information Meeting(s): NONE

III. Approval of Minutes:

A. Approval of the Wednesday, July 18th, 2018 Town Board Meeting Minutes.

MOTION:

Motion by unanimous consent to approve the July 18th, 2018 minutes of the Town Board Meeting as presented.

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

V. Correspondence:

- A. A copy of the July CY 2018 Building Inspector’s Report (to be distributed at the Board Meeting).
- B. Winnebago County Solid Waste Management Board June of CY 2018 Recycling Tonnage Report.
- C. Wisconsin Department of Transportation design documentation for the roundabout at CTR “JJ” and STH “76”.

- D. Larsen Drainage District Resignation Correspondence from JoAnne Sievert
- E. Charter Communications Invoice for Damage

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

- A. County Supervisor Report
 - NO REPORT
- B. Winnebago County Sheriff’s Department – Public Concerns and Issues
 - Officer Willis was present. No issues reported.
- C. Clayton Fire Rescue Department (First Meeting of the Month)
 - Chief Rieckmann Report
 - 100 calls year-to-date, 59 EMR, 30 Fire, 10 that were both
 - Awarded Larsen-Winchester Lions Club Grant to replace Gas Detectors
 - Lisa Mathison has requested to become a Clayton Fire Rescue EMR
 - Upcoming Blood Drive—August 7th, 2018
 - Evan Wing, HMA Fire—Update regarding Rescue 43
 - Will be the only PTO powered high-pressure pump with dual hose capability in existence
 - Staffing issues at HMA resulted in need to redesign some of the engineering
 - No additional charges for Clayton Fire Rescue
 - Back on track with delivery slated for early November
- D. Larsen-Winchester Sanitary District
 - NO REPORT
- E. Administration Comments
 - Mary Jo Miller, Engineer
 - NO REPORT
 - Administrator Johnston
 - Held preconstruction meeting for Highland Woods Development
 - Construction beginning soon
 - Deputy Clerk Stevens
 - Preparing for August 14 election
 - In need of Poll Workers—applications being accepted
 - Assistant Administrator/Treasurer Straw
 - Met with Mike Konecny regarding financials
 - Everything is in order and looking good
 - He is willing to assist with financials moving forward as the municipality grows and its needs change
 - Chair Geise
 - Town of Clayton incorporation covered as a front page story in the Tuesday, July 31, 2018 Appleton Post Crescent
 - Process is continuing

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. Joshua J. Fumelle
- B. Renewal:

- i. No Renewal Licenses Issued

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 the Appointment of Kaylin Van Stappen to the Position of Town Emergency Management Director.

The Town Board appointed Kaylin Van Stappen to the position of Emergency Government Coordinator as part of its reorganizational meeting in May of CY 2018. The County has changed the official title of the position from Emergency Management Coordinator to Emergency Management Director. The Administration asked the Board to formally appoint and Swear-in Kaylin Van Stappen to the position of Emergency Management Director for the Town of Clayton.

MOTION:

Motion by unanimous consent to appoint and swear-in Kaylin Van Stappen as Town of Clayton Emergency Management Director.

- Director Van Stappen accepted the appointment and recited the oath of office.

- B. Discussion/Action: Town Board review and consideration of an Application for a Temporary Class “B” / “Class B” Retailers License for the Drifters Snowmobile Club. The Temporary License is to be used at an event to be held by Cody Cavanaugh at 3910 Fairview Road, Neenah, WI 54956.

The Board reviewed the Application for a Temporary Class “B” / “Class B” Retailers License for the Drifters Snowmobile Club. It was noted that the Temporary License is to be used at an event to be held by Cody Cavanaugh at 3910 Fairview Road, Neenah, WI 54956. The Drifters Snowmobile Club is using the event as a fundraising activity for the Club. The event is being held under a Conditional Use Permit granted to the Cavanaugh’s in the mid 1980s. Staff made the recommendation to condition the permit on serving alcohol within a fenced area with limited and controlled access points in order to provide a control function on serving underage visitors to the event.

MOTION:

Motion by unanimous consent to approve the Application for a Temporary Class “B” / “Class B” Retailers License for the Drifters Snowmobile Club at an event to be held by Cody Cavanaugh at 3910 Fairview Road, Neenah, WI 54956 subject to providing a fenced area with limited and controlled access point(s) in order to provide a control function on serving underage visitors to the event

- C. Discussion/Action: Town Board review and consideration of a staff update on the cleaning of the drainage ditch on the west side of Oakwood Avenue between Oakwood Avenue and Pioneer Road.

The Board reviewed a map outlining the storm water management ditch area immediately west of Oakridge Avenue. As stated by Mr. Caswell at the July 18, 2018 Town Board meeting, this is the area of the ditch that is impacting the drainage of his property. Staff reviewed the issues with the cleaning of the ditch in this area with the Board. Additional information and cost estimates for the project are to be presented to the Board at its Wednesday, August 15th, 2018 meeting.

- Patricia Fischer, 8685 Oakwood Avenue, address the Board
 - Ms. Fischer provided surface water maps to the Board
 - Ms. Fischer said she was unsure that cleaning of the drainage ditch would not resolve Mr. Caswell’s drainage issues
 - She requested Mr. Caswell’s issues be studied and reviewed to guarantee that the proposed work would resolve his issues
 - Ms. Fischer stated the property owners adjacent to the ditch have no complaints regarding drainage
 - Ms. Fischer asked for specific benefits to the Town which will result from cleaning the ditch
- Administrator Johnston explained that a cost benefit analysis must be completed but the benefits to the Town directly relate to the disposition of storm water.
- Mr. Johnston reviewed the aerial maps indicating the tail water pooling in several locations which would drain if the ditch were cleaned and working properly

DIRECTION TO STAFF:

The Board directed Staff to provide them with cost estimates for the work proposed for their consideration at the next Town Board meeting.

- D. Discussion/Action: Town board review and consideration of a Land Exchange Agreement between the Town of Clayton and Christopher R. Clauson for a portion of the property immediately south of the Town Hall specifically identified as Tax ID# 006-0535-03.

Attorney Lehocky has been working on the land exchange between Christopher R. Clauson, owner of the Larsen Tap building and the Town for the purposes of relocating the Town’s Yard Waste Site to the area adjacent (south side) to the Public Works building. The Administration asked the Board to affirm its approval of the land exchange process and the Draft Land Exchange Agreement as presented.

MOTION:

Motion by unanimous consent to approve the Land Exchange Agreement and to direct staff to proceed with finalizing the exchange process.

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance: NONE
- XIV. Board Member Requests for Future Agenda Items: NONE
- XV. Adjournment:

MOTION:

Motion made by unanimous consent to adjourn at 7:40 p.m.

Respectfully submitted,
Holly Stevens, Deputy Clerk