

TOWN OF CLAYTON  
Town Board of Supervisors

Meeting Minutes

7:00 P.M. on Wednesday, October 5<sup>th</sup>, 2016

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

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I. Call to Order:

A. Notice Verification, Roll

1. Town Board Vice Chair Schmidt called the meeting to order at 7:00 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted on the Town's website and the posting board at the Town Office.
4. Roll

a. Board of Supervisors

|                     |         |
|---------------------|---------|
| Chair Geise         | ABSENT  |
| Supervisor Lettau   | PRESENT |
| Supervisor Grundman | PRESENT |
| Supervisor Schmidt  | PRESENT |
| Supervisor Reif     | PRESENT |

b. Staff

|                                |         |
|--------------------------------|---------|
| Administrator Johnston         | PRESENT |
| Treasurer Straw                | PRESENT |
| Town Engineer – Mary Jo Miller | PRESENT |
| Town Attorney – Ashley Lehocky | PRESENT |

II. Public Hearing(s) and/or Public Information Meeting(s):

- A. No Public Hearings and/or Public Information Meetings.

III. Approval of Minutes:

- A. Approval of the Minutes of the First Town Board Budget review session held on Tuesday, September 6<sup>th</sup>, 2016.
- B. Approval of the Minutes of the Second Town Board Budget review session held on Tuesday, September 13<sup>th</sup>, 2016.
- C. Approval of the Minutes of the Third Town Board Budget review session held on Tuesday, September 20<sup>th</sup>, 2016.
- D. Approval of the Minutes of the Fourth Town Board Budget review session held on Tuesday, September 27<sup>th</sup>, 2016
  - Correction made on the First Town Board Budget review minutes as follows:
    - Supervisor Linda Grundman was absent

**MOTION:**

Motion made by unanimous consent to approve all of the Town Board Budget minutes with the corrections as stated.

- E. Approval of the Minutes of the Town Board meeting of Wednesday, September 21st, 2016.

**MOTION:**

Motion made by unanimous consent to approve the Minutes of the Town Board meeting of Wednesday, September 21st, 2016 as presented

- IV. Open Forum – Town-related Matters not on the Agenda:
- A. None
- V. Correspondence:
- A. September 2016 Building Inspector's Report.
- Reviewed the Building Inspector's Report
  - One new home
- B. Winnebago County Solid Waste Management Board August 2016 Recycling Tonnage Report.
- Reviewed the Tonnage Report
  - Town of Clayton slipping to 4<sup>th</sup> place – Please Recycle
- VI. Discussion Items (No action will be taken):
- A. County Supervisor Report
- Supervisor Farrey not present
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
- No Deputy present
- C. Clayton-Winchester Fire Department
- Deputy Chief Al Kuenzi reporting
    - 197 calls year-to-date – 9 calls since last report
    - Completed the installation of the dry hydrant at Strawberry Fields
    - Float tested dry hydrant on Jane Street
    - The dry hydrant at Holland Freight not functioning – will be contacting Holland Freight
    - Reviewed fitness/exercise program progress
    - Radios to be serviced next week – will be using Frank's out of Manitowoc
    - Accepting Fire Department/First Responder Applications
    - Tuesday night Blood Mobile turnout was good
  - Cindy Pfankuch reporting
    - 18 calls for September 2016 – 11 in Town of Clayton; 6 in Town of Winchester
    - 1.5 minutes to dispatch; 7 minutes response time; 20 minutes average on scene; 2.3 first responders at each scene
    - 160 calls year-to-date
    - Supervisor Grundman inquired about the epipens
    - Alternative to First Responders is the draw-up epinephrine – lower cost to the department – training to use draw-up starting next week
    - Project respiratory calls to increase – may need to develop training schedule to become more prepared to handle
    - Reviewed meeting with Dr. Westphal relative to CO2 and smoke detectors, hazards in homes relative to falls and/or tripping of elderly residents
    - Cleaning pump room

## D. Larsen-Winchester Sanitary District

- Mike Pfankuch not present

## E. Administration Comments

- Engineer Mary Jo Miller reporting
  - Clayton Avenue project update
  - Whispering Meadows Subdivision update
- Administrator Johnston reporting
  - Preparing for the property closing and securing the financing
  - Recycling grant completed and submitted
- Treasurer Straw reporting
  - Utility billing was finished today
  - The handheld reader and computer programs are functioning correctly – meters are not
  - There were 25-30 No Reads and will be preparing list for Sanitary District to check
  - Election process going well – Holly is an asset to our office
  - In-person voting has started

## VII. Operator Licenses Issued by the Town Clerk:

## A. New:

- i. Karl Wirtz

## B. Renewal:

- i. No Renewal Licenses Issued

**NO ACTION TAKEN**

## VIII. Business referred by the Plan Commission:

## A. Town Board receipt, review, and consideration of Plan Commission Referrals (second Town Board meeting of the month):

- Nothing to report.

## IX. Business referred by the Green Space Committee:

## A. Town Board receipt, review, and consideration of Green Space Committee Referrals (first Town Board meeting of the month):

- Nothing to report.

