

December 11, 2015

**VILLAGE OF CLAYTON  
MINUTES AND BOARD PROCEEDINGS OF THE REGULAR BOARD TRUSTEE MEETING  
DECEMBER 7, 2015, 7:00 P.M.  
VILLAGE MUNICIPAL BUILDING, 133 CLAYTON AVENUE EAST**

1. CALL TO ORDER

Village President Jenny Bergmann called a regular meeting of the Village of Clayton Board of Trustees to order at 7:02 p.m. Roll call: Jenny Bergmann, Scott Donath, Shawn Schradle, Dennis Heiken, Doug Anderson, Jon Bartz and Travis Krueger. Also present were Public Works Director Sheldon Donath, Police Chief Grant Pickard, and Clerk/Treasurer Bob Kazmierski as well as Daniel Marx, Pete Gartman, Joe Berghammer, Mary Ellen and LaMoine McLaughlin. All joined to salute the flag.

2. APPROVAL OF AGENDA

Jon Bartz moved to approve the agenda, second by Scott Donath, voice vote:

Ayes-7 Nays-0 Motion passed.

3. APPROVAL OF MINUTES

Doug Anderson moved to approve the minutes from the November 2, 2015 Board Meeting, second by Travis Kruger, voice vote:

Ayes-7 Nays-0 Motion passed.

4. PUBLIC COMMENTS

No Public Participation

5. PRESENTATION BY DANIEL MARX OF NORTHSOUTH, LLC OF PROPOSED SUB-DIVISION OF PROPERTY IN LAKE MAGNOR DISTRICT

NorthSouth, LLC is presenting to Village as a proactive and exploratory measure. They recently purchased several Lake Magnor lots and are currently conducting a cost analysis of adding water and sewer services to two to five lots. They will work with the Village to identify expenditures toward added services. NorthSouth, LLC will assume all assessments, particularly if lots are further developed.

6. CAN-DO PRESENTATION

CAN-DO representative, Joe Berghammer presented to board the concept of CAN-DO serving as an advisory committee to the Village. Board endorsement would legitimize CAN-DO as the official economic development organization and practitioner for the Village of Clayton. This endorsement will also empower CAN-DO to apply for State/Federal grants and programs on behalf of the Village as well as build relationships and provide active communication between the Village and CAN-DO. CAN-DO requests to be included on future Village Board agendas and would like to initiate a 'welcome program' to new businesses and residents. CAN-DO will meet to develop Village economic development priorities and action plans.

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

Clerk/Treasurer Bob Kazmierski presented November (2015) Check Register and Bank Reconciliation dated from October 01, 2015 to October 31, 2015. Anderson moved to approve Treasurer's Report and Check Register, second by Heiken, voice vote:

Ayes-7 Nays-0 motion passed.

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8. APPROVAL OF YEAR END PURCHASES PER PROCUREMENT POLICY

Per end-of-year procurement policy, the Maintenance Committee presented items to be purchased prior to 2016. Motion by Schradle, second by Bartz to approve the Maintenance Committee recommendation to purchase the following items from the general fund: Bobcat Tires, Traffic Cones/Barricades and Meeting Room Door Replacement. Voice vote:

Ayes-7 Nays-0 motion passed.

Motion by Anderson, second by Heiken to approve the Maintenance Committee recommendation to purchase the following items from the enterprise fund (Sewer): Portable Generator and Sewer Line Cleaner. Voice vote:

Ayes-7 Nays-0 motion passed.

Motion by Schradle, second by Kruger to approve the Police Committee recommendation to purchase the following items from the general fund: Computer, Radio and Docking Station. Voice vote:

Ayes-7 Nays-0 motion passed.

Motion by Donath, second by Schradle to approve the Fire Department Committee recommendation to purchase the following items from the general fund: Three sets of Fire Gear. Voice vote:

Ayes-7 Nays-0 motion passed.

