

VILLAGE OF CLAYTON BOARD MINUTES

September 6, 2022

The Village of Clayton Board of Trustees met in regular session on September 6, 2022 at the Village Hall. President Joe Berghammer called the meeting to order at 6:00 PM. Roll call: Jason Anderson, Charlie Boese, Cris Casarez, Karrie Drinkman, LuAnn Scharmer and Rochele Scribner-Winger. A quorum of seven (7) was confirmed. Also present were Clerk-Treasurer Dawn Nelson, Fire Chief Bill Vanda and Public Works Director Sheldon Donath. Bob Colson - Cedar Corp. Dan Becker - Foremost Farms. Sherry Coenen and Tony Allen - Bowmar Appraisal, Inc. Jenny Bergmann, Ivanna Bergmann. Bob Carlson.

1. Call to order

- a. Roll call
- b. Salute to the flag

All joined in the Pledge of Allegiance.

2. Approval of agenda

Motion by Casarez to approve the agenda as provided, second by Scharmer.

Voice vote: Ayes-7 Nays-0 Motion carried.

3. Approval of minutes from August 2, 2022 regular meeting

Motion by Scharmer to approve the minutes from the August 2, 2022 Board meeting, second by Boese. Voice vote: Ayes-7 Nays-0 Motion carried.

4. Acceptance of August 2022 check register and financial report

Motion by Casarez to accept the Treasurer's August 2022 check registers and financial report, second by Scharmer. Voice vote: Ayes-7 Nays-0 Motion carried.

5. Public comment (3 minutes a person)

Resident Bob Carlson thanked the Village staff with their help on his water issue. Bob asked that the Park he is donating to the Village be registered within the month or he will give it to the state. Bob said the border will be marked but the fence can't be built until winter. The Board will take his comments under advisement.

Dan Becker, Foremost Farms is interested in the property across from Foremost.

6. Reports of Officers, Boards, Departments and Standing Committees:

- a. Administration / Planning Commission
- b. Public Works & Utilities
- c. Police
- d. Fire & First Responders
- e. Parks & Recreation

Department Reports

Administration

Dawn Nelson provided an update on the WMCA conference. The Village office will be closed the week of September 12th.

Joe Berghammer said the applicant for lot A is requesting one building on TIF 2 and TIF 3. Joe has a call into Cedar Corp about combining the land. The applicant for lot B had an accident and may not be able to begin the project this year. Joe asked the Clerk to contact the phone company in regards to installing cameras on Prentice Street.

Public Works & Utilities

Sheldon Donath provided an update on the maintenance department; the street name signs along USH 63 have been ordered and will be installed when they are delivered. There should be a meeting scheduled with the school and the Board to discuss things that need to/should be done at the F M Robey field in the next few years. The DNR is requiring staff to provide a repeat public notification for out Mn issues in the water. The notice will be added to the third quarter utility bill.

Police

LuAnn Scharmer reported on behalf of the Police committee:

Officer Houx has a safety issue for consideration with the start of school. U-turns that happen on Prentice in front of the school, especially at the start and end of the school day. This could be resolved by placing no U-turn signs Prentice at Polk for southbound traffic and Prentice and Woodland for northbound traffic. Sheldon said he will speak to Officer Houx about signage.

Fire & First Responders

Fire Chief Bill Vanda reported that there were 14 calls in August; 13 medical and 1 fire. Events included the Polk County Fair, Fat Larry's golf tournament and Moon Lake Festival.

Parks & Recreation

LuAnn Scharmer said she was told the Kickball event went well despite the rain. The committee will choose a date to have a bench placement meeting. The committee will participate in the tree lighting ceremony and would like to host an Easter egg hunt.

OLD BUSINESS (#7 through #10)

7. Update regarding Prentice St. N. property owners in non-compliance with water hookup ordinance Two left to hook-up

8. Update: water supply filtration system and funding options

No discussion occurred

9. Update: Juleff/Carlson fence line issue

No discussion occurred

10. Update: Cell tower lease agreement

Still under negotiation

11. Consider/possible action Foremost CSM – Dan Becker

January 5th of this year the Board held a Public Hearing to discontinue public right of way for parts of Ray Street, Humbird Street, and Lake Avenue; three alleys in the Village of Clayton by Foremost Farms. Foremost was not sure who had to sign the CSM so it has taken several months to get the document back to the Board for signature. The Village President and Clerk signed the CSM. Foremost will have the document filed with Polk County and provide a copy to the Village office.

12. Consider/possible action Bowmar reassessment agreement

Sherry Coenen from Bowmar Appraisal Inc., explained that the Village of Clayton's assessment ratio is currently out of compliance and the village will need to complete a revaluation to come back into compliance by the end of 2025. The Village is currently at 72%. Sherry said there is an assessment contract in place through 2023 which is for maintenance only and does not include any revaluation costs. Sherry suggested dissolving the current contract and replace it with a new contract. The new contract would include 2 years of maintenance and the cost of the revaluation which could be spread out over a 3-year period. The revaluation field work would begin in the fall of 2024 and be completed in 2025.

Motion by Scharmer to dissolve current contract and approve new contract with Bowmar, Appraisal Inc. for 2 years for maintenance and the cost of revaluation for \$23,700, second by Casarez. Voice vote: Ayes-7 Nays-0 Motion carried.

13. Consideration/discussion Permitting Fee Schedule – Cedar Corp

Bob Colson explained that the current fees do not cover even an hour of the administrator's time and should be increased because the Village is losing money and the fees have been the same since 2013. After some discussion Bob provided a draft fee schedule with suggestions for the Board to consider. Bob said once the Board makes a decision they should revisit the schedule fee once a year. The Board selected a committee; LuAnn, Charlie, Joe and Rochele to discuss the proposed fee schedule and bring suggestions back to the Board at the October meeting.

14. Consider/possible action Reimbursement Resolution

Dawn Nelson explained that the reimbursement resolution was provided by Lynn McIntyre from Cedar Corp. This resolution is required in case the Village applies for a Safe Drinking Water loan. Cedar Corp said it is basically being proactive and not going to hurt anything by having it in place. It is a requirement anytime there is a Safe Drinking Water Loan.

Motion by Scharmer to adopt Resolution 2022-03 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing, second by Boese.

Voice vote: Ayes-7 Nays-0 Motion carried.

Motion by Boese to adopt declaration of official intent, second by Casarez.

Voice vote: Ayes-7 Nays-0 Motion carried.

15. Consider/possible action consideration of VOC land Clearing – Jenny Bergmann
Discussion occurred. Jenny is going to have the land surveyed and bring it back to the Board.

16. Consider/possible action approve Class B License for Giving Grace
Dawn Nelson said Giving Grace is seeking a picnic license for a bean bag tournament on September 24th.

Motion by Casarez to approve temporary Class B License for Giving Grace bean bag tournament on September 24, 2022, second by Scribner-Winger.
Voice vote: Ayes-7 Nays-0 Motion carried.

17. Any other pertinent business that may come before the board
No discussion.

18. Future meeting dates / agenda items: Next regular meeting
Next regular meeting October 4th at 6:00pm
Parks & Rec Committee September 28th at 5:30pm
Parks & Rec Bench Location September 21st at 6:00pm
Public Works Committee September 28th at 5:00pm
Fire Department Committee October 4th at 5:45pm
Police Department Committee September 20th at 6:00pm
Fee Schedule Meeting September 20th at 6:30pm

19. Adjournment
Motion to adjourn at 8:40 PM by Scharmer second by Casarez.
Voice vote: Ayes-7 Nays-0 Motion carried.

Respectfully submitted
Dawn Nelson
Village Clerk/Treasurer