

Village of Clyman  
Regular Board Meeting  
March 22, 2021  
6:00 PM

**Call to Order/Attendance** – The March 22, 2021 Village of Clyman Board meeting was called to order by Trustee Beth Baehmann at 6:04 p.m. With Trustees, Todd Grady, and Keith Braunschweig in attendance. Also, in attendance, Utility Superintendent Tim Dornfeld, Elizabeth Foellmi from GEC, and Laurel Finger. Amanda Swanson was absent, and Marty Pint was late.

**Pledge of Allegiance was said.**

Beth introduced Elizabeth Foellmi from GEC, she is here to explain about some grant information and what we would need to do to start applying for grant dollars from Community Development Block Grant (CDBG). Elizabeth said that with all the work Beth did last year with the LMI Income Survey we found out we are eligible to apply for grants for a lot of different things. The CDBG has raised the contribution to 2 to 1, so for every 1 dollar of our money they will give us 2 dollars, so we are looking at some of the projects that need to be done and we are putting together the information we need to apply for grant dollars. All the resolutions, ordinances, and plans on the agenda are required by CDBG for the grant application process. We will have a Public Hearing right before the Board Meeting on April 26, 2021. Beth explained these are just formalities that need to be done in order to apply for the grant money. Beth said we had North St. and Circle View CT. on the books to do next year but the other thing that came up and has taken priority is Hwy J. The County is going to be doing Hwy J and we may be financially responsible for part of that work. If any Board members are available and want to come there is a meeting set for Friday March 26<sup>th</sup> with Tim, Beth, Lukasz, and some people from the County to discuss the Hwy J project. Tim said there is a storm sewer in our section of J that we are going to have to televise to see if it needs to be dug up and replaced. Elizabeth said the CDBG grant application is due May 13, 2021 and usually the turnaround time to find out if you are going to get any funding is about 45 days. Then you would get pre-agreement documents, and someone would need to attend implementation training meetings. It is a lot of paperwork to fill out because it is Federal money, the Village could fill it out or have GEC do it. The Grant agreements usually get signed around November, December timeframe with construction starting around July of 2022. You have 2 years to spend the money, as long as you started construction on part of the project in 2022 you will have through 2023 to finish it. As long as the scope of work is the same it does not have to be geographically connected. Beth said again we are not committed to anything at this time.

Elizabeth also talked about some of the DNR grant programs that are out there, we have sent in applications for some of them as well.

**January Minutes** - Motion by Todd/Keith to approve the minutes from January 11, 2021. Motion Carried

**February Minutes** – Motion by Todd/Keith to approve the minutes from February 22, 2021. Motion carried.

**Citizen Comment** – Connie reported that the RV that had been parked on Collins St has been moved off the street.

**Resolution #2021-001** Resolution Authorizing the Creation of the CLR Fire Group and Appointment of Representation. Discussion followed on how the wording should be for who would be the representative for the Village of Clyman. Beth recommended to say a Village Board member, appointed at the April meeting. The Resolution was corrected to read The Village Board of the Village of Clyman hereby authorizes a Village Board member appointed at the April meeting to represent the Village Board on behalf of the Village of Clyman to accomplish these purposes. A motion by Todd/Keith to approve resolution #2021-001 Authorizing the creation of the CLR Fire Group and Appointment of Representation. Motion carried.

**Fire Department Reports** - There was a Detail Ledger report provided to the Board for Fire Department Expenses for 2020. Connie updated it to include what we paid for insurance. We budgeted \$18,326.00 and spent \$19,345.00 so we went over about \$1,000.00. Beth pointed out that it did not include the Fire Truck payment, we would need to add another \$20,000.00. There was also discussion on the number of fire calls the Fire Department responds to. We should ask Eric to see a fire call list.

**Delinquent Utility Account Report** – Connie reported that on the report provided there were several payments that came in after the report was printed.

**Personnel** - Timesheets – No questions on the report.

Policy, Procedure, Protocol - Beth reported that she is still getting things together and typed up.

**Budget Reports** - Todd noted that the lawn mower was purchased and received. Beth asked if these were the actual 2021 budget numbers in the report, Connie said yes.

**Invoices** – Beth pointed out that we have two big payments coming up in April, the General needs loan for \$63,930.00 and the USDA loan for \$50,604.00. Motion by Todd/Beth to pay the bills. Motion carried.