9. DISCUSSION OF LEGAL REPRESENTATION SERVICES FOR PROSECUTION

All Village legal files have been transferred from Laux Law firm to Bakke-Norman. Will schedule a meeting with representatives from Bakke-Norman to discuss legal representation for current and future cases that involve prosecution and share additional information.

10. PRESENTATION OF CONTRACTOR BIDS FOR WASTEWATER TREATMENT PROJECT(WWTP)

Due to current cost reduction measures and additional grants/loans for USDA-Rural Development, a special meeting of the Village Board is requested by project manager Cedar Corporation during the week of December 14<sup>th</sup>. Public Works Director Sheldon Donath will work with Cedar Corporation to set meeting date and time.

11. APPOINTMENT OF ELECTION INSPECTORS FOR TWO-YEAR TERM BEGINNING JANUARY 1, 2016 AND ENDING DECEMBER 31, 2017

December 31, 2015 marks the end of the current term of election inspectors (poll workers). Motion by Anderson, second by Schradle to appoint Dorothy Sonka, Mary Mumm, and Audrey Reinhold as the Village of Clayton election inspectors for a two-year term beginning January 1, 2016 through December 31, 2017. Voice vote:

Ayes-7 Nays-0 motion passed.

12. CONSIDERATION OF SETTING A CAUCUS DATE FOR THE PURPOSE OF NOMINATING CANDIDATES FOR THE 2016 SPRING ELECTION

Per State Statute 8.05, the Village Board has set January 20, 2016 at 6:30 PM as the date and time of the Caucus for nominating candidates for the 2016 Spring Election.

13. CONSIDERATION OF DRIVEWAY VARIANCE APPEAL FOR BERGMANN

Ms. Bergmann presented plans and supplement materials to expand width of driveway. Ms. Bergmann's original driveway permit application and plans exceeds maximum width (20 feet) of Village Code 230-3 and 230-4. Bergmann demonstrated practical difficulty and hardship regarding access and is not contrary to the public interest, health or

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safety of the Village. Motion by Bartz, second by Kruger for a variance from the minimum standards of the driveway ordinance for Ms. Bergmann through the process outlined in Village Code, Section 230-11.

Ayes-6 Nays-0 Abstain-1 (Bergmann) motion passed.

14. CONSIDERATION OF EMPLOYEE CHRISTMAS BONUS

Motion by Heiken, second by Kruger to approve the 2015 employee Christmas bonus \$100 for Full Time Employees (4).

Voice vote:

Ayes-7 Nays-0 motion passed.

15. DEPARTMENTAL REPORTS

i) Administration/Plan Commission/Zoning:

No Plan Commission meeting in November. Clerk/Treasurer Kazmierski provided information on Village Revaluation, Tax roll and delinquencies

ii) Public Works & Utilities:

Service work on Ball Field lights have been delayed. New LED street lights are installed. Road signage and crosswalk signage are in place. Snow removal on December 1<sup>st</sup> went well.

iii) Police Department:

Starting the week of December 14<sup>th</sup> will begin ALICE training in schools beginning with elementary school. Reported in November there were 1044 miles put on the squad. In November, 0 arrests, 17 citations, 10 warnings, 4 training hours, 18 new cases investigated, 2 assists to outside agencies, 4 assists received from outside agencies, 6 court hours of court related matters, 2 animal complaints, and 2 hours of foot patrol.

iv) Fire & First Responders:

Reported in November there were 1 structure fire call, 4 medical calls, and 0 car accidents. Chimney Fire training December 28th.

v) Ambulance:

No meeting in November

16. FUTURE AGENDA ITEMS

Application for Operators License from 7 Brothers

17. ADJOURNMENT

Krueger moved to adjourn at 9:02 PM, second by Schradle, voice vote:

Ayes-7            Nays-0            Motion passed

Respectfully submitted

Bob Kazmierski, Clerk-Treasurer