**Town of Clayton**

**Monthly Meeting Minutes**

**December 9, 202**

Chairman Bill Vanda called the posted meeting to order at 7:00 pm. Also present Supervisor Arling “Ole” Olson, Supervisor Scott Gilbertson, Supervisor Roger Olson, Supervisor Jake Balog. Treasurer Debbie Elmer, Clerk Tracy LaBlanc. Roadman Jamie Wood was absent. Also Present were 2 town residents and 2 non-residents.

The Clerk presented a signed affidavit as to where and when the meeting was posted.

**Minutes** – Ole moved, with a second by Roger to approve the November 11, 2021, regular meeting minutes with Public Budget Hearing & Special Town meeting. Motion carried.

**Treasurer’s report**- shows a balance of $40,717.68 in the checking and $324,628.98 in the Money Market account for a total of $365,346.66, in a separate account there is the ARPA funds of $51,351.75 bringing all town funds held to $416,698.41. Ole moved, with a second by Scott to approve the Treasurer’s report as presented. Motion carried.

**Bill Payment** – Scott moved, with a second by Ole to approve payment of voucher #14382 to #14403, and pay the State & Federal Withholdings & WRS for a total of $21,059.71. Motion carried.

**Business:**

**\*CLAYTON FIRE- SHELDON DONATH-** Sheldon was here to discuss/renew the yearly Fire Protection Agreement with the board. There are no changes to the agreement it stayed at ¾ mill of equalized values. Sheldon went over some changes in the works with the water billing and the hydrant rent fees that are charged to the Village residents and Town lake residents. The board had some questions in regards to the information Sheldon was presenting on the water billing and hydrant changes. Clerk Tracy asked if there is a potential that we could put the cap back on the amount of fire protection again like we had in the past? Sheldon stated he can’t speak for everyone on capping the amount paid, but if this is something the town would like to consider then come to a Village board meeting and discuss it prior to budget time. Ole moved with a second by Scott to approve the Fire Protection Agreement with Clayton Fire Dept. Motion carried. Chair Bill & Clerk Tracy signed copies of the agreement for Sheldon to take with him.

**\*REVIEW/DISCUSS/AMEND-ORDINANCE 2004-3 REVISED UNIFORM DWELLING CODE-WITH BUILDING INPECTOR BEN CAMPBELL-** Ben the Town Building Inspector helped to put together a UDC ordinance that encompasses all structures, and leaving the commercial building codes Ordinance #1-2017 (adopted on Sept. 14, 2017) in place as it is. Ole moved with a second by Roger to replace Ordinance 2011-1 Uniform Dwelling Code with the newly revised Uniform Dwelling Code Ordinance#1-2021, and keep the Commercial Building Code Ordinance #1-2017 in place as is. Motion carried.

**\*DISCUSS/ADOPT ORDINANCE 1-2021 COMMERCIAL ELECTRICAL CODE-** Ben went over this briefly with the board stating that if the town doesn’t have this type ordinance giving the inspector commercial authority, then the inspector authority will automatically be the state for commercial inspections and the rates are high as they contract it out and we would have no control over the rates or who is doing it. Ben stated he would help get this process going for us and pay the initial fees upfront and then the town would be responsible for those same fees going forward. Ben went over the commercial permit fee schedule that goes with this ordinance as well. Ole indicated he would like to research this a little more and then get back to Ben. Board agreed to discuss at January meeting.

**\*PASER REPORT- ROGER OLSON-** Table till January meeting.

**\*DISCUSSION/ACTION- DOG LICENSE FEES-** Treasurer Debbie went over the fees associated with dog licenses the fees are currently $3-spayed/neutered, $8-un-spayed/un-neutered and $35-kennel license for 12 or fewer dogs, which at the current rates the town gets none of the collected fees, it goes to Polk County and the Town Treasurer and Debbie’s recommendation is to increase the license fees to $5-spayed/neutered, $10-un-spayed/un-neutered, and $40 for kennel license for 12 or fewer dogs that would give the town a portion of the fees collected to help offset the animal control bills that go unpaid by resident animal owners. Ole moved with a second by Scott to approve the increase in dog license fees to $5, $10, and $40 per Debbie’s recommendation starting in 2022-23 tax season as it is too late to change it for the current year. Motion carried.

**\*CAUCUS DATE SET-JANUARY 13, 2022-**  Scott moved with a second by Roger to approve the Caucus date set for January 13, 2022 at 7:00pm with Town Board meeting to follow. Motion carried.

**\*APPROVE ELECTION INSPECTORS LIST FOR TERM 2022-2023-** Clerk Tracy presented the list of Election Inspectors for the 2022-2023 term to the board for approval. Ole moved with a second by Scott to approve the list of Election Inspectors for the 2022-2023 term as presented by the Clerk. Motion carried.

**DEPARTMENT REPORTS:**

**ROADMAN’S Report- Discuss/Action on 2020-2021 LRIP Project Swap-** Jamie had a prior commitment tonight. The board was given a copy of his monthly report to review what he has been doing the past month. Jamie has been mowing back ditches, pothole patching, grading gravel roads, and has plowed snow. Clerk Tracy mentioned the LRIP 2020-21 monies originally allocated for 15th St. project won’t be eligible for this project now as we ran into an advertising requirement issue. But good news is we don’t lose this money, we can resubmit another project and use this allocated money of $21,282.14 for that project. Going forward we will need to be more mindful of the advertising requirements to avoid this in the future. There was discussion on a couple shovel ready projects meeting close to the same specs as the original 15th St. submission project. Based on the discussion Ole moved with a second by Scott to approve/allocate the 2020-2021 LRIP project swap to paving/shouldering (resurfacing) 15th St. (dead end off 60th Ave.) Motion carried. Clerk Tracy will work with Jamie and County Hwy Commissioner to get this swap project submitted.

**CLERK’S Report**- Been a busy month Clerk Tracy turned in property taxes to the county on Nov 29th so the Property taxes will be coming out soon. Merry Christmas!! Tracy completed and turned in the big map for transportation Aid with all the 2021 road projects on it, the total for all 2021 road work was $148,166.01. The map is in the office with all the info on it for construction if you are interested in seeing that. Tracy is already working on 2022 election stuff already. Clerk Tracy mentioned there were no new land use permits this month. Tracy updated the board on a couple non-compliant issues within the town.

**CHAIRMAN’S Report-** Bill mentioned that the first responders had asked for $300 from Town & Village again this year to put towards fire insurance, so Thank you for that support again this year. Bill went over all the runs for the fire dept. for the year. Ole stated a concern to the rest of the board with what Sheldon indicated was being proposed for the water billing/hydrant fees being assessed to the lake residents in the town.

**PUBLIC COMMENT-(MAX 3 MIN)** – Lee Elmer had a funny history story to tell. ☺

**Date & Time of Next Meeting:**

January 13, 2022 at 7:00 p.m.- TOWN CAUCUS with Regular Monthly Board Meeting to follow- with Voucher Approval at 6:45 p.m.

**ADJOURNMENT:** Ole moved with a second by Roger to adjourn at 8:22pm. Motion carried.

Tracy LaBlanc, Clerk