

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. on Wednesday, October 4th, 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 6:00 p.m.
2. Pledge of Allegiance.
3. Verification of Notice
4. Roll

a. Board of Supervisors

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

b. Staff

Administrator Johnston	PRESENT
Deputy Clerk Stevens	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
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, September 20th, 2017.

MOTION:

Motion by unanimous consent to approve the Minutes of the Regular Town Board Meeting held on Wednesday, September 20th, 2017.

- B. Approval of the Minutes of the Third Budget Workshop held at 12:00 p.m. on Wednesday, September 19th, 2017.

MOTION:

Motion by unanimous consent to approve the Minutes of the First Budget Workshop held on Wednesday, September 19th, 2017.

- C. Approval of the Minutes of the Fourth Budget Workshop held at 12:00 p.m. on Wednesday, September 26th, 2017.

MOTION:

Motion by unanimous consent to approve the Minutes of the Fourth Budget Workshop held on Wednesday, September 26th, 2017.

- IV. Open Forum – Town-related Matters not on the Agenda: NONE
- V. Correspondence:
- A. September Building Inspector’s Report.
 - B. Lind Lane at Braun Court vehicle speed report.
 - C. Copy of the Winnebago County Board Meeting Minutes that relate to Town Planning Issues.
- VI. Discussion Items (No action will be taken):
- A. County Supervisor Report
 - i. No Report
 - B. Winnebago County Sheriff’s Department – Public Concerns and Issues
 - i. No Report
 - C. Clayton Fire Rescue Department (First Meeting of the Month)
 - i. Chief Rieckmann report
 - o Received ISO Audit Report
 - Score improved from a 7 to a 6
 - Three areas to develop which will improve the score even more
 - i. Document Historic Data—Dept is new, time will develop this
 - ii. Response Times as related to station location as relative to calls—future development will allow for additional station locations
 - iii. Limitation of water supply—development of access to water sources is a continual process already implemented
 - o 187 calls year-to-date (12% decrease from previous year-to-date total)
 - D. Larsen-Winchester Sanitary District
 - i. Mike Pfankuch report
 - o Received approval from WI DNR for Operating Permit for 5 years
 - o Updated all the District’s ordinances
 - o Developing Plans to extend services west down CTR II
 - E. Administration Comments
 - i. Engineer Mary Jo Miller
 - o Rosemoon Way preconstruction meeting schedule for October 10th
 - o Rosemary Lane bid opening scheduled for October 11th
 - o Dredging Project still at the WI DNR for review
 - o West American Extension is on the agenda later in the meeting
 - ii. Administrator Johnston
 - o Submitted the WI DNR Recycling Grant Application
 - o Continue work to resolve the Cistern issues
 - o Working on the WISLR Roads report which is due December 15th
 - iii. Town Board
 - o Chair Geise attended Winnebago County TRIP Committee Meeting
 - Committee of 5 Town Chairs formed
 - Project Applications due November 10th

- Committee will meet to review and award grants later in November
- Boundary Agreement negotiations continue—another meeting scheduled for October 11th
- Village of Fox Crossing approved the Prince Annexation—Town will contest the action

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. No New Licenses
- B. Renewal:
 - i. No Renewals

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 and direction to staff relative to a land swap with the owner of the Larsen Tavern property located at 8338 CTH “T” Larsen, WI 54947 and specifically identified as Tax ID# 006-0535-03.

The Board reviewed a copy of a Certified Survey Map (CSM) of the properties in question. The Town Chair and staff met with the owner of the Tavern to finalize any property transfers before the Town starts to develop the new Yard Waste Site. Based on the results of the meeting the Board reviewed the tracts of land to be exchanged. In addition to the land exchange, the Town would have to make a payment of \$2,000.00 to the owner of the Tavern and pay approximately \$1,500.00 for the required CSM and related fees. Funding for the project will come from the Solid Waste and Recycling Special Revenue Fund. The Board also reviewed the minutes of the Electors Meeting approving the proposed purchase.

- Supervisor Reif expressed concern about the area south of the Tavern becoming a muddy mess due to parking and requested that language be added to the contractual agreement requiring the Tavern to construct a parking lot within a set period of time.
- Administrator Johnston stated he would work with the Attorney to add the requirement to the agreement

MOTION:

Motion by unanimous consent to direct staff to solicit the CSM and have the Town Attorney draft the required documents.

- B. Discussion/Action: Town Board review and consideration of a renewal of the Winnebago County 911 Joint Powers Agreement.

The Board reviewed 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 Chair to sign the document.

- C. Discussion/Action: Town Board review and consideration of a staff recommendation relative to the use of a \$126.75 refund check from the Winnebago County Fire Investigation Unit.

