

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Minutes

7:00 P.M. on Wednesday, December 6th, 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
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	ABSENT (excused)

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

III. Approval of Minutes:

- A. Approval of the Wednesday, November 15th, 2017 Town Board Meeting Minutes.
- B. Approval of the Wednesday, November 28th, 2017 Special Town Board Meeting Minutes.

MOTION:

Motion by unanimous consent to approve the Minutes as presented

IV. Open Forum – Town-related Matters not on the Agenda:

- Art Rathjen, Greater Oshkosh Economic Development Corporation, provided a brief description of the purpose of the organization and requested the Board consider allocating its Industrial Development Board’s per capita funding to the group.

V. Correspondence:

- A. November Building Inspectors Report
- B. Walworth County Today, GazetteXtra article on Volunteer Fire Departments.

VI. Discussion Items (No action will be taken):

A. County Supervisor Report

i. District 30 Supervisor Chuck Farrey

- Life Fest initiative approved to construct a large staging venue to replace the race track
- Farmland Preservation has been submitted to the State
- County Budget passed for CY 2018

B. Winnebago County Sheriff's Department – Public Concerns and Issues

i. Deputy Jim Megna and Deputy Codey Graham

- No reports / No issues

C. Clayton Fire Rescue Department (First Meeting of the Month)

i. Chief Rieckmann written report

- 240 calls year-to-date (8% decrease from previous year-to-date total)
- Chassis for new truck delivered, now in Iowa for the body installation
- Truck will be put on display at the April, 2018 FDIC Conference in Indiana. Chief has negotiated product upgrades and additions from various vendors as a result at no additional cost to the Town.

D. Larsen-Winchester Sanitary District

i. District Chair Mike Pfankuch

- Fall draw-down released 7.1 million gallons of treated effluent
- District is requesting RFPs for extending service west down County Road II
- Will begin holding public hearings regarding pipe extension in January/February, 2018.

E. Administration Comments

i. Engineer Mary Jo Miller

- Contracts executed with MCC, Inc. for construction of Rosemary Lane
- Work has begun and should be to gravel grade within the next week or two

ii. Administrator Johnston

- Closed on the \$2,000,000 Bond Issuance and received funds
- Closed on the Handler property
- Staff is preparing for winter snowplowing. Most of the crew is very new to the process but all possible preparations have been made

iii. Deputy Clerk Stevens

- Special Fees and all the other required tax submissions have been submitted to Winnebago County
- Property owners can anticipate receipt of bills the week of December 18, 2017
- Still accepting applications for Election Inspectors for the 2018-19 election cycle

iv. Town Board Chair Russ Geise

- Village of Fox Crossing meeting to continue negotiations on Thursday, December 7, 2017

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
 - i. NONE

- B. Renewal:
 - i. NONE

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 of Pay Request No. 1 from Radtke Contractors Inc., 6408 Cross Road, Winneconne, WI 54986 for the Rose Moon Way Extension Project.

The Board reviewed Pay Request # 1 in the amount of \$45,198.58, submitted by Radtke Contractors Inc., 6408 Cross Road, Winneconne, WI 54986. Both the Town Engineer and the Town Administrator had reviewed the pay request and agreed that it is correct and should be paid. Once the Board approves the Pay Request, staff will make the first payment for the Rose Moon Way Extension Project. Staff noted the payment will be made using the project escrow funds provided by the Developer.

MOTION:

Motion by unanimous consent to approve the pay request submitted by Radtke Contractors Inc., 6408 Cross Road, Winneconne, WI 54986 in the amount of \$45,198.58 with the funding to come from the Developer’s Escrow Account.

- B. Discussion/Action: Town Board review and consideration of the purchase of a magnetic locator for the Town’s Public Works Department for use in locating cemetery corner markings.

