

VILLAGE OF CLAYTON BOARD MINUTES

May 2, 2022

The Village of Clayton Board of Trustees met in regular session on May 2, 2022 at the Village Municipal Building. President Joe Berghammer called the meeting to order at 5:30 PM. Roll call: Charlie Boese, Cris Casarez, LuAnn Scharmer, Karrie Drinkman, Jason Anderson and Rochele Scribner-Winger. A quorum of seven (7) was confirmed. Also present were Clerk-Treasurer Dawn Nelson, Public Works Director Sheldon Donath, Fire Chief Bill Vanda and Police Officer Paul Houx. Residents Joan Meyer and Jeremy McAdams. Brock Geyen, CLA.

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, second by Scharmer.

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

3. Brock Geyen, CLA

Mr. Geyen said CLA is a public accounting firm. He himself has 25 years with government entities with the firm. They currently oversee 170 government agencies doing everything from audits to rate cases. The firm is familiar with the Village's accounting software.

4. Approval of minutes from April 12th, 2022 regular meeting; April 21st special meeting. Motion by Scharmer to approve the minutes from the April 12th and April 21st Board meeting, second by Casarez.

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

5. Acceptance of April 2022 check register and financial report

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

6. Public comment

Resident Jeremy McAdams provided an update on his project; he hopes to have a final plan in a couple of weeks. Joe Berghammer said the Board will hold a special meeting in a couple of weeks and invite the zoning administrator, planning commission and Mr. McAdams can present his final plan then to the Board.

The Village office received a concern form from a resident who is concerned about the speed of drivers on Church Street early in the morning when children are walking to school. Discussion occurred.

Joe Berghammer provided a concern form from a resident who was not happy with the customer service provided by the Village Clerk when he was in the office. Discussion occurred.

Joe Berghammer provided a concern form from a resident who disputes the Public Fire Protection fee that was added to the utility bill beginning the first quarter of 2022. Dawn Nelson noted that the resident also filed a complaint with the PSC. Discussion occurred. The Village Clerk will mail the resident a copy of the Resolution that was adopted authorizing the direct charge of the Public Fire Protection fee and a letter explaining that the tax dollars are used to maintain the fire department; and the Public Fire Protection fee is for the “water” purpose of extinguishing fires within the service area.

Joan Meyer inquired about the variety in date and times for Board meetings. Dawn Nelson explained that the meetings were originally scheduled for the first Monday of each month at 7:00pm but if there is not a quorum or scheduling conflict the day changes and or if it’s a special meeting it can be scheduled for any day of the week. Going forward regular Board meetings will be the first Monday of the month at 6:00pm at the Village hall.

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

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

Department Reports

Administration / Planning Commission:

Dawn Nelson received an email from the Polk County Park Department last Friday informing her that the County is replacing the boat landing at Magnor Lake and the access will be closed 5/2-5/5. The project will be complete in time for fishing opener.

Insurance company is not renewing the village policies. The insurance agent has submitted new applications for the Insurance Company to consider however the agent believes the Worker’s Comp will go into a pool and most likely won’t be picked up. He encourages the Village to seek other insurance.

I delivered the liquor renewal licenses today so we will have them back for the June Board meeting.

Office will be closed Friday May 6th.

Police:

Paul Houx, Village part time police reported that he has worked a couple shifts since beginning last week and made a few stops. He said the squad electrical issue is resolved and he ordered a new siren.

Joe Berghammer suggested having Bob Colson from Cedar Corp attend a special Board meeting and invite the planning commission members to attend.

Public Works & Utilities:

Sheldon Donath distributed the maintenance department report for review. He said clean up days went well. He suggested mailing a certified letter to the resident who has dirt and mulch in the road right of way. Sheldon reported that the cell phone tower driveway culvert will need to be fixed/finished and the landscaping restoration still needs a lot of work.

Fire & First Responders:

Fire Chief Bill Vanda reported that there were 8 medical calls; 0 fire calls in April. The fire department will be upgrading the rescue truck so they can add more rescue equipment; the SVA needs service. The department is still having controlled burns.

Parks & Rec:

LuAnn Scharmer said the committee is still working on the Clayton Cheese Days walk/run. They are trying to put together a playground work day with volunteers. The company that will install the equipment said it won't be until late June or early July. The next meeting is May 4th and they will discuss the suggestions from the Village attorney. LuAnn asked that a discussion about memorial benches be added to the June Board meeting agenda.

8. Update regarding Prentice St. N. property owners in non-compliance with water hookup ordinance

No discussion occurred

9. Consideration / discussion resulting from updates: water supply filtration system and funding options / pending cell tower lease agreement.

No discussion occurred

10. Consideration / discussion regarding Wayside Park restroom

No discussion occurred

11. Juleff/Carlson fence line issue will be decided between the property owners.

No discussion occurred

12. Approve official newspaper (Amery Free Press) and depository (Citizens State Bank)

Motion by Scharmer to approve official newspaper (Amery Free Press) and depository (Citizens State Bank), second by Casarez.

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

13. Discussion/Appoint Committee Assignments

Joe Berghammer appointed committee member assignments.

14. Consider/possible action Clerk-Treasurer attend Clerks, Treasurers & Finance Officers Institute conference through the League of Wisconsin Municipalities in Oshkosh, June 8th – 10th 2022.

Motion by Drinkman to approve Village Clerk-Treasurer to attend Oshkosh conference and close the office June 8-10, second by Scribner-Winger. Voice vote: Ayes-7 Nays-0 Motion carried.

15. Consideration of closed session proceedings

Motion by Scharmer to enter into closed session proceedings under WI Statutes 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, second by Casarez.

Roll call vote: Anderson – Yes Boese - Yes Berghammer - Yes
Casarez - Yes Drinkman - Yes Scharmer - Yes Scribner-Winger - Yes
Motion carried

Motion by Drinkman to come out of closed session, second by Casarez.

Roll call vote: Anderson – Yes Boese - Yes Berghammer - Yes
Casarez - Yes Drinkman - Yes Scharmer - Yes Scribner-Winger - Yes
Motion carried

16. Any other pertinent business that may come before the board

No Discussion

17. Future meeting dates/agenda items: next regular meeting

Board of Review May 19th from 4-6pm at the Village Hall; Jason Anderson, Charlie Boese, Karrie Drinkman and LuAnn Scharmer will attend.

Next regular meeting June 6th @ 6:00pm

Parks & Rec Committee May 25th @ 5:30pm

Public Works Committee May 23rd @ 5:30pm

Fire Department Committee June 6th @ 5:45pm

Police Department Committee May 20th @ 6:30pm

18. Adjournment

Motion to adjourn at 8:08 PM by Scharmer second by Casarez.

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

Respectfully submitted,

Dawn Nelson,

Village Clerk/Treasurer