## X. Business:

- A. Discussion/Action: Town Board review and consideration of Resolution 2016-009 A Resolution authorizing a short term (60 to 90 days) borrowing of not to exceed \$1,500,000.00 from National Exchange Bank & Trust of Fond du Lac, 130 S Main Street, Fond du Lac, WI 54936 for the purchase of land as authorized by the Town Electors and specifically identified as Tax ID # 006-0338-05, 006-0339, 006-0339-01, 006-0345, and 006-0344 all in Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

If the Draft Resolution is not received from the Bank before the Agenda is published it will be forwarded to the Board by e-mail. The Resolution is required by the Bank for the \$1,500,000.00 short term borrowing (60 to 90 days) to purchase the land from Midwest

Investments. The funds will be refunded when the Town sells the \$3,500,000.00 in notes in the public market. In order to proceed with the short term borrowing and the purchase of the land, a motion would be in order to approve 2016-009 A Resolution Authorizing a Short Term (60 to 90 days) Borrowing of not-to-exceed \$1,500,000.00 from National Exchange Bank & Trust of Fond du Lac. The funds are needed for the purchase of land as authorized by the Town Electors and specifically identified as Tax ID # 006-0338-05, 006-0339, 006-0339-01, 006-0345, and 006-0344 all in Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The motion should be considered with a roll call vote.

- Administrator Johnston reviewed Resolution 2016-009 relative to the need to use the short-term financing

**MOTION:**

Motion by: Supervisor Grundman

Seconded by: Supervisor Lettau

Motion made to approve Resolution 2016-009 A Resolution authorizing a short term (60 to 90 days) borrowing of not to exceed \$1,500,000.00 from National Exchange Bank & Trust of Fond du Lac, 130 S Main Street, Fond du Lac, WI 54936 for the purchase of land as authorized by the Town Electors and specifically identified as Tax ID # 006-0338-05, 006-0339, 006-0339-01, 006-0345, and 006-0344 all in Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

**ROLL CALL VOTE:**

Supervisor Reif           Aye

Supervisor Schmidt    Aye

Supervisor Lettau      Aye

Supervisor Grundman  Aye

Motion Carried by 4-0 vote. 1 Supervisor absent.

- B. Discussion/Action: Town Board review and consideration of Pay Request No. 1 from Peters Concrete Company, 1516 Atkinson Drive, Green Bay, WI 54303 for the CY 2016 Clayton Avenue Capital Reconstruction Project.

Attached, please find a copy of Pay Request # 1 in the amount of \$345,104.07, submitted by Peters Concrete Company, 1516 Atkinson Drive, Green Bay, WI 54303 for the CY 2016 Clayton Avenue Capital Reconstruction Project. Both the Town Engineer and the Town Administrator have reviewed the pay request and agree that it is correct and should be paid. Once the Board approves the Pay Request, staff will make the first payment for the CY 2016 Clayton Avenue Capital Reconstruction project. If the Board is comfortable with staff's recommendation, a motion would be in order to approve the pay request submitted by Peters Concrete Company, 1516 Atkinson Drive, Green Bay, WI 54303 for the CY 2016 Clayton Avenue Capital Project in the amount of \$345,104.07 with the funding to come from the Town's CY 2016 Capital Reconstruction Budget.

- Both the Town Engineer and the Town Administrator have reviewed the pay request and agree that it is correct and should be paid

**MOTION:**

Motion by: Supervisor Grundman

Seconded by: Supervisor Reif

Motion made to approve the pay request submitted by Peters Concrete Company, 1516 Atkinson Drive, Green Bay, WI 54303 for the CY 2016 Clayton Avenue Capital Project in the amount of \$345,104.07 with the funding to come from the Town's CY 2016 Capital Reconstruction Budget.

Motion Carried.

- C. Discussion/Action: Town Board review and consideration of the appointment of Holly Stevens as Deputy Clerk for the Town of Clayton during her transition to a full time permanent Town of Clayton Employee.

The Administration would like to advise the Board that Holly Stevens (Holly) officially started working for CADRE and the Town as a contract employee on Monday, September 26<sup>th</sup>, 2016. Staff has discussed what Holly's responsibilities will include. Based on those discussions the Administration is asking the Board to appoint Holly as the Town's Deputy Clerk. The Administration would not normally recommend this action until Holly became a full time regular Town Employee, however given limited staff and Holly's experience it is preferable that she be allowed to act as a Deputy Clerk without having to find the Administrator in order to sign routine documents and reports. If the Board agrees with the Administration's recommendation, a motion would be in order to appoint Holly Stevens to the position of Deputy Clerk for the Town of Clayton effective Thursday, October 6<sup>th</sup>, 2016.

**MOTION:**

Motion made by unanimous consent to appoint Holly Stevens to the position of Deputy Clerk for the Town of Clayton effective Thursday, October 6<sup>th</sup>, 2016.

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

The Staff provided the Town Board a copy of the Joint Powers Agreement which continues a system in process today. The agreement requires that any agency dispatched by the Winnebago County Emergency 911 System render service even if it 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. The Administration respectfully recommends that the Board approve the Winnebago County 911 System Joint Powers Agreement and authorize the Town Board Chair to sign the document.

