

TOWN OF CLAYTON

Board of Supervisors

Meeting Minutes

7:00 p.m. on Wednesday, November 6, 2019

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

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- I. Call to Order: Town Board Chairman Geise called the meeting to order.
  - A. Pledge of Allegiance
  - B. Verification of Notice
  - C. Meeting 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 Straw PRESENT
      - Clerk Stevens PRESENT
      - Treasurer Schiessl PRESENT
      - Town Engineer – Mary Jo Miller PRESENT
      - Town Attorney – Ben Lafrombois PRESENT
- II. Public Hearing(s) and/or Public Information Meeting(s): NONE
- III. Approval of Minutes:
  - A. Approval of the Minutes of the Wednesday, October 16<sup>th</sup>, 2019 Town Board Meeting.
  - B. Approval of the Minutes of the Wednesday, October 23<sup>rd</sup>, 2019 Joint Public Hearing with the Town of Clayton, the Town of Winneconne, the Town of Winchester, and the Town of Vinland.

**MOTION:**  
Motion by unanimous consent to approve the Minutes of the Wednesday, October 16<sup>th</sup>, 2019 Town Board Meeting and the Wednesday, October 23<sup>rd</sup>, 2019 Joint Public Hearing with the Town of Clayton, the Town of Winneconne, the Town of Winchester, and the Town of Vinland as presented
- IV. Open Forum: NONE
- V. Correspondence:
  - A. Distribution of the Winnebago County Solid Waste Management Board CY 2019 September Recycling Tonnage Report
  - B. Distribution of a Wisconsin Compensation Rating Bureau, Experience Modification Report for the Town of Clayton
  - C. October 2019 Town of Clayton Building Permit 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
    - b. Clayton Fire Rescue First Responder
      - 130 Calls year-to-date, 84 EMR, 37 Fire, 9 both EMR and Fire
      - Automatic Aid Agreement with Winchester not in affect as of 10/31/19—waiting on Winchester's Chief to finalize details with Winnebago County Dispatch.
      - November 5, 2019—Emergency Manager Van Stappen, Chief Rieckmann and Officer Zeinert participating in Site Safety Drill at Clayton School
      - Chief Rieckmann enrolled in “New Chief and Sheriff Training” in January—paid for by the State of Wisconsin
      - Emergency Manager Van Stappen and Chief Rieckmann attending Public Information Officer Class December 7-8, 2019
    - c. Clayton Police Officer
      - Received LIDAR—Officer Zeinert is familiarizing herself with it
      - Purchased NetMotion License through Omro PD—software which allows access to records and electronically communicate with Winnebago County Sheriff's Department
  - D. Larsen-Winchester Sanitary District—NO REPORT
  - E. Administrative Comments
    - Engineer Miller
      - Westfield Ridge cul de sac is moving forward; Contracts were sent to Radtke; Establishing timeline
      - Working on impervious surface updates for Storm Water Management Fee applications
    - Assistant Administrator Straw
      - Working on TID parcel clarifications
      - Preparing for Medina Junction Public Hearing
    - Clerk Stevens
      - Continuing to work on the submission documents for the Incorporation
      - Still recruiting Poll Workers
    - Chair Geise
      - Met with Winchester Chair regarding border agreement
      - Border agreement public hearing October 23, 2019
- VII. Operator Licenses Issued by the Town Clerk:
- A. New:
    - i. Michelle M. Olson
    - ii. Hailee Marie Pfefferle
  - B. Renewal:
    - i. No Renewal Licenses Issued
- VIII. Business referred by the Plan Commission:



Supervisor Reif	Aye
Chair Geise	Aye
Supervisor Grundman	Aye
Supervisor Schmidt	Aye

Motion carried by unanimous voice vote

- B. Discussion/Action: Town Board first reading, review, consideration, and direction to staff relative to Town of Clayton, Ordinance 2019-015 An Ordinance Creating Section 3.60 of the Town of Clayton Code of Ordinances Establishing Winter Parking Restriction.

The Board reviewed a draft copy Town of Clayton Ordinance 2019-015, An Ordinance Creating Chapter 3.60 of the Town of Clayton Code of Ordinances Establishing Winter Parking Restriction. In order for the Public Works Department to safely plow the Town's roads, the administration feels that winter parking restrictions are needed.

**MOTION:**

Motion by unanimous consent to refer Ordinance 2019-015, An Ordinance Creating Chapter 3.60 of the Town of Clayton Code of Ordinances Establishing Winter Parking Restriction to a second reading.

- C. Discussion/Action: Town Board review and direction to staff relative to proposed changes to the Town's Ordinance Regulating the Licensing and Keeping of Dogs in the Town of Clayton.

