

**VILLAGE OF CLAYTON**  
**MINUTES AND PROCEEDINGS OF THE REGULAR BOARD TRUSTEE MEETING**  
**JULY 5, 2016, 7:00 P.M.**  
**VILLAGE MUNICIPAL BUILDING, 133 CLAYTON AVENUE EAST**

1. CALL TO ORDER

Village President Jenny Bergmann called the regular meeting of the Village of Clayton Board of Trustees to order at 7:05 p.m. Roll call: Jenny Bergmann, Scott Donath, Dennis Heiken, Jon Bartz, Shawn Schradle, and Doug Anderson. Travis Krueger was absent. A quorum of six (6) was confirmed. Also present were Public Works Director Sheldon Donath, Police Chief Grant Pickard, Building Inspector James Price, Don Kittelson, Bob Wright, Carrie Magnuson, Joe Juleff Jr., Donna Juleff, Kathy Buhr, and Bob Carlson. All joined to salute the flag.

2. APPROVAL OF AGENDA

Trustee Bartz requested adding Zoning/Building report be added to item #14 (i). Bartz moved to approve the amended agenda, second by Trustee Donath, voice vote:

Ayes-6                  Nays-0                  Absent-1                  Motion carried.

3. APPROVAL OF MINUTES

Trustee Anderson moved to approve the Minutes from June 6, 2016 regular Board Meeting, June 8, 2016 Special Board Meeting and the June 21, 2016 Planning Commission Meeting, second by Trustee Schradle, voice vote:

Ayes-6                  Nays-0                  Absent-1                  Motion carried.

4. PUBLIC COMMENTS

Resident Joe Juleff Jr asked the Board about potential plan for him to host a mud bog on private property within the Village limits. He commented they are looking at Labor Day Weekend, no alcohol will be sold and plan to be done by 10 pm. The Board requested a little time to check into a few things and will get back to Mr. Juleff.

Resident Bob Carlson addressed the Board in regards to where he is at with the fence issue between his property and the Juleff family located between Clayton Ave East and 80<sup>th</sup> Ave, within the Village of Clayton. The Board requested that the 2 parties involved continue their discussion with the mediation of the Village Attorney, in which whom they have already been working with.

5. APPROVAL OF TREASURER'S REPORT AND CHECK REGISTER TO DATE

Trustee Heiken moved to approve the May 1-June 30, 2016 Check Register and the Bank Reconciliation Report dated May 31, 2016, second by Trustee Anderson, roll call vote:

Ayes-6                  Nays-0                  Absent-1                  Motion carried.

6. PRESENTATION ON PROPOSED RESOLUTION SUPPORTING A CONSTITUTIONAL AMENDMENT

Polk County Resident Bob Wright with the work of his son Evan Wright who was unable to attend our meeting presented some information to the Board in regards what the United to Amend movement is in the United States. The board was given information to listen to and have available to read if interested in the near future. He also explained how his request is to include a presented resolution as a ballot question on the November 8, 2016 ballot. Bob son, Evan, will be at our August Board Meeting to explain a little more about the resolution.

7. APPROVAL OF STAAB CONSTRUCTION PAY REQUEST AND OTHER WWTP INVOICES

Trustee Anderson moved to approve Pay Request 3# from Staab Construction of \$527,637.64 second by Trustee Donath, roll call vote:

Ayes-6                      Nays-0                      Absent-1                      Motion carried.

Trustee Bartz moved to approve \$36,842.85 invoice from Foth, LLC for construction services and sub-contractor (Cedar Corp) fees, second by Trustee Schradle, roll call vote:

Ayes-6                      Nays-0                      Absent-1                      Motion carried.

8. APPROVAL OF RESOLUTION 2016-03

Motion by Trustee Heiken and seconded by Trustee Bartz to approve Resolution 2016-03, to authorize village president to sign conveyances, contracts, and other written instruments during vacancy in clerk’s position. Roll Call vote:

Donath-yes, Heiken-yes, Bartz-yes, Schradle-yes, Anderson-yes, Bergmann-abstain  
Ayes-5                      Nays-0                      Abstain-1                      Motion carried.

9. APPROVAL OF ORDINANCE NO. 2016-01

Discussion was held with the Sheldon Donath, head of the Department of Public Works, in regards to updates for the Sewer Use Ordinance. Motion by Trustee Anderson and seconded by Trustee Schradle to approve the adoption of the ORDINANCE NO. 2016-01, VILLAGE OF CLAYTON, ORDINANCE CREATING CHAPTER 503 ENACTING A SEWER USE REGULATION CODE. Roll Call vote:

Donath-yes, Heiken-yes, Bartz-yes, Schradle-yes, Anderson-yes, Bergmann-yes  
Ayes-6                      Nays-0                      Motion carried.

