**Town of Clayton**

**Monthly Meeting Minutes**

**February 13, 2020**

Chairman Bill Vanda called the posted meeting to order at 7:00 pm. Also present were Supervisor Arling “Ole” Olson, Supervisor Roger Olson, Supervisor Jake Balog, Supervisor Scott Gilbertson, Treasurer Debbie Elmer, Clerk Tracy LaBlanc. Roadman Jamie Wood absent. Also Present were 3 Town Residents.

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

**Minutes** – Ole moved, with a second by Jake to approve the January 9, 2020, regular meeting/Caucus meeting minutes. Motion carried.

**Treasurer’s report-** shows a balance of $13,025.00 in the checking and $259,553.76 in the Money Market account for a total of $272,578.76. Ole moved with a second by Roger to accept the treasurer’s report as presented. Motion carried.

**Bill Payment** – Scott moved, with a second by Ole to approve payment of voucher #13754 to #13792, and pay the State & Federal Withholdings & WRS for a total of $519,146.98. Motion carried.

**BUSINESS:**

**TOWN CLEAN-UP DAY PLANS-** We are looking at the 1st or 2nd weekend in May for this again, Jamie/Tracy will work on this and bring a date/time back to next meeting.

**CEMETERY/HALL MOWING-** As in the past we have always offered it the party who had done it the prior year first to see if they are interested in continuing and go from there. Gilbertson Construction is still interested in the mowing and at the same price as last year. ($150/per time for all mowing at the beach, hall & cemetery) Ole moved with a second by Roger to use the same vendor at the same price as last year. Motion Carried. Scott abstained.

**\*BOR- BOARD MEMEBR TRAINING NEEDED-** Clerk Tracy explained that besides herself another board member needs to be trained for BOR (Board of Review) and they are offering this training at the WTA district meeting that is in Cumberland at the Das Lache in March. Clerk Tracy stated it’s easier to go to these BOR trainings when available VS buying the BOR training CD’s cause they are only good for 1 yr. now and then what do you do with all the CD’s after that? After little discussion Bill agreed to attend this training with Tracy in March. Tracy will get them registered for this.

**\*DISCUSS/APPROVE SUB-DIVISION- FOR BILL VANDA**- Bill had copies of his minor sub-division. After some discussion on this, Ole moved with a second by Roger to approve the minor sub-division for Bill’s property listed on the certified survey map provided by the surveyor. Motion carried. Bill abstained. The board then signed the needed checklist for Bill. Bill will make sure Clerk Tracy gets a copy of said map and checklist.

**DEPARTMENT REPORTS:**

**ROADMAN Report-** In Jamie’s absence Clerk Tracy provided a copy of Jamie’s monthly report. Jamie has been removing snow & ice when needed. Jamie will be attending a couple required classes (MSHA, Digger’s hotline, & a Fahrner seminar) coming up in the next few weeks. Board would like to see Jamie continue to cut trees on 90th to get ready for roadwork project.

**CLERK’S Report-**

Clerk Tracy was informed by County going forward County won’t be sending these out monthly, Clerk’s will need to access these online using a password/login for the county site. Tracy is in process of getting the needed access. Clerk Tracy also brought to the boards attention the need to go over what the town has in place currently for ALL town ordinances, resolutions, policies so we aren’t duplicating or falling behind on anything that may need updating. Tracy suggested going through 1-2 a month until we get through them all? Tracy mentioned that all the paperwork and hoops that we’ve had to jump to get the FEMA claim approved from the July 2019 storm damage have been a challenge at times and we will be lucky to recover ½ of what we spent for the clean-up. Tracy also mentioned that the first 72hrs. are the most critical during a disaster and the town should have some kind of plan/checklist in place in case of repeat storm damage like we had last July, it’s a lot more work when no plan is in place to go by. Board suggested looking at our current emergency plan to see what is in it and go from there. Tracy mentioned the auditor would be here next week to do the 2019 audit. Tracy asked who would like to attend the Fahrner seminar in March with Jamie. Bill & Ole will attend this. Tracy will get them registered.

**CHAIRMAN’S REPORT**- Bill mentioned there is an upcoming WTA meeting the end of February he will attend. He will also be attending an ambulance meeting tomorrow morning.

**PUBLIC COMMENT**- Lee Elmer shared a funny story about a stop sign. ☺ No other comments made.

**Date & Time of Next Meeting:** Regular Board Meeting & other meeting dates

February 18, 2020- Spring Primary Election

March 12, 2020 at 7:00 p.m. -Voucher Approval at 6:45 p.m.

April 7, 2020- Spring Election & Presidential Preference Primary

April 1, 2020- **Open Book** 12:30pm – 2:30pm

April 28, 2020- **BOR** 12:30pm- 2:30pm

Ole moved, with a second by Scott to Adjourn. Meeting adjourned at 7:40pm.

Tracy LaBlanc, Clerk