

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. on Wednesday, August 2nd, 2017

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 at 7:00 p.m.
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
Deputy Clerk Stevens	PRESENT
Town Engineer – Mary Jo Miller	ABSENT (Excused)
Town Attorney – Ashley Lehocky	PRESENT

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

III. Approval of Minutes:

A. Approval of the Minutes of the Regular Town Board Meeting held at 7:00 p.m. on Wednesday, July 19, 2017.

- Supervisor Schmidt noted the Attorney in attendance was listed incorrectly. Rod Streicker was listed when Ashley Lehocky was the Attorney in attendance at the meeting.

MOTION:

Motion carried by unanimous consent to approve the Minutes of the Regular Town Board Meeting held on Wednesday, July 19, 2017 with the correction as noted.

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

V. Correspondence:

- A. July 2017 Building Inspection Report
- B. Glatfelter Claims Management, Inc. Letter of Findings for Royer Cemetery Claim
- C. Speed Sign Report

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

- A. County Supervisor Report
 - i. None
- B. Winnebago County Sheriff’s Department – Public Concerns and Issues
 - i. None
- C. Clayton Fire Rescue Department (First Meeting of the Month)
 - i. Chief Rieckmann written report
 - o 138 calls, year-to-date—14% decrease from same time period last year
 - o July 21, 2017 Clayton Fire Rescue received a MABAS call for swiftwater rescue in the Potosi and Cassville, WI area. The team rescued 16 persons, 3 dogs, 2 birds, and a leaking 1000 lb LP tank.
- D. Larsen-Winchester Sanitary District
 - i. Mike Pfankuch present with no report
- E. Administration Comments
 - i. Engineer Mary Jo Miller submitted a written report
 - o Working on WI DNR Permit Application for drainage ditch work between Oakwood Avenue and Pioneer Road
 - o Working on bid documents for the extension of Rose Moon Way
 - ii. Administrator Johnston
 - o Public Works Department finishing open projects including Jewel Drive
 - o Public Works will start culvert replacements on Fairview Road by Olson’s Rest on or around August 10, weather permitting. The work will result in the closure of Fairview Road for 2-3 days.
 - o Clayton School has all but completed their parking lot renovation. Drainage should work much better and should eliminate the issues with Myron Lane ponding
 - iii. Chair Geise
 - o No report at this time

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. Briana Fink
- B. Renewal:
 - i. No Renewals
- C. Class “B” and “Class B” Liquor License Serving area amendment for Pubs and More, LLC (d.b.a. Headliners Bar and Grill), 2788 Towne Court, Neenah, WI 54956.
Agent: Tom Welhouse

The Board reviewed the request for a modification to the serving area for Headliners Bar and Grill. The applicant is extending the service area of the banquet room to allow for a fenced, outdoor smoking area for the facility.

MOTION:

Motion by unanimous consent to approve the expansion of the service area for Headliners Bar and Grill.

D. The following party has a new application for a Class “B” license to sell fermented malt beverages, and a new application for a “Class B” license to sell intoxicating liquors on file in the Town of Clayton, Clerk’s Office for the licensing period of August 3rd, 2017 through June 30th, 2018, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. E J Phoenix Enterprises LLC (d.b.a. Century Elm Supper Club), 8300 County Road T, Larsen, WI 54947
Agent: Elisabeth Sarah Jackson

The Board reviewed a copy of a liquor license application received by the Town. Staff has completed, with no issues, the notice requirement for vendors and the background checks on the Applicant and related parties. The license was held by Kenneth Roger Loehrke (d.b.a. Century Elm Supper Club), 8300 County Road T, Larsen, WI 54947. Mr. Loehrke is selling the Century Elm Supper Club to the new applicant.

MOTION:

Motion by unanimous consent to approve the License Application for the E J Phoenix Enterprises LLC d.b.a. Century Elm Supper Club, Agent: Elisabeth Sarah Jackson, requiring compliance with all State and local Ordinances.

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 (first Town Board meeting of the month):
A. No Referrals

X. Business:

A. Discussion/Action: Town Board review and consideration of Resolution 2017-006 A Resolution Levying a Final Special Assessment for Public Infrastructure constructed in the Plat of Whispering Meadows.

- The Chair requested the Town Board postpone the business to the August 16, 2017 meeting.

B. Discussion/Action: Town Board review and consideration of replacing the Public Works Department CY 2000, GMC utility truck with a CY 2017 Ford F550 equipped with a plow, wing, and salter.

