

**VILLAGE OF CLAYTON BOARD MINUTES**  
**JUNE 6, 2022**

The Village of Clayton Board of Trustees met in regular session on June 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, Public Works Director Sheldon Donath, Maintenance Corey Daniels, Fire Chief Bill Vanda and Paul Houx. Residents Joan Meyer, Bob Carlson and Jeremy McAdams.

**1. Call to order**

- a. Roll call            b. Salute to the flag

All joined in the Pledge of Allegiance.

**2. Approval of agenda**

Dawn Nelson requested 1 addition to the Agenda; discussion/action item; charging the applicants of liquor licenses for a background check of their new employees who require an operator's license.

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

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

**3. Approval of minutes from May 02, 2022 regular meeting and May 23, 2022 special meeting**

Motion by Drinkman to approve the minutes from the May 2<sup>nd</sup> and May 23<sup>rd</sup> Board meetings, second by Boese.        Voice vote:    Ayes-7    Nays-0    Motion carried.

**4. Acceptance of May 2022 check register and financial report**

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

**5. Public comment (3 minutes a person)**

The Village Clerk received a concern form from a neighbor of a nuisance property. She distributed pictures for the Boards review. The Clerk asked the neighbor the last time she saw someone there and it was last spring. They are gone during the day but they never saw footprints in the snow in the winter. The clerk said she did some research. The water bill started getting tax rolled every year starting 2017. It appears the taxes get paid. The concerned resident also noted that the pot holes on her road are really bad. Discussion occurred

## **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 reminded the Board that the office will be closed June 8-10 for a conference. The voting for the student to mow lawn was 5 yays and 2 no responses but it was later learned that a person has to be 18 years or older to operate most of the equipment so she was not hired. However, the Clerk emailed the Village attorney who said it is his understanding that it's 16 to operate a regular riding lawnmower and a weed whip. The no parking signs for cheese days were 4 yays, 1 nay and 2 no responses. It turns out the signs were \$9 each and not \$24 as originally quoted. The clerk order 12 signs.

Joe Berghammer reported that it was assumed that the Village does not have Broadband but LuAnn Scharmer confirmed that the Village does have it. He is still waiting on Paul and Sean to get back to him about the Cell tower contract. He asked the Board their thoughts on changing auditing firms. Dawn Nelson requested waiting a couple months.

#### **Public Works & Utilities**

Sheldon Donath provided an update on the maintenance department; discussion on 2021 CMAR, DNR Wastewater Facility Inspection, updates done to our CMOM. Foremost's well is down and they are buying water from the Village. Well 2 motor starter replacement. Inspection Reports for Well 2 and 3. Sheldon provided an update on the work to be done before Cheese Days and the use of Village equipment for Cheese Days.

#### **Police**

Officer Paul Houx said there were 25 traffic stops; 7 traffic citations issued and 18 warnings. A student at the Clayton School was found in possession of a vape, Officer Houx said the local ordinance is outdated so no citation was issued and an update to the ordinance is in the works.

#### **Fire & First Responders**

Fire Chief Bill Vanda reported that there were 11 calls in May; 6 medical, 2 fire and 3 medical and fire. He said the outside fire inspector inspected in May and followed up June 2<sup>nd</sup>. The kids pedal pull at cheese days has been cancelled.

#### **Parks & Recreation**

LuAnn Scharmer said Parks & Rec will do the walk run again at Cheese Days and will have their own posters for registration. They are waiting on the ground to dry so the playground equipment can be installed and wood chips laid out. The kickball tournament is scheduled for August 6<sup>th</sup>.

OLD BUSINESS (#7 through #10)

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

**8. Consider/possible actions resulting from updates: water supply filtration system and funding options / pending cell tower lease agreement**

Dawn Nelson reported the engineering report including the Pilot Study Plan was submitted to and received by the DNR on May 9, 2022 (Project Number W-2022-0562) by the Wisconsin DNR. The due date for the plan review is August 7, 2022, but in conversations with WDNR staff, they are hoping to have it returned with any comments sooner than the posted due date. Cedar Corp coordinated several pilot testing logistics with Water Surplus (filter manufacturer) during the Pilot Study Plan report writing process and they will keep them apprised of the status of the review. Cedar Corp anticipates the need for a conference call or meeting with Water Surplus staff after the plan review process to coordinate details and logistics for the pilot study.

**9. Consider/possible action regarding Wayside Park restroom**

No discussion occurred

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

Bob Carlson provided an update of the fence status. He also said that there is a celebration of life party for Joyce Carlson on July 3<sup>rd</sup> at 7<sup>th</sup> Brothers.

**11. Discussion / possible action Jeremy McAdams – Warehouse Mushroom Farm Septic**

Jeremy McAdams provided an update and requested approval to proceed with the project.

Motion by Casarez to allow a 2<sup>nd</sup> grinder pump station to be installed in the Sanitary District at 827 15<sup>th</sup> Street in the township of Clayton., second by Scharmer, contingent on:

- (1) The grinder pump will be ordered to meet the Village of Clayton Specifications. Property owner will pay for the pump and all of the cost to install the pump. (To include but not limited to, excavation, setting pump, pouring concrete pump ballast, connecting to existing 1.25'' service line, curb stop valve and riser, 240 Volt electric supply to the control panel.
- (2) All water usage within the new shed shall be run through the existing water meter in the home, with the service line running to the new shed. (Sewer usage rates will continue to be billed by water volume that goes through the water meter.
- (3) When the new grinder pump is installed, operating properly and paid for, the Village of Clayton will take over the service/ repairs of the grinder pump and 1.25'' pressurized sewer service. The property owner will have to continue to supply the 240 volt electric to the pump and controls.