**MOTION:**

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

- E. Discussion/Action: Town Board review and consideration of an Amendment to the list created by Resolution 2015-015 A Resolution Creating a Statutorily Required List of Appointed Election Poll Workers for the CY 2016/17 election cycle to add the following to the list of approved poll workers:

- i. Ronald Rasmussen, 9095 Oakwood Avenue, Neenah, WI 54956
- ii. Fran Hart, 3006 Oakridge Road, Neenah, WI 54956
- iii. Mary Ellen Winkler, 3606 Breezewood Lane, Neenah, WI 54956

iv. Joanne Swoboda, 7848 Kiely Way, Neenah, WI 54956

Attached please find a copy of Resolution 2015-015 as approved by the Board: Resolution 2015-015 is a Resolution Creating a Statutorily Required List of Appointed Election Poll Workers. Also attached is a copy of the amended Exhibit A to Resolution 2015-015 with the names of the additional poll workers highlighted in yellow. The additional Poll Workers on the list are recommended for addition by staff and the Chief Poll Worker, Judi Quadracci. As in the past, both the Democratic Party and the Republican Party are eligible to provide Poll Worker names to the Clerk. The list of Poll workers with the additional names is valid for 2 years and is used to select individuals who will work at the Town's Elections. If the Board agrees with the addition of the listed names to the Poll Worker list, a motion to approve the addition of the listed names to Exhibit A of Resolution 2015-015 a Resolution Creating an Election Poll Worker List for CY 2016 and CY 2017 election cycle as presented is recommended.

- Discussed the volunteer option of the application vs. paying election workers
- Discussed background checks on the election workers vs. using references

**MOTION:**

Motion made by unanimous consent to approve the addition of the listed names to Exhibit A of Resolution 2015-015 a Resolution Creating an Election Poll Worker List for CY 2016 and CY 2017 election cycle as presented is recommended.

F. Discussion/Action: Town Board review and consideration of approving the CY 2017 contribution rate and employee co-pay for the Central States Health Plan health care benefit for Town Employees.

Since the Town's Public Works Employees are unionized, the Town provides health insurance to all of its employees through the Teamsters, Health and Welfare Fund. The Town has been using a three year contract with not to exceed increases in the insurance premiums. Attached please find a copy of the CY 2017 weekly full burden premium rate of \$312.30 and an annual full burden premium rate of \$16,239.60. The CY 2017 increase in the weekly full burden premium rate is \$6.70 or an increase from \$305.60 to \$312.30. Please be advised that, based on the Town's Union Contract and Employee Policy Manual, the Town pays 80% of the weekly premium rate or \$249.84 (\$12,991.68 annually) and the employee pays 20% of the premium or \$62.46 (\$3,247.92 annually). The Board needs to approve an annual full burden rate of \$312.30 and a cost share weekly rate of \$249.84. A motion would be in order to approve the Participation Agreement at a weekly full burden rate of \$312.30, the cost share agreement of 80% to the employer and 20% to the employee, and authorize the Administrator to sign the requisite documents.

- Reviewed/discussed the premiums/payments for CY 2017 relative to the 80-20 split of the premium payment
- Reviewed/discussed the adjustment to the CY 2017 budget line items due to the updated information.

**MOTION:**

Motion made by unanimous consent to approve the Participation Agreement at a weekly full burden rate of \$312.30, the cost share agreement of 80% to the employer and 20% to the employee, and authorize the Administrator to sign the requisite documents.

- G. Discussion/Action: Town Board review and consideration of the Administration's minor adjustments to the Town's CY 2017 Budgets based on new and/or updated information.

The only change the Administration has made on the Town's CY 2017 General Fund Budget, Storm Water Management Budget, and the Solid Waste and Recycling Special Revenue Budget is to reduce the Employee Insurance Benefit Line Item from \$14,000.00 to \$13,000.00. The net result of this action has been to generate approximately \$5,900.00 in unassigned revenues. The Administration has placed these funds in the Town Public Works Department Road Maintenance Budget. Rather than give the Board the entire Budget document the Administration is providing the pages of the CY 2017 Budget that identify the surplus and the additional funding allocation.

- Discussed the changes/updates to the CY 2017 General Fund Budget, Storm Water Management Budget, and the Solid Waste and Recycling Special Revenue Budget as presented.

### **NO ACTION TAKEN**

- XI. Review of Disbursements:
- Discussed/reviewed disbursements relative to the purchase of the 2016 Plow Truck
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month):
- Nothing to report
- XIII. Upcoming Meeting Attendance:
- Nothing to report
- XIV. Board Member Requests for Future Agenda Items:
- Discussed the Comprehensive Plan Display Boards presented to the Town Board Members from Ken Jaworski, the Town's Planner
- XV. Adjournment:

### **MOTION:**

Motion by: Supervisor Grundman

Seconded by: Supervisor Lettau

Motion made to adjourn the Town Board meeting at 7:42 p.m.

Motion carried.

Respectfully submitted,

Tori Straw, Assistant Administrator/Treasurer