

**VILLAGE OF CLAYTON BOARD MINUTES**  
**September 03, 2019**

The Village of Clayton Board of Trustees met in regular session on September 03, 2019 at the Village Municipal Building. President Joe Berghammer called the meeting to order at 7:05 PM. Roll call: Cris Casarez, LuAnn Scharmer, Karrie Drinkman, Cassie Robinson, and Shawn Schradle. A quorum of six (6) was confirmed. Also present were Public Works Director Sheldon Donath, Fire Chief Don Kittelson, and Police Chief Travis Murphy, along with resident Joan Meyer. Additionally, Bill Vanda was present as well.

All joined in the Pledge of Allegiance.

Motion by Schradle to approve the agenda, second by Casarez. Voice vote: Ayes-6 Nays-0  
Motion carried.

Motion by Schradle to approve the minutes from the August 05, 2019 regular board meeting, as well as the August 14 and August 21 special board meetings, second by Scharmer. Voice vote: Ayes-6 Nays-0 Motion carried.

Motion by Robinson to accept the Treasurer's July, 2019 bank reconciliation and the August, 2019 check register, second by Casarez. Voice vote: Ayes-6 Nays-0 Motion carried.

Public comment:

Scharmer, speaking for resident Robert Carlson, commented that he will be working on a village easement for the property he intends to gift the village. It will be for a no hunting, non-motorized recreational area.

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An email from Jarrod McCurdy of Cedar Corporation regarding village address changes was shared with the board.

By affirmation, the board instructed the DPW Director to close the storm debris collection site.

Discussion regarding an upgrade to the athletic field dugouts in lieu of simply repairing roof damage from the recent storm. The school has indicated a desire to pursue this upgrade on some sort of cost-sharing basis. Total cost is estimated at around \$20,000.

Motion by Robinson to share in the dugout upgrade cement and block work on a 50-50% basis with the school at an estimated cost of \$5,000 (half of \$10,000) , second by Scharmer. Voice vote: Ayes-6 Nays-0 Motion carried.

Discussion of the pre-meeting mobile home park visit.

Motion by Schradle to participate in the 2020 Polk County Visitors Guide at a cost of \$600, second by Scharmer. Voice vote: Ayes-6 Nays-0 Motion carried.

Motion by Schradle to have the clerk pursue options for financing the 2019 village capital expenditure projects, second by Drinkman. Voice vote: Ayes-6 Nays-0 Motion carried.

Introduction of proposed water hook-up ordinance. Clerk to get revisions made before October meeting.

### Department Reports

#### Administration / Planning Commission:

Clerk – Have been in contact with the owner of the old hardware warehouse. There was a misunderstanding about which property the village was concerned about. Have spent a lot of time on FEMA paper work for storm relief. Have also been working with Baker-Tilly and Ehlers. Berghammer – Discussion topics included nuisance ordinances, DPW grass mowing (including the Habitat for Humanity property), the employee handbook (copies were passed out to the board), and vehicle replacement funds. Drinkman has agreed to research a handbook rewrite.

#### Public Works & Utilities

Discussion topics included ballfield lighting, the North Prentice St. street light replacement (completed), 15<sup>th</sup> St. gravel, 2019 road work (completed), storm damage, the next LRIP application cycle, and ditch mowing.

Water topics included North Prentice St. water hookups and water tower inspection.

Sewer topics included service at 145 Caudy Dr., lining of the sewer behind the school (completed), the sewer system at 797 County Rd. D, plugged lagoon sewer lines (cleared), service of generator and filter building pumps, and a concrete overflow slab.

By affirmation, the board instructed the DPW Director to proceed with repairs to the WWTP fence which was damaged by the storm.

The board will hold a special meeting on September 18 to view prospective street projects for LRIP application, and to deal with the DPW Director's unused vacation remaining days.

#### Police Department:

Discussion topics included the mobile home park, mutual aid, the Chief's work schedule, equipment needs, time to be spent at the school, and developing an activities report.

Fire Department & First Responders:

There were three fire calls in August, along with twelve First Responder calls. The new fire truck is egress blocked for equipment needs. The benefit pull went well. The big truck has some transmission transfer issues. Need to dispose of old truck and old door with opener. Need another \$8-10,000 for equipment to match the Fire Department's funds.

Parks & Rec.:

The park benches and garbage container have arrived. Another spaghetti feed will be held in February. Working with the Lions Club to conduct a raffle. Wayside Park land ownership is progressing.

Future meetings: Special meeting September 18 (approx. 6:00 PM) after 5:30 drive-around  
Next regular meeting Monday, October 07 at 7:00 PM

Motion to adjourn by Schradle at 9:30 PM, second by Casarez. Voice vote: Ayes-6 Nays-0  
Motion carried.

David Fall, Village Clerk