**Town of Clayton**

**Monthly Meeting Minutes**

**October 10, 2019**

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

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

**Minutes** – Scott moved with a second by Ole to approve the minutes from the September 12, 2019, regular meeting minutes. Motion carried.

**Treasurer’s report**- shows a balance of $4334.41 in the checking and $339,984.71 in the Money Market account for a total of $344,319.12. Ole moved with a second by Roger to accept the Treasurer’s report as presented. Motion carried.

**Bill Payment** – Ole moved, with a second by Roger to approve payment of voucher #13633 to #13659, and pay the State & Federal Withholdings & WRS for a total of $28,102.77. Motion carried.

**BUSINESS:**

**\*APPROVE MAILCOM FOR TAXES**- Ole moved, with a second by Scott to approve Mailcom to send out real estate tax statements. Motion carried.

**\*2020 BUDGET AND AUDIT SERVICES**- Roger moved, with a second by Ole to continue using CliftonLarsonAllen to help prepare the 2020 budget and do an end of year audit for the Town as they have in the past. Motion carried. When Tracy gets the agreement from CliftonLarsonAllen she will sign it and get it to the Chairman for his signature. Tracy Mentioned that Dan Thole with be here to work on budget next week

**\*RESOLUTION #3-2019- TEMPORARILY ALTER TOWN ROAD RIGHT OF WAY-**  Ole moved with a second by Scott to approve Resolution #3-2019 Temporarily Alter Town Road Right of Way on 15th St. north of 60th Ave. Motion carried. The board signed the resolution.

**\* PASER RATINGS- ROGER OLSON-** Since the past Paser Ratings consultant stepped down from this service, Roger took training on the process of doing the Paser Road Ratings and completed this for the town this year and after traveling all the roads and completing paperwork for all, he put together a power point presentation of all the town roads we have (which was awesome) and also entered the current ratings into the WISLR system. Roger took photos of all the roads and showed the board what is currently happening with our roads, Roger pointed out some of the past various road projects and methods used and stated some methods are better than others according to the procedure used and who did the projects and how long each has been completed. Roger found a few streets to be named incorrectly and has now updated those in the system so these will show correctly on the map going forward. Roger explained the difference in severity of some paved roads in regards to the apparent cracking, rutting, etc.; he also went over the rating process for the gravel roads. The power point is a great tool to help the board determine which future road work projects they might want to do, as the actual road tours don’t give this much detail. Roger also stated the Paser/WISLR process has many more useful tools it can keep logs of culvert placement, it can give you estimated costs for various road projects to name a few. Roger stated PASER Ratings aren’t required to be done every year, but can be updated every year if preferred VS every 2 yrs, totally at the boards discretion. The board is beyond satisfied with the product of Roger’s work on the 2019 Paser Ratings. Roger also let the board know that the software he used to document all this is from Open Office and is totally free to use, he also put all his documents on a flash drive. Ole moved with a second by Scott to pay Roger the $850 agreed upon prior for completion of the Paser Rating process. Motion carried. Roger abstained from voting.

**DEPARTMENT REPORTS:**

**Roadman Report/Roadwork update/Road Tour**-

Jamie gave his written report to the board letting them know what he has been out doing for the past month. The tree service came in on Monday to start cleaning up storm debris, they have been bringing the brush to the hall and it’s being burned here as it come in and the logs are being piled up for now as everything needs to be documented for FEMA. The 15th st. project will hopefully be completed by next mtg. 85th dig outs are paved. Jamie is looking to start the turnaround on 65th soon. Fall mowing is still going on. Ole moved with a second by Roger to approve the equipment blade order for this year. Motion carried. The board will do their fall road tour on Oct. 15th 2019 at 7p.m. to prep for next years roadwork plans. Jamie is soon looking to get equipment ready for winter.

**Clerk’s Report**-

Clerk Tracy has been working on putting together the FEMA Disaster paperwork together so we get reimbursed for the damages to the town. Plus busy putting the budget together, and is working on completing the big state map for yearly completed roadwork projects for Transportation Aid, and is working on potential special election stuff.

Last week Tracy also attended a WMCA (Wi. Muni Clerk Assn) clerk informational training session for the upcoming Census & 2020 elections. Tracy let the board know that the LRIP application is due on Nov. 1st as well as the one time MLS (Multimodal Local Supplement) grant from the DOT that is due on Dec. 1st and she will need help with completing both of those. Tracy is also looking into a one time grant offered by the Elections Commission for an upgrade to clerks computers which would help with security protection for election info as well. Clerk Tracy also handed out the monthly building permit list to the board, and informed the board on the slight increase in the transportation aid for 2020.

**Chairman’s Report-** Bill talked about a 50-50 grant that we could apply for as well. There is a tree on beach shelter that needs to be removed.

**PUBLIC COMMENT-(MAX-3 min.)-** Lee Elmer had some funny comments to add to end the night.

**Date & Time of Next Meeting:** **Regular Board & Special Town Meetings**

November 14, 2019 at 7:00 p.m.- Regular Monthly Board Meeting with Public Budget Hearing and Special Town meeting to follow- with Voucher Approval at 6:45 p.m.

**ADJOURNMENT** Scott moved with a second by Roger to adjourn at 8:25 p.m.

Tracy LaBlanc, Clerk