

March 8, 2016

VILLAGE OF CLAYTON
MINUTES AND BOARD PROCEEDINGS OF THE REGULAR BOARD TRUSTEE MEETING
MARCH 7, 2016, 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 7:04 p.m. Roll call: Jenny Bergmann, Scott Donath, Dennis Heiken, Jon Bartz, Shawn Schradle, Doug Anderson, and Travis Krueger. A quorum of seven (7) was confirmed. Also present were Public Works Director Sheldon Donath, Police Chief Grant Pickard, Clerk/Treasurer Bob Kazmierski, Building Inspector James Price, Zoning Administrator Jim Alt, Bakke-Norman legal counsel Terry Dunst and Deanne Koll. 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 carried unanimously.

3. APPROVAL OF MINUTES

Doug Anderson moved to approve the Minutes from February 1, 2016 regular Board Meeting, second by Dennis Heiken, voice vote: Ayes-7 Nays-0 Motion carried unanimously.

Dennis Heiken moved to approve the Minutes from February 23, 2016 Special Board Meeting, second by Shawn Schradle, voice vote: Ayes-7 Nays-0 Motion carried unanimously.

Donath moved to approve the Minutes from February 24, 2016 Police Commission Meeting, second by Anderson, voice vote: Ayes-7 Nays-0 Motion carried unanimously.

4. PUBLIC COMMENTS

No Public Participation

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

Schradle moved to approve the February Check Register and Bank Reconciliation Report dated January 31, 2016, second by Travis Krueger, voice vote: Ayes-7 Nays-0 Motion carried unanimously.

6. UPDATE OF ZONING AND BUILDING ISSUES

President Bergmann provided Trustees with an update on several land use issues including the fence has been removed on Pershing Street. Zoning Administrator Jim Alt mentioned that the next steps regarding this issue is to encourage owners, through citations, to remove structure. Building Inspector James Price informed the Trustees that the State of Wisconsin approved Waste Water Treatment Plant (WWTP) plans for plumbing, electrical and storm water retention. Contractors are awaiting zoning approval before building permits can be issued.

7. APPROVAL OF SERVICE CONTRACT WITH G&K SERVICES

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Anderson moved to approve new 36 month contract between G&K Services and the Village of Clayton, second by Donath, voice vote: Ayes-7 Nays-0 Motion carried unanimously.

8. DISCUSSION OF EMPLOYEE HANDBOOK

Further review and analysis by Village Board needed. Schradle moved to table discussion of Employee Handbook until July, 2016, second by Bartz, voice vote: Ayes-7 Nays-0 Motion carried unanimously.

9. APPROVAL OF SHORT-TERM FINANCING FOR 2016 OPERATING EXPENSES

No action taken. Village Board will revisit topic at the May, 2016 Regular Board meeting.

10. DEPARTMENTAL REPORTS

i) *Administration/Plan Commission:*

No Plan Commission meeting in February. Clerk/Treasurer Kazmierski provided information on February 16th Spring Primary, status of existing and retired loans, working capital bridge loan, and Polk County Tourism Council request for representation from Clayton.

ii) *Public Works & Utilities:*

Public Works Director Donath announced that an available date for an annual Clean-Up Day could be April 23rd from 8:00-Noon. Motion by Anderson, second by Krueger, to provide Clean-Up Day event for Village residents on April 23, 2016. Voice Vote: Ayes-7 Nays-0 Motion carried unanimously.

Donath provided a status report regarding the WWTP project; contracts are to be signed by Staab Construction. There will be a pre-construction meeting soon. Lastly, Donath informed the Village Board that a Sewer Use Code will need to be developed and adopted prior to completion of our CMOM Program that is due to the WI-DNR by September, 2016. Motion by Anderson, seconded by Heiken, to contract Cedar Corporation to assist the Village in developing Sewer Use Code. Voice Vote: Ayes-7 Nays-0 Motion carried unanimously.

iii) *Police Department:*

There were 1,137 miles put on the squad in February. Also, in February, there were: 0 arrests, 29 citations, 15 warnings, 8 training hours, and 18 new cases investigated. There were 4 assists to outside agencies, 3 assists received from outside agencies, 0 court hours of court related matters, 1 animal complaint, and 4 hours of foot patrol. Police Chief Pickard will attend ALERT training on March 9th in St. Croix Falls as well as Taser Recertification on March 10, 2016. Officer Knutson will be taking Taser Certification on March 30th.

iv) *Fire & First Responders:*

January report included there were 3 fire calls (1 structure fire, 1 electrical fire and 1 false alarm), and 8 medical calls. Entry Level Driver Operator training was completed on February 20th.

v) *Ambulance:*

Trustee Anderson stated that a Board meeting took place on February 22, 2016. The board is looking at purchasing a new/used ambulance. Next meeting will include finance options. Lastly, the board is continuing efforts to provide paramedic services.

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11. FUTURE AGENDA ITEMS

Trustee Bartz announced that some school students are available for Village project for Earth Day. President Bergmann identified the annual Tree City USA event as possible opportunity and requested it be included on April agenda.

12. MOTION TO CONVENE IN CLOSED SESSION

Heiken moved to convene to closed session under WIS. STAT. §19.85 (1)(g), to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation, Case No. 15 CV 59, Village of Clayton vs. Curtis Ventures LLC, and Michael and Rebecca Curtis, second by Anderson. Roll call vote: Donath-yes, Heiken-yes, Bartz-yes, Schradle-yes, Anderson-yes, Krueger-yes, and Bergmann-yes; Motion passed.

The Board convened to closed session at 7:54 p.m.

13. RECONVENE TO OPEN SESSION

Schradle moved, second by Anderson, to reconvene to open session. Ayes-7 Nays-0 Motion carried unanimously. The Board reconvened into Open Session at 9:09 p.m.

14. CONSIDER APPROVAL OF MEDIATION TERMS, OR OTHER ACTIONS WITH RESPECT TO CURTIS LITIGATION

No action taken.

15. ADJOURNMENT

Krueger moved to adjourn at 9:19 PM, second by Donath, voice vote: Ayes-7 Nays-0 Motion carried unanimously.

Respectfully submitted,

Bob Kazmierski, Clerk-Treasurer