

**VILLAGE OF CLAYTON BOARD MINUTES
JULY 12, 2022**

The Village of Clayton Board of Trustees met in regular session on July 12, 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, LuAnn Scharmer and Rochele Scribner-Winger. Karrie Drinkman was absent. A quorum of six (6) was confirmed. Also present were Clerk-Treasurer Dawn Nelson, Public Works Director Sheldon Donath, Fire Chief Bill Vanda and Police Officer Paul Houx. Bruce Klefstad

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 amended, second by Anderson.

Voice vote: Ayes-6 Nays-0 Motion carried.

3. Approval of minutes from June 6, 2022 regular meeting

Motion by Anderson to approve the minutes from the June 6 Board meeting, second by Scharmer. Voice vote: Ayes-6 Nays-0 Motion carried.

4. Acceptance of June 2022 check register and financial report

Motion by Scharmer to accept the Treasurer's June 2022 check registers and financial report, second by Casarez. Voice vote: Ayes-6 Nays-0 Motion carried.

5. Public comment (3 minutes a person)

Bruce Klefstad provided a letter of intent to build a 40X60 building in the TIF 3 District for seamless gutters, downspouts and possible portable storages. Discussion occurred. The Village attorney will draw up an agreement.

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 said she created a brochure to go in the July utility billing. It will be used as a template for giving residents information quarterly. The League of Wisconsin Municipalities has a training called Local Government 101 that is online September 9th if anyone is interested. Dawn will forward email to the Board.

Joe Berghammer provided an update on the Verizon tower, Bowmar will attend the September board meeting to discuss a new contract. Several Cedar Corp employees are on vacation so we do not have an update on the water supply filtration system and funding options.

Public Works & Utilities

Sheldon Donath provided an update on the maintenance department; LRIP Clayton Ave E resurfacing has been approved by the state to put the project out to bid. Staff received a new handheld meter reader and is waiting for pricing on other reading equipment.

Jeremy McAdams – Warehouse Mushroom Farm Septic

Motion by Boese to have staff order the grinder pump to be installed in the Sanitary District at 827 15th Street in the township of Clayton., second by Scribner-Winger.

Voice vote: Ayes-6 Nays-0 Motion carried.

Standby generator service contract

Motion by Boese to renew service contract, second by Casarez.

Voice vote: Ayes-6 Nays-0 Motion carried.

Police

Officer Paul Houx said there were 5 traffic citations issued and 10 warnings; 3 underage, 2 dog complaints and one public urinating.

Fire & First Responders

Fire Chief Bill Vanda reported that there were 7 calls in June; 7 medical, and 2 cancelled calls. The fire department is upgrading the rescue truck so they can add more rescue equipment. They will be attending the Polk County Fair the end of July.

Parks & Recreation

LuAnn Scharmer said the walk-run at Cheese Days went well. Parks and Rec will be taking over the garage sale map that is distributed during Cheese Days. She said she had no update on the CAN-DO name until she hears back from the attorney. The kickball tournament is scheduled for August 6th.

OLD BUSINESS (#7 through #10)

7. Update regarding Prentice St. N. property owners in non-compliance with water hookup ordinance No discussion occurred

8. Update: water supply filtration system and funding options

No discussion occurred

9. Update: Wayside Park restroom

No discussion occurred

10. Update: Juleff/Carlson fence line issue

No discussion occurred

11. Update: Cell tower lease agreement

Village attorney is checking into this.

12. Consider/approve temporary operator licenses for Rochele Scribner-Winger/Christa Bergeson

Motion by Anderson to approve temporary operator licenses for Rochele Scribner-Winger/Christa Bergeson, second by Casarez. Voice vote: Ayes-5 Nays-0 Abstain-1

13. Consideration/approval of Ambulance Bylaws

Motion by Boese to approve ambulance bylaws, second by Scharmer.

Voice vote: Ayes-6 Nays-0

14. Consideration/approval of Ambulance Contract

Motion by Boese to approve ambulance contract, second by Scharmer.

Voice vote: Ayes-6 Nays-0

15. Consideration / possible action on proposal by Waterman Sanitation regarding new contract for garbage collection services in the Village of Clayton

No discussion

16. Discussion/possible action memorial bench guidelines

The Clayton Parks & Rec committee, along with approval of the Clayton Village Board will determine locations within the village for options for bench placement. The general public will choose a location from the approved designated locations. The purchaser is responsible for all associated costs. Costs will include the cost of the cement slab, labor, the bench, and installation of the bench. The purchaser may additionally put a plaque on the bench. The bench must be metal, black in color, and painted with a professional finish to maintain bench life. The bench should be 6 feet in length. The bench must be bolted to the cement slab. The cement slab dimensions must be 4 feet X 7 feet. The Village of Clayton has permission to remove benches if they are unsafe or need repairs. Our maintenance crew will maintain the area around your bench and therefore, the area around the cement slab cannot have any flowers or shrubs planted, potted planters, flags, or yard decorations. Nothing can be by or next to the bench. This restriction is due to mowing and the maintenance crew may remove items if they do not comply with the above regulations. Your selected spot for a bench is reserved for you for one (1) year from the date of your selection. Please contact the Village of Clayton clerk/treasurer at 715-948-2460 or visit the village office at 111 W Clayton Ave for a map of the designated locations in the village for bench placement.

Motion by Scribner-Winger to approve the Village of Clayton Bench Guidelines as listed, second by Scharmer.

Voice vote: Ayes-6 Nays-0

17. Consideration/approval of Clerk-Treasurer attending 3 day Wisconsin Municipal Clerks Associations conference in August.

The clerk received a scholarship to attend a conference in August with the Wisconsin Municipal Clerks Association. The office would be closed at noon August 23rd for the week.

Motion by Scharmer to approve Clerk Treasurer to attend WMCA conference August 23-26, 2022, second by Boese. Voice vote: Ayes-6 Nays-0 Motion carried.

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

No discussion.

19. Future meeting dates / agenda items: Next regular meeting

Next regular meeting August 2nd at 6:00pm

Parks & Rec Committee July 27th at 5:30pm

Public Works Committee July 25th at 5:00pm

Fire Department Committee August 2nd at 5:45pm

Police Department Committee quarterly September

20. Adjournment

Motion to adjourn at 7:50PM by Scharmer, second by Anderson.

Voice vote: Ayes-6 Nays-0 Motion carried.

Respectfully submitted

Dawn Nelson

Village Clerk/Treasurer