The Board reviewed a copy of the Town's Ordinance Regulating the Licensing and Keeping of Dogs in the Town of Clayton. Officer Zeinert had reviewed the Ordinance and is proposing some changes as noted within the document. The Administration has reviewed the proposed changes and asked the Board for direction relative to submitting the proposed changes to the Town's Attorney.

**DIRECTION:**

The Board directed Staff to submit the proposed changes to the Town's Attorney for review

- D. Discussion/Action: Town Board review, consideration, and direction to staff on proposed changes to the Town's Uniform Dwelling Code Ordinance.

The Board reviewed a copy of the draft Uniform Dwelling Code Ordinance. Administrator Johnston noted that the changes arose due to changes at the State level regarding Commercial Electrical Inspections as well as other minor changes.

**DIRECTION:**

The Board directed staff to review the changes with the Town's Attorney and the Building Inspector and to proceed with the approval process.

- E. Discussion/Action: Town Board review, consideration, and direction to staff on a Branding Project for the proposed Village and/or the Town of Clayton.

The Board reviewed a copy of a letter and project brief that has been prepared by the Town Staff solicitating involvement from the local school districts in the area to provide an updated look to the current image of the Town of Clayton and a possible new brand for the proposed Village. The Administration feels that with the incorporation and development on the East side of the Town, now is the time to update the identity of the Town of Clayton and create an identity for the proposed Village. At this time the Staff is looking for direction from the Board as to how to proceed with this project.

**DIRECTION:**

The Board directed staff to proceed with the project and to reach out to the area school districts for participation; and to bring submissions to the Board for review when available.

- F. Discussion/Action: Town Board distribution, and review of the Administrator's performance evaluation, and scheduling of the Administrator's and staff performance evaluation.

The Board received blank copies of the Administrator's Annual Performance Evaluation document for the Board to complete. The Administration will be distributing a completed copy of the Administrator's Performance Evaluation with the agenda packet for consideration at the Board's Wednesday, November 20<sup>th</sup>, 2019 Town Board Meeting.

**DIRECTION:**

The Chair requested the Board Members complete their evaluations and return them to him prior to the November 20, 2019 meeting

- G. Discussion/Action: Town Board review, consideration, and direction to staff relative to preparing an Interjurisdictional Multimodal Local Supplement (MLS) Program Grant Application through WDOT for CY 2020.

The Board reviewed a copy of the Wisconsin Department of Transportation (DOT) Grant Application Materials for the Interjurisdictional Multimodal Local Supplement (MLS) Program. The Board also reviewed a copy of an e-mail from the Town's Engineer (Mary Jo) detailing the estimated cost of pulverizing, re-paving, and shouldering a 2-mile section of Larsen Road. Both the Town of Vinland and the Town of Winchester have expressed an interest in pulverizing, re-paving, and shouldering their maintenance lines on Breezewood Lane from USH "45" to STR "76". The Town of Clayton is proposing to pulverize, re-pave, and shoulder its maintenance lines on the same stretch of Breezewood Lane. Based on some basic research the project distance is approximately 5.96-miles or 30,884.8-feet. Using the estimated cost of \$40.00 per linear foot, the complete pulverizing, re-paving, and shouldering project should cost approximately \$1,235,392.00. The Towns share of the project on a 90/10 split would be \$123,539.20. The Board also reviewed an e-mail from the Winnebago County Highway Commissioner (Ray Palonen)

which indicates that the Grant Program will be very competitive and the Town may wish to consider less than a 90/10 cost share. The Administration is looking at a different process to reduce the cost share to the respective Towns. Specifically, the Grant Program allows 6-years to complete the project, the Administration is recommending that the Towns use force account labor to complete the ditching of the project area. The project consists of pulverizing, re-paving, and shouldering approximately 6-miles of Breezewood Lane, or approximately 12-miles of roadside ditches. The Town's Public Works Department could ditch the approximately 12-miles of ditches as a contributed cost to the project. Based on some basic research the estimated cost per linear foot of ditching is \$4.00 or approximately \$123,539.20. This dollar value would make the cost share for the project approximately 80/20. The Administration advised the Board that the numbers used are estimates that need to be confirmed as part of the Grant Application process as would the participation by the Town of Winchester and the Town of Vinland. Staff asked for direction from the Board relative to making the proposed Grant Application.

**DIRECTION:**

The Board directed Staff to work with the Towns of Vinland and Winchester and to complete the application and bring it to the November 20, 2019 meeting for Board review prior to submission.

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance:
  - Public Hearing regarding the vacating of Medina Junction Road—Wednesday, December 4, 2019 at 6:00 p.m.
  - The Board discussed cancelling the regularly scheduled Board meeting for January 1, 2020.
- XIV. Board Member Requests for Future Agenda Items: NO REQUESTS
- XV. Adjournment

**MOTION:**

Motion made by unanimous consent to adjourn at 8:17 p.m.

Respectfully submitted,  
Holly Stevens, Clerk