

**VILLAGE OF CLAYTON BOARD MINUTES**  
**November 05, 2018**

The Village of Clayton Board of Trustees met in regular session on November 05, 2018 at the Village Municipal Building. President Joe Berghammer called the meeting to order at 7:00 PM. Roll call: Jon Bartz, LuAnn Scharmer, Travis Krueger, and Shawn Schradle. A quorum of five (5) was confirmed. Cris Casarez was absent. Also present were Public Works Director Sheldon Donath, Police Chief Ray Parr, and Fire Chief Don Kittelson, along with residents Bob Carlson, Joan Meyer, and Terri Magnuson. All joined in the Pledge of Allegiance.

Motion by Bartz to approve the agenda, second by Scharmer. Voice vote: Ayes-5 Nays-0 Motion carried.

Motion by Bartz to approve the minutes from the October 01, 2018 regular board meeting, as well as the October 03 and October 24 special meetings, second by Krueger. Voice vote: Ayes-5 Nays-0 Motion carried.

Motion by Schradle to accept the Treasurer's September, 2018 bank reconciliation and the October, 2018 check register, second by Scharmer. Voice vote: Ayes-5 Nays-0 Motion carried.

Public comment:

Clayton School teacher Terri Magnuson appeared to ask the board if the winter seasonal parking restrictions on the east side of Prentice Street could be lifted since parking on that street has now been changed to parallel. Chief Parr was asked to investigate the situation for a possible future decision.

Motion by Krueger to accept the resignation of Alan Gabe, Jr., who has relocated from the village, from the Board of Trustees, second by Scharmer. Voice vote: Ayes-5 Nays-0 Motion carried.

Bob Carlson appeared to update the board on his interest in donating a piece of property for a non-hunting, non-motorized walking trail. If the village does not pursue the offer, Polk County would be interested in developing a wildlife preserve. Bob would like village board members to inspect the property and offer an opinion. President Berghammer will contact Cedar Corporation to get a quote for wetland delineation on the property.

Motion by Schradle to approve the assignment of 145 Caudy Drive to a newly surveyed lot in the TIF district, second by Bartz. Voice vote: Ayes-5 Nays-0 Motion carried.

Motion by Schradle to approve the assignment of 104 Prentice St. South to an incorrectly numbered parcel, second by Scharmer. Voice vote: Ayes-5 Nays-0 Motion carried.

Action on a new office copier/printer was postponed.

### Department Reports

#### Administration / Planning Commission:

Clerk – Recently attended election training in Amery with Chief Inspector Margaret Grant. Fall general election will be held tomorrow (Nov. 06).

Berghammer – Business Loan Committee will meet on November 28<sup>th</sup> at 6:00 PM. Will be looking into the ground work for a potential municipal building. Would like to pursue a study of the fire protection charge changing to a user fee.

#### Public Works & Utilities

Discussion topics included the pending LRIP funds, suspended ballfield lighting repairs, meeting room replacement windows (ordered), and replacement street light (ordered).

Water topics included North Prentice St. water hookups, the Cathodic Protection Corrosion Control System, the purchase of a new line locator, the need for a hydrant flow tester, and replacement radio read meters.

Motion by Schradle to approve the purchase of a new line locator for \$3,200.00, second by Krueger. Voice vote: Ayes-5 Nays-0 Motion carried.

Motion by Schradle to approve the purchase of as many radio control meters as the budgeted amounts in water and sewer budgets will cover, second by Krueger. Voice vote: Ayes-5 Nays-0 Motion carried.

Sewer topics included the WPDES permit reissuance, pending repairs at the WWTP facilities, and the recently installed service at 145 Caudy Drive.

#### Police Department:

Chief Parr reported that no one took advantage of his scheduled office hours, so they have been suspended. He will be doing some PR at the school during M/W/F lunch periods.

#### Fire Department & First Responders:

There was one fire call in October and ten first responder runs. Kobussen Bus Co. donated a bus for an extraction/simulation training on Oct. 27<sup>th</sup>. The department has two new members. There is a leak in the fire hall roof.

#### Parks & Rec.:

The committee is working on brochure printing and mailing. They are hoping to partner with other groups – Fire Dept., Lions Club, and Sportsmen’s Club.

The annual village tree lighting will be on December 06<sup>th</sup>.

Future meetings: Budget work night Wednesday, Nov. 07 at 6:00 PM  
Next regular meeting Monday, Dec. 03 at 7:00 PM  
Public budget hearing to precede meeting at 6:30 PM

Motion to adjourn by Krueger at 8:45 PM, second by Scharmer. Voice vote: Ayes-5 Nays-0  
Motion carried.

David Fall, Village Clerk