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

**12. Consider / adopt Resolution 2022-02 – Compliance Maintenance Annual Report (CMAR)**

Motion by Scharmer to adopt Resolution 2022-02 Compliance Maintenance Annual Report, second by Scribner-Winger. Voice vote: Ayes-7 Nays-0 Motion carried.

**13. Consider / possible Action Background Checks Charge to Applicants**

To be discussed in the future. No action taken.

**14. Consider / approve annual liquor license for: BP Amoco (agent Brenda Ketz)**

Motion by Scharmer to approve annual liquor license renewal for BP Amoco, second by Casarez. Voice vote: Ayes-6 Nays-0 Abstain-1 Motion carried.

**15. Consider / approve annual liquor license for: MDM d.b.a. Charlie's Place (agent Mike Pelc);** Motion by Drinkman to approve annual liquor license renewal for MDM d.b.a. Charlie's Place, second by Casarez. Voice vote: Ayes-7 Nays-0 Motion carried.

**16. Consider / approve annual liquor licenses for: 7 Brothers Bar & Grill (agent Patrick Schradle)** Motion by Casarez to approve annual liquor license renewal for 7 Brothers Bar & Grill, second by Scribner-Winger. Voice vote: Ayes-7 Nays-0 Motion carried.

**17. Consider / approve annual tobacco license for: BP Amoco**

Motion by Casarez to approve annual tobacco license renewal for BP Amoco, second by Drinkman. Voice vote: Ayes-6 Nays-0 Abstain-1 Motion carried.

**18. Consider / approve annual tobacco license for: MDM d.b.a. Charlie's Place**

Motion by Scharmer to approve annual tobacco license renewal for MDM d.b.a. Charlie's Place, second by Drinkman. Voice vote: Ayes-7 Nays-0 Motion carried.

**19. Consider / approve operator license for: BP Amoco**

Motion by Casarez to approve operator's licenses for BP Amoco, second by Scharmer. Voice vote: Ayes-6 Nays-0 Abstain-1 Motion carried.

**20. Consider / approve operator license for: MDM d.b.a. Charlie's Place**

Motion by Scharmer to approve operator's licenses for MDM d.b.a. Charlie's Place, second by Drinkman. Voice vote: Ayes-7 Nays-0 Motion carried.

**21. Consider / approve operator license for: 7 Brothers Bar & Grill**

Motion by Casarez to approve operator's licenses for 7 Brothers Bar & Grill, second by Scharmer. Voice vote: Ayes-7 Nays-0 Motion carried.

**22. Consider / approve temporary Class B picnic licenses for Cheese Days: Clayton Fire Dept.** Motion by Scharmer to approve temporary Class B picnic license for Cheese Days: Clayton Fire Dept., second by Casarez. Voice vote: Ayes-7 Nays-0 Motion carried.

**23. Consider / approve temporary Class B picnic licenses for Cheese Days: Giving Grace** Motion by Scharmer to approve temporary Class B picnic license for Cheese Days: Giving Grace, second by Drinkman. Voice vote: Ayes-7 Nays-0 Motion carried

**24. Consider / approve temporary operator licenses for Cheese Days** Motion by Scharmer to approve temporary operator licenses for Cheese Days: Sheldon Donath and Bill Vanda, second by Drinkman. Voice vote: Ayes-7 Nays-0 Motion carried

**25. Consider / approve use of Clayton Ave. for Friday street dance & Saturday car show (Cheese Days) 7 Brothers/Lions Club** Motion by Anderson to approve use of Clayton Ave. for Friday street dance & Saturday car show for Cheese Days contingent on applications, second by Scharmer. Voice vote: Ayes-7 Nays-0 Motion carried

**26. Discussion/possible action Shelly Swanson – Swan Beach Vendors Banners** Swan Beach Vendors requested to post two banners along Hwy 63 from June 12<sup>th</sup> – 19<sup>th</sup>. Motion by Scribner-Winger to approve Swan Beach Vendors to hang banners by the school sign for Cheese Days, second by Drinkman. Voice vote: Ayes-7 Nays-0 Motion carried

**27. Discussion/possible action memorial benches**  
Discussion occurred.

**28. Consideration of closed session proceedings**  
Motion by Scharmer to enter into closed session proceedings under WI §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercised responsibility and to consider issues related to employee insurance benefits and staffing levels, second by Casarez.  
Roll call vote: Anderson – Yes Berghammer - Yes Boese - Yes Casarez - Yes  
Drinkman - Yes Scharmer - Yes Scribner-Winger - Yes Motion carried

Motion by Casarez to come out of closed session, second by Anderson.  
Roll call vote: Anderson – Yes Berghammer - Yes Boese - Yes Casarez - Yes  
Drinkman - Yes Scharmer - Yes Scribner-Winger - Yes Motion carried

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

**30. Future meeting dates / agenda items: Next regular meeting**

Next regular meeting July 12<sup>th</sup> at 6:00pm

Parks & Rec Committee July 28<sup>th</sup> at 5:30pm

Public Works Committee June 27<sup>th</sup> at 5:30pm

Fire Department Committee July 12<sup>th</sup> at 5:45pm

Police Department Committee quarterly September

**31. Adjournment**

Motion to adjourn at 8:55PM by Casarez, second by Scharmer.

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

Respectfully submitted

Dawn Nelson

Village Clerk/Treasurer