The Board reviewed a copy of the \$126.75 refund check from the Winnebago County Fire Investigation Unit. The Winnebago County Fire Investigation Unit exists at the discretion of the Winnebago County Fire Chiefs' Association. The Winnebago County Fire Investigation Unit has been dissolved and the assets of the Organization have been proportionally returned to the County's Fire Departments. This process resulted in the Town receiving the \$126.75 refund. Chief Rieckmann has advised the Administration that the Chiefs' Association would like to re-constitute a Fire Investigation Unit using Departmental Investigators trained by the Chief's Association and directed by the individual Department Chief. Specifically, the Chiefs' Association will set the training standards and control the training for all the participating Departments in the County. The individual Fire Chief will direct investigations within the Department with the option of using mutual aid if required. Chief Rieckmann is asking to forward the refund monies to the Chiefs' Association to facilitate the creation and funding of the new Winnebago County Fire Investigation Program.

MOTION:

Motion by unanimous consent to authorize the transfer of the \$126.75 refund to the Winnebago County Chiefs' Association for the purposes of creating a Fire Investigation program.

- D. Discussion/Action: Town Board review and consideration of the Award of an Asphalt Paving Contract to repair the open pavement cuts created by culvert replacements on Fairview Road in the area of Olson’s Rest.

The Board reviewed a Proposal from Fox Valley Asphalt & Maintenance, LLC for patching Fairview Road in the area of Olson’s Rest at a cost of \$3,695.00. The Public Works Department is completing the culvert and ditching project in the area. The paving proposal is to patch the open cuts required to replace the cross culverts on Fairview Road. Funding for the project will come from the CY 2017 Public Works Budget, Street Maintenance Line Item. Staff did solicit additional proposals; however, the only proposal submitted was from Fox Valley Asphalt & Maintenance, LLC.

MOTION:

Motion by unanimous consent to approve the Proposal submitted by Fox Valley Asphalt & Maintenance, LLC at a cost of \$3,695.00 with the funding to come from the CY 2017 Public Works Budget, Street Maintenance Line Item.

- E. Discussion/Action: Town Board review and consideration of the approval of a Scope of Service Agreement with the Town’s Engineering Firm for the design and bidding of the easterly extension of West American Drive from its eastern terminus to the western property line of the Town owned property located at 9045 Clayton Avenue and specifically identified as Tax ID# 006-0340, a wetland delineation of the same property, and a navigability determination for the waterway on the same property and other items as deemed necessary to develop the property.

Staff informed the Board that in order to sell the land to the Women’s Clinic, there are a number of steps the Town will need to take relative to developing the site. Specifically, the Town will need to complete a wetland delineation of the property including a Letter of Concurrence from the Department of Natural Resources (DNR) and a navigability determination of the waterway on the property from the DNR. These activities must be completed before the end of the CY 2017 growing season. In order to facilitate and shorten the process the Administration has asked the Town’s Engineer to complete the work on the entire site with the expectation that the Developer will cost share with the Town rather than have the work re-done by another engineering firm. The costs for completing the work is \$7,100.00.

MOTION:

Motion by unanimous consent to approve the Proposal submitted by the Town’s Engineer at a cost of \$7,100.00 to complete the wetland delineation and the navigability determination.

- F. Discussion/Action: Town Board review and consideration of approval of the purchase of approximately 66.81 acres of property located on the west side of Clayton Avenue north of USH “10” and specifically identified as Tax ID# 006-0328, 006-0342 and Tax ID# 006-0329 in the Town of Clayton, County of Winnebago.

The Board reviewed a map identifying the properties in question, copies of the County’s Parcel Property/Tax Information for the properties, and an accepted Offer to Purchase on the properties at a cost of \$2,000,000.

MOTION:

Motion by Supervisor Schmidt

Second by Supervisor Grundman

Motion to approve the purchase of approximately 66.81 acres of property located on the west side of Clayton Avenue north of USH “10” and specifically identified as Tax ID# 006-0328, #006-0342 and #006-0329 in the Town of Clayton, County of Winnebago, and to direct staff to arrange for the financing of the proposed purchase.

Motion carried with a vote of 5-0.

- G. Discussion/Action: Town Board review and consideration of the Town’s Draft CY 2018 General Revenue, Storm Water Management Utility, and Solid Waste and Recycling Special Revenue Budgets.

The Board reviewed revised copies of the Town’s Draft CY 2018 Budgets which include the adjustments from the last Town Board Budget Meeting. Staff noted that as more information becomes available, staff will make changes and provide the Board with copies of those changes at its regularly scheduled meetings.

DIRECTION TO STAFF:

The Board directed staff to schedule the Public Hearing on the CY 2018 Budgets and the Electors Meeting to approve the CY 2017 Levy payable in CY 2017/18 for Wednesday, November 1st, 2017.

- 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 7:38 p.m.

Respectfully submitted,
Holly Stevens, Deputy Clerk