**VILLAGE OF CLAYTON BOARD MINUTES**

**Regular Meeting, January 4, 2023**

A regular meeting of the Village Board was held on January 4, 2023. The meeting was called to order by President Joe Berghammer at 6:15 PM. Those present were Board Members Cris Casarez, LuAnn Scharmer, Karrie Drinkman, Jason Anderson, Rochele Scribner-Winger, and Charlie Boese. Also present were Clerk-Treasurer Lillianna Wilson, Public Works Director Sheldon Donath, Police Officer Paul Houx, Fire Chief Bill Vanda, and resident Joan Meyer.

**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, seconded by Scharmer.

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

**3. Approval of minutes from 11/2/22, 11/10/22, 11/14/22, 11/28/22, and 12/05/22.**

Motion by Casarez to approve minutes as provided, seconded by Boese.

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

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

Motion by Drinkman to approve November and December check registers as provided, seconded by Berghammer.

Voice Vote: Ayes-6 Nays-0

**5. Public Comment**

No comment by the public.

**6. Report of Officers, Boards, Departments, and Standing Committees:**

**a) Administration** – **Clerk/Treasurer Lilly Wilson** present and provides update.

- A request was made that the Board grant permission to pay the Town of Clayton $3,958.80 to resolve a parcel mix up between the municipalities. The funds will then be directly refunded to the Village after the parcel issue is cleared up.

**(Administration, continued)**

Motion by Scharmer to issue check to Township, seconded by Berghammer, provided the Township agrees to repay the funds after applied to the parcel.

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

 - Clerk shared a copy of the Polk County WI Official Directory that includes all municipal contact info and meeting times.

 - Clerk will look into getting .gov emails for Village Board Members.

 - Clerk shared a resident’s interest in opening a second-hand store in the old NLR building at 107 S Prentice.

 - Berghammer provided update of Wisconsin Dairies project.

 - Berghammer requested Clerk get an update on the well pilot study from Cedar Corp.

**b)** **Police** - **Officer Houx** present and provides update.

 - 95 Hours worked, 7 traffic stops, 3 parking citations, 3 agency assists, 2 citizen assists, 1 lost dog complaint, 1 stolen vehicle complaint (recovered), 2 arrests, 1 harassment complaint, 1 hit and run to vehicle at school (suspect located), 1 firework complaint, 2 juvenile reports, Axon body cameras ordered, and new tires are installed on Village Squad.

**c)** **Public Works** - **Sheldon Donath** present and provides update.

 - We are still waiting for parts for the Bobcat

 - The aerators are up and open on Camelia.

 - No update on reading equipment.

 - A new battery has been put into the generator.

 - Water meters were installed at the school. Sheldon requested a payment to the school, to reimburse for 1.5 hours of the plumbers time. (TL Sinz Plumbing)

Motion by Boese to issue payment, seconded by Scharmer.

Voice Vote: Ayes – 6 Nays – 0 Motion carried.

 - Well # 2 is not working. Sheldon requested repair of the motor, whether by rebuild or new purchase.

Motion by Boese to move forward with repair or new purchase, with the review of quotes to take place first. Seconded by Drinkman.

Voice Vote: Ayes – 6 Nays – 0 Motion carried.

**d)** **Bill Vanda** present and provides update.

 - 14 runs

 - FD had Bloodborne Pathogen and First Responder refresher training.

 - There were a total of 118 runs for 2022.

**e)** **Parks and Rec** - **LuAnn Scharmer** present and provides update.

 - Clayton Parks and Rec is no longer tied to the Village.

OLD BUSINESS (#7 through #10)

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

No update.

**8. Consider / possible actions resulting from updates:**

Water supply filtration system and funding options / pending cell tower lease agreement. No update.

Clerk will follow up with Jarrod from Cedar Corp.

**9. Consider/possible action hire part-time police officer.**

 **-** Officer Houx requested the Board consider a pay rate suggestion based on surrounding communities’ ads for part time officers. ($22-$24 per hour DOQ is what is being advertised.

**10. Consider/possible action of employee handbook updates.**

 - Berghammer suggested we have CLA (CliftonLarsonAllen) update our handbook.

Motion by Scharmer to have CLA update handbook, seconded by Drinkman.

Voice Vote: Ayes – 6 Nays - - Motion carried.

**NEW BUSINESS (#11)**

**11. Review of Accounts Payable processes.**

 **-** A suggestion was made that Clerk look into tablets for Board members, to ensure security of Village information. Clerk will look into.

**12. Any other pertinent business that may come before the board.**

 - Reviews for employees need to be conducted. They are scheduled as follows:

 - Sheldon Donath – 2-6-23 at 5:00pm

 - Corey Daniels – 2-6-23 at 5:20pm

 - Lillianna Wilson (probationary review) – 2-6-23 at 5:40pm

**13. Future meeting dates:**

Next Regular Board Meeting – 2-6-23 at 6:00pm

Parks and Rec – 1-11-23 at 5:30pm

Public Works – 1-18-23 at 5:30pm

Fire Department – 2-6-23

Police – 2-15-23 at 5:30pm

**23. Adjournment**

Motion to adjourn by Boese, seconded by Casarez.

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

Meeting adjourned.

Respectfully submitted

Lillianna Wilson

Village Clerk/Treasurer