10. DISCUSSION ON VACATING ROAD RIGHT AWAY FOR PARK AVE AND HUMBIRD ST

Carrie Magnuson of 260 N. Prentice Street shared her non-contiguous lots and has submitted a petition form signed by adjoining property owner. Ms. Magnuson has met with County surveyor and Register of Deeds to confirm property boundaries. The village would like more time to further research some information in regards to these 2 streets and the continuous information that arises without reference, i.e. look at Comp Plan and information with and from adjoining property owner.

11. APPROVE PLAN FOR “ALTERNATIVE ACTION” FOR 311 PRENTICE ST

Updated information was provided to the Board from Building Inspector James Price. Much discussion was held as to what is the best direction and option for the Board. Motion was made by Trustee Anderson and 2<sup>nd</sup> by Trustee Heiken to proceed with decision of allowing the property owners to have 60 days from July 6, 2016 to return the current structure into its original non-conforming use. If the structure work is not complete and inspected by Sept 7, 2016, the structure will be continued on with its active Raize Order. Voice vote:

Ayes-6                      Nays-0                      Absent-1                      Motion carried.

12. APPROVAL TO RENEW VILLAGE LIABILITY AND WORKMENS COMPENSATION INSURANCE

Motion by Trustee Anderson, second by Trustee Schradle, to approve the renewal of the current policy coverage.

Ayes-6                      Nays-0                      Absent-1                      Motion carried.

13. APPROVAL TO RENEW VILLAGE AUTO INSURANCE RENEWAL INSURANCE

Motion by Trustee Anderson, 2<sup>nd</sup> by Trustee Schradle to approve the renewal of the current policy as presented.

Ayes-6                      Nays-0                      Absent-1                      Motion carried.

13. DEPARTMENTAL REPORTS

i) *Administration/Plan Commission:*

Discussion on current activity at the Clerk’s Office. Discussion on active zoning and building permit projects with no action needed. The applications for a new Clerk/Treasurer have been received and a date will be determined for review and an interview schedule.

ii) *Public Works & Utilities:*

Public Works Director Donath would like to order gravel for the bad spots on 15<sup>th</sup> St and by the Prentice St. South Well House. This expenditure is budgeted. Motion by Trustee Anderson, seconded by Trustee Donath, to purchase 5 loads at the value of \$1750 or less. voice vote:

Ayes-6                  Nays-0                  Absent-1                  Motion carried.

Ballfield lights repair will be repaired when there is an opening in the schedule at NEI.

Discussion on use of Village Property: information was presented for the board to consider coming up with a policy for requests to use various items in our village, i.e. picnic tables, meeting room, tables, chairs, etc. The committee commented on putting together a check out sheet with a contact name and numbers, as well as a fee schedule for the use. The Board would like to bring more information to the next meeting.

Discussion of renting hydro-vac truck to locate the depth of water and sewer lines on the east side of box culvert to assist with identifying the need of the WIDOT project and potentially reduce scale of project and costs.

DPW is still working on getting a Hydro-vac truck to come in to town for the job.

777 Hwy 63 water service is inoperable after having been off for more than 6 years. Albrightson Excavating is schedule to come in and dig up the curb stop and see what the problem is.

WWTP progress is going very well.

Chapter 503: Sewer Use Code discussion that was adopted earlier in the meeting.

CMOM report is in progress, Director Donath is keeping up with the schedule for completion by 8/1/2016.

iii) *Police Department:*

There were 1,255 miles put on the squad in June. Also, in June, there were: 0 arrests, 10 citations, 17 warnings, 4 training hours, and 18 new cases investigated. There were 4 assists to outside agencies, 2 assists received from outside agencies, 6 court hours of court related matters, 4 animal complaint, and 51 hours of foot patrol. Firearms training was June 9<sup>th</sup> for Chief Pickard and Officer Knutson. Cheese Days went well with only minor incidents, citations were issued and charges forwarded to the DA office in lieu of arrests according to Chief Pickard’s report.

*Fire & First Responders:*

June report included there were 5 fire calls (4 motor vehicle and 1 false alarm) and 13 medical calls.

Water Shuttle and Communication Training was completed on June 27th.

iv) *Ambulance:*

No meeting to report on

14. FUTURE AGENDA ITEMS                  None

15. SPECIAL MEETING DATE                  JULY 11, 2016, 6PM, CLERK’S OFFICE

16. NEXT REGULAR BOARD MEETING

Next Regular Village Board meeting date has been set for AUGUST 1, 2016 at 7:00 PM in the Village Hall.

17. ADJOURNMENT

Trustee Anderson moved to adjourn at 9:30 PM, second by Trustee Schradle, voice vote:

Ayes-6                  Nays-0                  Absent-1                  Motion carried.

Respectfully submitted, Jenny Bergmann, Village President

Village of Clayton is an Equal Opportunity Lender, Provider and Employer

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