The Board reviewed literature related to magnetic locators (metal detectors). As the Town plats its two cemeteries, staff has included placing corner stakes on the burial blocks. Specifically, the corners of the 4-unit burial blocks are marked with metal rods to facilitate locating the individual burial plots when needed. In the past, staff has placed locating memorials made of plastic and concrete to mark the burial blocks. This process has created issues with locating the memorials over time. The markers tend to sink and are routinely covered with grass, and because there is no metal in the current memorial markers, they have become difficult to locate. Given the current type of markers and the process staff is

using, it routinely takes up to an hour or more to locate a grave site. Using the metal corner markers and a magnetic locator would simplify and expedite the process. Staff would like to purchase a magnetic locator to facilitate finding the block corners. As part of its due diligence, staff asked the surveyor from the Town's Engineering firm for a recommendation on the proper tool to purchase for the activity. The recommendation was to purchase a Maggie Magnetic Locator at a cost of \$688.00. The Administrator noted the device could also be utilized by the Stormwater Management Utility as it is inevitable that tracing wire be implemented into our stormwater tiling procedure in the near future. The device can then be used to trace the tiling once the Town joins the Digger's Hotline service. The Administration asked the Board for authorization to purchase the recommended unit.

MOTION:

Motion by unanimous consent to authorize the purchase of a Maggie Magnetic Locator at a cost of \$688.00 with the funding to be cost shared 50/50 with the Town's Cemetery Reserve Account and the Stormwater Management Utility.

- C. Discussion/Action: Town Board review and consideration of submitting an intent to apply for the Winnebago County, Industrial Development Board, 2018 Winnebago County Per Capita Funding Program.

The Board reviewed a copy of the County's Industrial Development Board (IDB) 2018 Winnebago County Per Capita Funding Program Application. The funding available to the Town of Clayton from the County for CY 2018 is \$4,549.00. Over the course of the past few years, the Town has dedicated its Per Capita Funds to the Chamber for area wide industrial/commercial recruiting. As a result of those Chamber activities, the Town has had and does have several opportunities for significant development projects. Given the commercial and light industrial activities developing on the east side of the Town, the Board may wish to make an application to use the money in house. It is the Administration's belief that either use of the Per Capita Funds would benefit industrial and commercial development activities within the Town. However, given the Town's lack of staff dedicated toward the Economic Development Function, the Administration believes that any efforts the Town may make would have limited impact and that the Town would be better served by forwarding the funds to the Fox Cities Regional Partnership.

- The Board requested more information from the Greater Oshkosh Economic Development Corporation as to how their efforts could benefit the Town of Clayton
- The Board briefly discussed the option of splitting the funding between the Greater Oshkosh Economic Development Corporation and the Fox Cities Regional Partnership

NO ACTION TAKEN—TABLED TO DECEMBER 20, 2017 MEETING

- D. Discussion/Action: Town Board review and consideration of a proposed wage Contract for CY 2018 from the General Teamsters Union Local 662 for the Town's Unionized Public Works Department.

Staff provided the Board with copies of the Teamsters General Union Local 662 CY 2018 Contract Extension, as well as the Union's request for a CY 2018 Consumer Price Index wage increase of 1.84%. The Union's CY 2018 proposal for a one-year Contract extension

and wage increase request would have the following impact on Department of Public Works (DPW) wages (plus benefits):

Class	Current Hourly Wage	Proposed Wage Increase	Proposed New Hourly Wage	Annual* Impact
Foreman:	\$19.56	1.84%	\$19.92	\$748.80
Laborer:	\$18.53	1.84%	\$18.87	\$707.20**

(*) The annual impact on the Town's Budget is calculated on the (wage increase * 2080 hours) and does not include benefits or overtime hours.

(**) The actual laborer wage impact is \$1,414.40 based on two Laborer Positions.

Relative to the Union's Labor Agreement and wage increase, the Administration is comfortable with language as it exists and is recommending that the Town Board approve a 1-year Labor Agreement extension with the Teamsters Union Local 662 represented employees including a cost-of-living wage increase of 1.84% with a budgetary impact of \$2,163.20. The budgetary impact including benefits is \$2,473.61. Additionally, the Union is requesting the Town provide an annual "boot" allowance of \$250.00 per employee per year for the purchase of steel-toe safety boots. Employees would have to provide the Town with the original receipt for the boot purchase and then would be reimbursed for the cost of the boots.