The Board reviewed a proposal prepared by staff to replace the Town’s CY 2000 GMC with a new Ford F550. The Town’s vehicle replacement schedule includes replacing the CY 2000 GMC used by part-time staff to maintain the Town’s Parks, Trails, and Cemeteries with a new 1-ton pickup truck. The Administration is recommending that the Town replace the CY 2011 Ford F550 and demote that vehicle to the lawn mowing crew

during the summer months. This process will accomplish several goals, the first to replace the Ford F550 on its 5-year life cycle, the second to provide summer staff with a reliable vehicle, and third to provide the Public Works Department with a backup plow vehicle during the winter months. The Board noted the Town’s Ford F500 vehicles were put on a 5-year life cycle because of the intense use they are subject to. Cycling the oldest Ford F550 to the summer staff will allow the Town to get 10-years of service from these vehicles. Staff’s proposal includes adding a wing to the new Ford F550 and to retrofit a wing to the Town’s existing CY 2014 Ford F550. The Board reviewed the costs for the project as proposed as listed below:

1. CY 2017 Ford F550 from the State bid:	\$ 45,034.00
2. Plow, wing, V-box salter, and associated equipment:	\$ 49,879.00
3. Stainless Steel box upgrade:	\$ 1,782.00
4. Wing to retrofit the CY 2014 Ford F550 plow:	<u>\$ 19,983.00</u>
Total Project Cost:	\$116,678.00

Staff advised that the Town could purchase the CY 2017 Ford F550 chassis from L&S Ford for approximately \$1,500.00 more than the quoted State Bid Price of \$116,678.00 with funding for the project to come from the Town’s Capital Equipment Replacement Fund.

MOTION:

Motion by unanimous consent to approve the purchase of a CY 2017 Ford F550 and related plowing equipment and to approve retrofitting the Town’s CY 2014 Ford F550 with a plow wing.

C. Discussion/Action: Town Board review and consideration of authorizing the replacement of the Clayton Fire Rescue Department, Brush Rig with a Quick-Response Vehicle.

- The Chair requested the Town Board postpone the business to the August 16, 2017 meeting.

D. Discussion/Action: Town Board review and consideration of the sale of 10-acres of Town owned land located at 9045 Clayton Avenue, Neenah WI 54956 and specifically described as part of Tax ID# 006-0340 in the Town of Clayton.

The Board reviewed a copy of the Offer-to-Purchase 10-acres +/- of land from the Piller property located at 9045 Clayton Avenue and recently purchased by the Town. The offer is for \$70,000.00 per acre for a total of \$700,000.00. The single condition placed on the Offer is that the Town provide Municipal Sanitary Sewer and Municipal Water Utilities within 36-months of the closing of the sale. The specific 10-acres to be purchased were not identified. The Administration’s noted their intent to identify 10-acres that are not contiguous with Clayton Avenue and not easily annexed to the Village of Fox Crossing. Staff noted that relative to the Town Board authorizing the sale of Town owned land, when the Town Board was given authorization to purchase property on Clayton Avenue by the Town’s Electors, the Board was also given authorization to sell the property as the Town Board deemed appropriate.

MOTION:

Motion by Supervisor Grundman

Second by Supervisor Schmidt

Motion to authorize the sale of 10-acres +/- as identified by the Town Chair and Town staff for a price of \$70,000.00 per acre.

Motion carried by unanimous consent.

E. Discussion/Action: Town Board review and consideration of an Automatic Aid Agreement between the Town of Clayton Fire Rescue Department and the Town of Winchester Fire Department.

- The Chair requested the Town Board postpone the business and directed Chief Rieckmann to negotiate and finesse the agreement with the Town of Winchester Chief for Board consideration.

XI. Town Board Reorganizational Business:

A. Additional Appointments

a. Green Space Committee Member: (1 positions for a 3-year term with all terms effective May 1st, of the calendar year).

- Chair Geise announced the appointment of Roy Owensby to the Green Space Committee

XII. Review of Disbursements

XIII. Review of General Fund Budget Update (Second Town Board meeting of the month)

XIV. Upcoming Meeting Attendance: NONE

XV. Board Member Requests for Future Agenda Items: NONE

XVI. Adjournment:

MOTION:

Motion made by unanimous consent to adjourn at 7:27 p.m.

Respectfully submitted,

Holly Stevens, Deputy Clerk