

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

Immediately following the Public Hearing and the Special Electors Meeting to approve the CY 2017 General Fund Tax Levy payable in CY 2017/18 on Wednesday, November 1st, 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
Asst Admin/Treas Straw	PRESENT
Deputy Clerk Stevens	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Ashley Lehocky	ABSENT (Excused)

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, October 18th, 2017.

MOTION:

Motion by unanimous consent to approve the Minutes of the Regular Town Board Meeting held on Wednesday, October 18th, 2017.

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

V. Correspondence:

- A. Excerpts of the Minutes of the Tuesday, October 17, 2017 Winnebago County Board of Supervisors Meeting.
- B. Copy of correspondence from Bob Mundt, President/CEO relative to the Fox Cities Regional Partnership Investors, Council Partners.

- C. Communication relative to the CY 2018 Zoning Department meeting schedule from the Winnebago County Planning and Zoning Department.
- D. October Building Inspector's Report.

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 212 calls year-to-date (11% decrease from previous year-to-date total)
 - o Chief received a request from the pump manufacturer for the new quick-response vehicle offering to reduce the cost of the equipment if the Department would allow the vehicle to be displayed at the FDIC in Indiana in April, 2018.
 - o Other vendors supplying equipment for the new vehicle are also being contacted regarding possibility of upgrading or discounting the equipment because it will be featured at FDIC International.
 - o Chief informed the Board that he has had no update from the Town of Winchester regarding their EMR status. He noted he has offered to provide contract EMR services for 2018 if needed.
- D. Larsen-Winchester Sanitary District
 - i. No Report
- E. Administration Comments
 - i. Engineer Mary Jo Miller
 - o Rose Moon Way extension is completed to gravel grade and the ditching appears to be completed.
 - o Working on the Developer's Agreement for the Rosemary Lane project
 - o WI DNR is requiring an individual permit rather than a general permit for the dredging project which will require additional engineering work. A proposal for the additional work is being drafted for Town Board review
 - ii. Administrator Johnston
 - o Radtke's Contractors has completed the culvert replacement on Breezewood Lane. Paving should be completed by Friday, November 3 or Monday, November 6, 2017
 - o Winnebago County Highway Department is replacing the culvert on Pioneer Road as part of the bridge aid projects.
 - o Interviewed several candidates for the Public Works Laborer position and offered to Brian Surprise. His start date is scheduled for November 14, 2017.
 - iii. Deputy Clerk Stevens
 - o Accepting applications for Election Inspectors for the 2018-19 election cycle
 - o Will be presenting a resolution to the Town Board for approval of the Inspectors
 - iv. Assistant Administrator/Treasurer Straw
 - o Working on Special Fees for Tax Billing
 - o Started pre-audit work for the CY 2017 audit
 - v. Town Board

- Chair Geise reported there are two upcoming meetings scheduled with the Village of Fox Crossing Board members

VII. Operator Licenses Issued by the Town Clerk:

A. New:

- i. Annamarie L. Fahrenkrug
- ii. Kelsey Jane Koechell
- iii. Madison M. Dorow

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):

- 1. 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):

- 1. No Referrals

X. Business:

A. Discussion/Action: Town Board review and consideration of Resolution 2017-007 A Resolution Increasing the Town’s Storm Water Management, Residential Equivalent Unit Fee (REU) from \$60.00 to \$80.00 for the Town’s CY 2018 Storm Water Management Utility Budget.

As part of the Town’s CY 2018 Budgeting process the Board directed staff to raise the Storm Water Management Utility Residential Equivalent Unit (REU) from \$60.00 to \$80.00 for a single-family home. The Board reviewed a Resolution which takes the formal step required to raise the fee.

- Mark Luebke, 8425 Whispering Meadows Dr—how increase affects vacant land
- Vacant land continues to be charged a rate of 0.25 ERU per tax parcel

MOTION:

Motion by Supervisor Grundman

Second by Supervisor Schmidt

Motion to approve Resolution 2017-007 Increasing the Town’s Storm Water Management, Residential Equivalent Unit Fee (REU) from \$60.00 to \$80.00 for the Town’s CY 2018 Storm Water Management Utility Budget

ROLL CALL VOTE:

Supervisor Grundman	Aye
Supervisor Schmidt	Aye
Chairman Geise	Aye

Supervisor Reif	Aye
Supervisor Lettau	Aye

MOTION CARRIED with a vote of 5-0-0

- B. Discussion/Action: Town Board review and consideration of Resolution 2017-008 A Resolution Adopting the CY 2017 Tax Levy payable in CY 2017/18 as set by the Wednesday, November 1st, 2017 Special Meeting of the Town Electors; and Adopting the Town’s CY 2018 Budget as Presented by the Town Board.

