

TOWN OF CLAYTON

Board of Supervisors

Meeting Minutes

7:00 p.m. on Wednesday, September 4th, 2019

Town Meeting Room, 8348 County Road T, Larsen, WI 54947

- I. Call to Order: Town Board Vice Chairman Reif called the meeting to order.
- A. Pledge of Allegiance
 - B. Verification of Notice
 - C. Meeting Roll

a. Board of Supervisors

Chair Geise	EXCUSED
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Reif	PRESENT

b. Staff

Administrator Johnston	PRESENT
Asst Admin Straw	PRESENT
Clerk Stevens	PRESENT
Treasurer Schiessl	
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Steven Sorenson	PRESENT

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

- III. Approval of Minutes:

- A. Approval of the Minutes of the Wednesday, August 21st, 2019 Town Board Meeting.

- Vice Chair Reif noted a correction on page 8, 10th bullet point, to add the surname to the statement (Mr. Ory).

MOTION:

Motion by unanimous consent to approve the minutes from the Wednesday, August 21st, 2019 Town Board Meeting with the correction as noted.

- IV. Open Forum: No Requests

- V. Correspondence:

- A. Distribution of the August CY 2019 Building Inspection Report.

- VI. Discussion Items (No Action will be taken):

- A. County Supervisor Report—No Report
- B. Winnebago County Sheriff's Department – Public Concerns and Issues—No Report
- C. Clayton Combined Protective Services Department (First Meeting of the Month)
 - a. Clayton Fire Rescue Department

- 102 Calls year-to-date, 63 EMR, 31 Fire, 8 both EMR and Fire
- Chief attending MABAS Conference
- Engine 143 was repaired.
- E143 is also having some paint issues. Staff is looking into warranty coverage
- Staff is reviewing SCBA products. Finalizing a decision
- Purchasing SCBAs with the Towns of Neenah and Seymour, and with Green Bay Metro Fire Departments to capitalize on quantity discounts
- Held Blood Drive September 3. Had only 8 donors. At risk of losing the drive if numbers do not increase.
- Received \$2,000 grant from WPS to buy Fire Hose
- Submitted Fire House Subs grant for John Deere Gator—no decision yet
- Working on language for an automatic aid agreement with the Town of Winchester Fire Department covering the area from CTR M South eastward
- b. Clayton Fire Rescue First Responder
 - NO REPORT
- c. Clayton Police Officer
 - Software for Squad Camera and Body Camera installed
 - Testing Lidar Unit
 - Touch-a-Truck Event scheduled for Saturday, September 14 at Clayton Park to benefit the Muscular Dystrophy Association—in need of volunteers
 - Found owner of tablet found in Larsen
 - Assisted Winagamie Golf Course with Parking limitations during local High School Cross Country Meets
- D. Larsen-Winchester Sanitary District
 - NO REPORT
- E. Administrative Comments
 - Engineer Miller
 - Nothing new at this time
 - Administrator Johnston
 - Continuing development of 2020 Budget Documents
 - Continuing to work on the submission documents for the Incorporation
 - Working on final TID forms for submission to WI DOR
 - Working on Recycling Grant Submission

VII. Operator Licenses Issued by the Town Clerk:

A. New:

- i. Wendy L. Jones
- ii. Hannah K. Stedl
- iii. Kimberly A. Hayes

B. Renewal:

- i. Madison M. Dorow

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 a renewal of the Winnebago County 911 Joint Powers Agreement.

The Board reviewed a copy of the renewal information for the Winnebago County Joint Powers Agreement; the proposed renewal continues a system in process today. The agreement requires that any agency dispatched by the Winnebago County Emergency 911 System render service even if that service is out of its legal jurisdiction. The second part of the agreement sets up a Winnebago County Communications and Information System Advisory Committee to establish a protocol for emergency service communications and public safety records. Both functions are systems that need the proper protocol and records systems.

MOTION:

Motion by unanimous consent to approve the Winnebago County 911 System Joint Powers Agreement and authorize the Town Board Vice Chair to sign the document.

B. Discussion/Action: Town Board review and consideration of a proposal from the Teamsters Local 662, Central States Health Plan to provide Health Insurance to the Town’s Employees under the Welfare M9 benefits plan for CY 2020 and CY 2021.

