**Town of Clayton**

**Monthly Meeting Minutes**

**October 13, 2016**

Deputy Chairman Bill Vanda called the posted meeting to order at 7:00 pm. Also present were Supervisor Roger Olson, Supervisor Jake Balog, Supervisor Scott Gilbertson, Treasurer Jane Leschisin, Clerk Tracy LaBlanc, Roadman Jamie Wood. Chairman Odell Olson absent/resigned. Also Present were 6 town residents and 2 non-town residents.

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

**Minutes** – Jake moved with a second by Roger to approve the minutes from the September 8, 2016, regular meeting minutes. Motion carried.

**Treasurer’s report**- shows a balance of $3179.81 in the checking and $185,260.84 in the Money Market account for a total of $188,440.65. Scott moved with a second by Roger to accept the Treasurer’s report as presented. Motion carried.

**Bill Payment** – Roger moved, with a second by Jake, to approve payment of voucher #12529 to #12552, and pay the State & Federal Withholdings & WRS for a total of $65,097.26. Motion carried.

**BUSINESS:**

**No Notice was given, just showed up so board added her on: Sharon Jorgenson (running for County Clerk position)-** Sharon is going around to different municipalities and stopping by to talk to the board and residents present about her upcoming campaign for the Polk County Clerks position in November. She is a Republican and is on the ballot for the November 8th General election.

**\*NEW 4-H GROUP/HALL USE- MICHELLE PICKARD-** Michelle Pickard came to ask permission to use the town hall for meetings for the new 4H group (the Cattail Clovers) that will be starting up in the area. They are looking at their meeting being the 2nd Sunday of each month at 4pm. Jake moved, with a second by Roger to allow the new 4H group to use the hall for their meetings. Motion carried. Good Luck to the new group!

**\*DISCUSS/ADOPT COMMERCIAL BUILDING/FIRE CODES- JIM PRICE-** Jim Price was here to go over what is involved in adopting the Commercial Building/Fire Codes. By adopting this, it is a benefit to the town and the residents as you are exercising your own home rule of authority. The application is short and sweet and Jim will help with that process. Jim mentioned the first thing to get done is the Ordinance. No expense to the town at all, this is the same as the UDC codes, and the ones who use it pay for it. This is based on the local level not the state level. Jim says this process should take about 1-2 months to get done. Jake moved, with a second by Roger to move forward with this. Motion carried. Jim will work with Clerk Tracy to put together all the necessary paperwork to get this completed.

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

**\*2016 BUDGET AND AUDIT SERVICES**- Jake moved, with a second by Scott to continue using CliftonLarsonAllen to help prepare the 2017 budget and do an end of year audit for the Town. When Tracy gets the agreement from CliftonLarsonAllen she will sign it and get it to the Chairman for his signature. Motion carried.

**\*CHAIRMAN RESIGNATION LETTER**- Bill moved with a second by Roger to accept with regret Chairman Odell Olson’s resignation letter. Motion carried.

**\*DISCUSS PROPOSSED EMPLOYEE POLICIES & PROCEDURES-** Roger put together a new employee policies and procedures guideline draft for the board to review. Scott moved with a second by Jake to table and put this until next months agenda so they have a chance to look it over. Motion carried.

**\*COUNTY AGREMENT LETTER FOR DELINQUENT/SPECIAL ASSESSMENT CHARGES-** Scott moved with a second by Jake to allow the clerk sign & return this letter to the county approving the restructuring of how the county will settle up with municipalities regarding all unpaid special charges including delinquent utilities, special assessments, and special charges. Motion carried. Tracy will submit the signed agreement letter to the county.

**DEPARTMENT REPORTS:**

**Roadman Report/Summer Road Work updates**- Jamie has been out grading roads, putting in culverts, patching potholes, ditch mowing, and removed a pile of rocks from 45th that were from a prior road fix before he came aboard that the power company & home owner wanted removed, plus removed the pile of regrind from 105th road project. 105th and 80th have now been shouldered so they are completed projects. Jamie mentioned that there are a couple driveways on 105th that need some more gravel so he will get that completed. He is now looking to get the equipment ready for winter. Scott questioned why Jamie was at Lincoln today with the grader? Jamie explained he helped do some grader patching that morning and they came and helped haul material for him to put the culvert in on 40th in the afternoon. The board wants to do another road tour now to prep for next years roadwork plans. The board agreed to set a meeting for October 29th at 8am for this road tour. Tracy will post this meeting. Jamie also brought a quote for blades to the board for the equipment, board agreed it is a needed item so get them. Some discussion was had on salt/sand.

**Clerk’s Report**- Tracy has been working on completing the LRIP-TRI paperwork, putting together the roadwork breakdowns for the year, putting the budget together, working on completing the big state map for yearly completed roadwork project for Transportation Aid, plus getting things ready for the November General Election. Bill updated the board on the talk from the last ambulance meeting, stating they are purchasing a new ambulance but the per capita rate will remain the same. In looking ahead the next 2 ambulances they purchase after this, they are looking at just purchasing the chassis to save some extra expense that way.

**PUBLIC COMMENT-(MAX-3 min. comment/not discussion per person-1 time)-** Gordon Weber stated he was surprised that the resignation letter for the town chairman wasn’t read, in the past residents have been encouraged to attend meetings to know what is going on. Gordon went on to say over the past few years we have lost several key people at the township level. Kevin Marlett one of the most effective and efficient maintenance men the Clayton township has had and who took a great deal of pride in his work and in the township, why is he gone? How many does it take to replace him? Rod Mangelsen one of the most knowledgeable, level headed members on any of the boards, why isn’t he sitting at this table? Odell Olson was a man of quietly manner, with a great deal of respect and devotion to serving his township, why is he not here? The board needs to do a good job of self and total board evaluation, there is a problem, you need to get the guts to identify the problem and solve it. It’s your duty to the residents or step aside and let someone else solve it. Gordon continued to say the future elections are going to be very interesting. Many of the constituents are not happy. Soon Clayton Township will be the laughing stock of Northwestern Wisconsin and all of you are part of it. He certainly expected more when he casts his ballots. It wasn’t too long ago he attended a meeting to see if the clerk/treasurer position should be a combined position. It would be interesting if you play that tape back, one person answered most of the questions that were asked by the group and it was not Rod Mangelsen and not Odell, where were the rest of the 3 here? Bill Thanked Gordon for his comments.

**Closed Session per Wis Statute 19.85(1)(c) personnel issues**- Roger moved with a second by Jake to adjourn from regular meeting and go into closed session at 7:50pm. Motion carried. Roll call going into closed session was Bill-yes, Roger-yes, Jake-yes, Scott-yes. After closed session discussion, Roger moved with a second by Jake to reconvene into open session and accept the closed session discussion. Roll call coming out was Bill-Yes, Roger-Yes, Jake-Yes, Scott-Yes. The closed session discussion being who will be acting Chairman for the remainder of the term. Roger moved, with a second by Jake to move Bill Vanda to Chairman as he is currently the Deputy Chairman and they will then appoint someone to fill the open Supervisor seat for the remainder of it’s term. Motion carried.

**Date & Time of Next Meeting:** Regular Board Meeting

November 10, 2016 at 7:00 p.m.- Regular Monthly Board Meeting- with Voucher Approval at 6:45 p.m.

November 8, 2016- **Fall General Election**

**ADJOURNMENT**-Scott moved, with a second by Roger to adjourn at 8:35pm.

Tracy LaBlanc, Clerk