The Board reviewed a copy of Resolution 2017-008 with the voting information from the Special Electors Meeting held immediately prior to the Town Board Meeting. The Electors set the 2017 Tax Levy payable in 2017/18 at \$1,430,006.68.

MOTION:

Motion by Supervisor Lettau

Second by Supervisor Grundman

Motion to approve Resolution 2017-008 to comply with the Town Electors Vote and set the Town’s CY 2017 Tax Levy payable in CY 2017/18 and the Town’s CY 2018 Solid Waste and Recycling Special Revenue Budget, and the Town’s CY 2018 Storm Water Management Utility Budget and the Town’s CY 2018 General Fund Budget as presented by the Town Board.

ROLL CALL VOTE:

Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Reif	Aye
Supervisor Schmidt	Aye
Chairman Geise	Aye

MOTION CARRIED with a vote of 5-0-0

- C. Discussion/Action: Town Board review and consideration of approving a farm lease for the Town owned property on the corner of Clayton Avenue and Shady Lane specifically identified as the following:

- a. Tax ID # 006-0327-03
- b. Tax ID # 006-0328
- c. Tax ID # 006-0329
- d. Tax ID # 006-0342

The Town having recently purchased the above listed properties, has received a request from the Seelow family who have been farming the properties for the past several years to continue doing so for CY 2018. The administration has advised Mr. Seelow that the Town has been renting land that it owns to area farmers and that there should be no issue with the family continuing to farm the property. Additionally, Mr. Seelow was advised that the Town uses a uniform lease for all of its properties and that the lease price is \$90.00 per acre.

MOTION:

Motion by unanimous consent to authorize the Town Chair to sign a standard Town lease document with the Seelow family to farm the listed properties.

- D. Discussion/action: Town Board review and consideration of a request from the Larsen/Winchester Lions Club for the use of the Town's Solid Waste and Recycling containers.

The Board reviewed E-mail correspondence sent to the Administrator relative to the use of the Town's dumpsters by the Larsen/Winchester Lions Club. Administrator Johnston explained to the Board that staff has been having issues with individuals using the Town's dumpsters to dispose of their garbage at the Town's expense. In order to eliminate this issue, the Town has placed a locked fence around the dumpsters, this action has made it difficult for the Lions to dispose of their garbage. It has been brought to the Administration's attention that some of the Lions were encouraging individuals to dispose of donations that the Lions did not want in the Town's dumpsters. The Administrator advised the Board that if they wished to allow the Lions to use the Town's dumpsters, there should be a limitation on who's garbage is dumped and what will be the repercussions of allowing and/or encouraging the use of the dumpsters by the public. The Administration has no issue with the Lions using the Town's dumpsters, however, the Lions should acknowledge that there is a cost to the Town for the service and that it is inappropriate to encourage public use of the Town's dumpsters.

- The Board also reviewed a letter from the Larsen/Winchester Lions Club President, Tom Arens, dated November 1, 2017, recognizing the fact that there is a cost to the Town for the service and offering to pay an annual \$500 fee to help to offset the Town's expense.

MOTION:

Motion by unanimous consent to allow the Lions to use the Town's dumpsters for a fee of \$500.00 annually, and to direct staff to provide the Organization with a key and to monitor the use of the facilities.

- E. Discussion/Action: Town Board review and consideration of the following Town of Clayton Fire Department Policies:
- i. Personal Protective Equipment
 - ii. Respiratory Protection Procedures and Protocols

The Board reviewed copies of several new Town of Clayton Fire Department Policies. All of the draft Policies have been reviewed by the Department's Command staff. The Chief provided a brief overview of the policies. Both the Chief and the Administration recommended that the Town Board approve the draft Policies and direct the Chief to place them in effect.

MOTION:

Motion by unanimous consent to approve the Personal Protective Equipment and the Respiratory Protection Procedures and Protocols Policies and to direct the Chief to place the policies into effect.

XI. Town Board Reorganizational Business:

Additional Appointments

- A. Green Space Committee: (1 position serving 3-year term with the term being effective May 1st, of the calendar year.
- i. Dustin Kraft

MOTION:

Motion by unanimous consent to approve the appointment of Dustin Kraft to the Green Space Committee for a term of May 1, 2017 through April 30, 2018.

XII. Review of Disbursements

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

XIV. Upcoming Meeting Attendance:

- Possible Special Meeting regarding the Bond Issuance

XV. Board Member Requests for Future Agenda Items: NONE

XVI. Adjournment:

MOTION:

Motion made by unanimous consent to adjourn at 8:03 p.m.

Respectfully submitted,
Holly Stevens, Deputy Clerk