The Board reviewed a copy of the Teamsters Local 662, Central States Health Plan Contract renewal information. For informational purposes the CY 2019 weekly premium is \$335.20 per regular full-time employee, the Town’s cost is \$268.16 (80%) and the employees co-pay share of the weekly premium is \$67.04 (20%). The proposed CY 2020 weekly premium is \$351.27 per regular full-time employee, with the Town’s cost being \$281.02 (80%) and the employees co-pay share of the weekly premium being \$70.25 (20%). The proposed CY 2021 weekly premium is \$366.10 per regular full-time employee, with the Town’s cost being \$292.88 (80%) and the employees co-pay share of the weekly premium being \$73.22 (20%). Staff is using this Policy to calculate the Town’s Health Insurance Costs during the CY 2020 budgeting process.

MOTION:

Motion by unanimous consent to approve the Teamsters Local 662, Central States Health Plan to provide Health Insurance to the Town’s Employees for CY 2020 and CY 2021 at the agreed upon rates for regular full-time employees and to affirm the employees 20% co-pay on the Town’s Health Insurance benefit.

- C. Discussion/Action: Town Board review and consideration of an Agreement for Professional Services with GWB Professional Services for a Statutorily required, Tax Incremental Finance District #1, Annual Joint Review Board Meeting scheduled to be held in July of CY 2020.

The Board reviewed a copy of an Agreement for Professional Services provided by GWB Professional Services for a Statutorily required, Tax Incremental Finance District #1, Annual Joint Review Board (JRB) Meeting scheduled to be held in July of CY 2020. State Statutes require that the Joint Board of Review for a TID created by the Governing Body meet on an annual basis to review the development status of the TID and compliance with the Project Plan for the TID. In order to facilitate the required JRB meeting the Administration had asked Mr. Becker to facilitate the meeting and the required reporting to the JRB. The Administration expects that over time Town staff will be able to generate the required reports and documentation for the Annual JRB Meeting. However, it is reasonable to expect that staff will need help with the first JRB Meetings.

MOTION:

Motion by unanimous consent to approve the Agreement for Professional Services with GWB Professional Services for a Statutorily required, Tax Incremental Finance District #1 (TID), Annual Joint Review Board Meeting scheduled to be held in July of CY 2020 with a January 2nd, CY 2020 signing date.

- D. Discussion/Action: Town Board review and consideration of Ordinance 2019-010-REVISED an Ordinance Revising Section § 3.10 of the Town of Clayton Code of Ordinances Creating a Police Department.

The Board reviewed a Draft copy of Ordinance No. 2019-010-REVISED an Ordinance revising Section § 3.10 of the Town of Clayton Code of Ordinances Creating a Police Department. The Board has been advised by the State Department of Justice (DOJ) that the Ordinance creating the Town’s Police Department is missing some specific language relating to the authority to enforce. The Town’s Attorney has added the required language in the document presented to the Board. These changes should correct the Town’s Ordinance as it relates to the State DOJ and the Federal Authorities. Attachment A as presented contains the list of Policies that need to reflect the organizational change in the Department.

MOTION:

Motion by Supervisor Schmidt

Second by Supervisor Lettau

Motion to approve Ordinance No. 2019-010-REVISED, An Ordinance Revising Section § 3.10 of the Town of Clayton Code of Ordinances Creating a Police Department.

ROLL CALL VOTE:

Supervisor Reif	Aye
Supervisor Grundman	Aye
Supervisor Lettau	Aye
Supervisor Schmidt	Aye
Chair Geise	Absent

Motion carried by a vote of 4-0

XI. Review of Disbursements

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

XIII. Upcoming Meeting Attendance:

Town Board Budget Workshops:

- Tuesday, September 17, 2019 from Noon to 2:00 p.m.
- Tuesday, September 24, 2019 from Noon to 2:00 p.m.
- Tuesday, October 1, 2019 from Noon to 2:00 p.m.
- Tuesday, October 8, 2019 from Noon to 2:00 p.m.

Additional Date if needed:

- Tuesday, October 15, 2019 from Noon to 2:00 p.m.

XIV. Board Member Requests for Future Agenda Items:

- Drifters' Snowmobile Club consideration to construct water and sewer connections on the municipal grounds
- Proposal to rent town land located on Clayton Avenue for dog sledding training

XV. Adjournment

MOTION:

Motion made by unanimous consent to adjourn at 7:25 p.m.

Respectfully submitted,
Holly Stevens, Clerk