

**VILLAGE OF CLAYTON BOARD MINUTES  
SPECIAL MEETING – SEPTEMBER 25, 2017**

The Village of Clayton Board of Trustees met for a special meeting on September 25, 2017 at the Village Municipal Building. President Joe Berghammer called the meeting to order at 6:32 PM. Roll call: Jon Bartz, Cris Casarez, Scott Donath, Travis Krueger (6:36), Doug Anderson, and Shawn Schradle. A quorum of seven (7) was confirmed. Also present were village Zoning Administrator Jim Alt, Building Inspector James Price, and Plan Commission members Sheldon Donath and Jim Kuntz.

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

Zoning Administrator Alt began the discussion with three letter drafts dealing with current violations of the village Zoning Ordinance. Discussion ensued regarding procedures, responsibilities, and enforcement of Chapter 510 –Zoning of the Village of Clayton Municipal Code. Specifically, the need for a flow chart of compliance steps, internal communication, and the need to keep residents informed were discussed.

By affirmation, the board appointed a committee consisting of Jim Kuntz and Clerk Fall, with input from Zoning and Building, to develop a flow chart for zoning and building procedures.

Clerk to send the letters, drafted by Alt, via certified mail, to the property owners in violation.

Discussion regarding procedures, responsibilities, and enforcement of Chapter 396 – Rental Housing of the Village of Clayton Municipal Code. Specifically, the failure of landlords to comply with the licensing procedure for rental housing was discussed.

Clerk to compile list of rental property owners and mail letters, drafted by Price, to all rental property owners who have not complied with licensing requirements –or- are in need of license renewal.

Price also discussed his desire to have the village consider a flat-fee compensation schedule for non-specific building inspector services. He was directed to submit a proposal.

Motion to adjourn by Krueger at 8:45 PM, second by Schradle. Voice vote: Ayes-7 Nays-0  
Motion carried.

David Fall, Village Clerk