In addition to the Union Contract Wage Increase the Administration is recommending that the Public Works Foreman receive a Certificate Premium of \$2,080.00 per year for having a State Waste Water Operator's Certificate. The Administration is making the recommendation based on preparing for Town providing municipal sanitary sewer and municipal water to the east side of the Town. The Administration is comfortable that the provision of municipal utilities by the Town will come to fruition and finds that preparing for the process is preferable rather than reacting to the need for trained staff. The dollar value is based on \$1.00 per hour on a 2080-hour year. The premium is not paid on overtime, however, it will be subject to benefits of \$298.48 for a total of \$2,378.48.

MOTION:

Motion by Supervisor Schmidt

Second by Supervisor Grundman

Motion to approve a 1-year extension of the Town's Labor Agreement with the Teamsters Union Local 662 Employees with a 1.84% cost-of-living wage increase and a \$250.00 per employee per year boot allowance, and to approve a \$2,080.00 premium plus benefits paid to the to the Foreman for carrying a State Waste Water Operators Certificate.

Motion carried by unanimous voice vote.

- E. 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.

The Board reviewed a copy of the Teamsters Local 662, Central States Health Plan Contract renewal information. The CY 2017 weekly premium is \$312.30 per regular full-

time employee, the CY 2018 weekly premium will be \$322.30 per regular full-time employee representing an increase of \$10.00 per regular full-time employee per week. The Town has an 80/20 Health Insurance Payment Policy. Staff used this Policy to calculate the Town's Health Insurance Costs during the CY 2018 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 at a weekly cost of \$322.30 per regular full-time employee and to affirm the 80/20 Health Insurance Payment Policy.

- F. Discussion/Action: Town Board review of the Audit engagement information provided by Schenck SC, the Town's Auditing Firm.

The Board reviewed a copy of the Town's Engagement Letter for the CY 2017 Audit and a National Peer Review of Schenck SC.

NO ACTION WAS TAKEN

- G. Discussion/Action: Town Board review and consideration of an Agreement for Professional Services for providing the Town with staffing for General Municipal Engineering and Planning Services for CY 2018 through CY 2020.

The Board reviewed a copy of an Agreement for Professional Services provided by Martenson & Eisele, Inc. (M&E), the Town's Engineering Firm. The Administration has asked M&E to submit the proposal to allow for continuity of service and staffing. While the Administration is aware of the Town's history with M&E and the often-contentious relationship, it is its opinion that over the course of the past years, staff has come to an understanding with M&E and believes that one of the main products of the relationship is an understanding that M&E and Town staff are obligated to provide the Town with the best possible product and compliance with the Board Ordinances and Policies. The Administration believes that recent experience in both the engineering and the planning process have been positive. The Proposal sets the staffing fees for CY 2018 at the same rate as they have been for the past 5 years (\$1,100.00 per month). The fees for CY 2019 are \$1,300.00 per month and the fees for CY 2020 are \$1,400.00 per month. The Task-Based Engineering and Planning project fees for CY 2018 were provided to the Board, and will not increase at a rate greater than 3% per year for the remaining 2 years of the Agreement. The Administration recommended that the Board approve the Agreement for Professional Services for providing the Town with staffing for General Municipal Engineering and Planning Services for CY 2018 through CY 2020.

MOTION:

Motion by unanimous consent to approve the Agreement for Professional Services for providing the Town with staffing for General Municipal Engineering and Planning Services for CY 2018 through CY 2020.

- H. Discussion/Action: Town Board review and consideration of the Administrator's Annual Performance Evaluation Evaluations and compensation.

NO ACTION TAKEN—TABLED TO DECEMBER 20, 2017 MEETING

- I. Discussion/Action: Town Board review and consideration of the renewal of the Administrator's Employment Contract for the period of January 1st, 2018 through December 31st, 2019.

NO ACTION TAKEN—TABLED TO DECEMBER 20, 2017 MEETING

- 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 8:10 p.m.

Respectfully submitted,
Holly Stevens, Deputy Clerk