Marty came in (6:58 pm) took over chairing the meeting.

**Resolution, Ordinances and Plans** – Beth Read the following resolutions, and Ordinances out loud.

**Resolution #2021-002** Authorizing Resolution to Submit A Community Development Block Grant (CDBG) Application. Motion by Todd/Beth to approve resolution #2021-002. Motion carried.

**Resolution #2021-003** Adopt a Citizen Participation Plan. Motion by Beth/Todd to adopt resolution #2021-003. Motion carried.

**Resolution #2021-004** Adopt a Residential Anti-Displacement & Relocation Assistance Plan. Motion by Beth/Todd to adopt resolution #2021-004. Motion carried.

**Resolution #2021-005** Adopt a Fair Housing Ordinance. Motion by Beth/Todd to adopt resolution #2021-005. Motion carried.

**Resolution #2021-006** Policy to Prohibit the Use of Excessive Force and to Enforce Applicable State and Local Laws Prohibiting Physically Barring Entrances/Exits for Non-Violent Civil Rights Demonstrations. Motion by Beth/Todd to adopt resolution #2021-006. Motion carried.

**GEC Contract** - GEC does charge us for preparing and submitting the grant applications but we can use some of the grant money to help pay for that. A motion by Beth/Todd to sign the GEC consultant agreement for grant services. Motion carried.

**Citizen Participation Plan** - We need to have this Citizen Participation Plan in place to get grant dollars.

**Wisconsin Residential Anti-Displacement and Relocation Assistance Plan for CDBG Programs (RADRAP)** – This comes from CDBG, we will need to have this signed. Motion by Beth/Todd to adopt the RADRAP. Motion carried.

**Restructuring Loans** – Beth said that we have a 2-million-dollar USDA loan. Lukasz suggested we check into restructuring the loan it could potentially save us a lot of money. Beth is going to check into restructuring the loan, we will put this on next month's agenda.

**Supervisor Comments –**

- a) Dump Truck repairs - The cost to repair the dump truck is approximately \$4,625.00. Motion by Beth/Todd to get the repairs done. Motion carried.
- b) Fueling the Tractor – Nothing new to report.
- c) Keys for shop - Tim reported that the keys were made, he just needs to bring them to the hall.

**Insurance items –**

- a) No Fault Sewer Policy – We do not need this as the Village is already covered.
- b) Cyber Security Policy – Beth and Todd expressed that they did not think we need the cyber security, everything we have at the shop is analog.
- c) Crime Policy options – Discussion followed on bumping up the crime coverage. Motion by Beth/Todd to increase the current coverage for the Crime Policy to option # 3 with a three-year annual instalment premium of \$353.00. Motion carried.
- d) Accident Claim - Connie reported that we have a \$500.00 deductible, and the Insurance company sent a letter that the claim for the other person involved is closed. The Board said to submit the claim, but we will not have it fixed until sometime in May.

**Update on Condemning Properties** - Amanda was not here to give a report. The Board was reminded there was an article in The Municipality regarding condemning properties, it gave a lot of information on the process of condemning properties.

**Next Meeting Dates –**

- Joint meeting is July 13, 2021.

- Public Hearing is April 26 at 6:00 p.m. with the regular Village Board Meeting immediately following.
- Open Book will be April 26 from Noon – 2:00 p.m. via phone only.
- Board of Review May 26, 5:00 p.m. – 7:00 p.m. Beth and Todd will be available for BOR.

**Closed Session** – Motion by Beth/ Todd to convene into closed session pursuant to Wisconsin Statutes Section 19.85 subsection 1c for the purpose of discussing employee compensation. A roll call vote was taken. Todd – yes, Beth – yes, Keith – yes, Marty – yes.

The meeting convened into closed session.

A motion was made by Beth/Todd to come out of closed session and reconvene into open session. A roll call vote was taken: Todd – yes, Beth – yes, Keith – yes, Marty – Yes.

The meeting is now in open session.

A motion was made by Beth/Todd to increase the wage for snow plowing to \$20.00/hour for a substitute, retroactive to the last snowfall. Roll call vote was taken: Todd – yes, Beth - yes, Keith – yes, Marty – yes.

A motion was made to adjourn by Beth/Keith. Motion carried.

Meeting adjourned at 9:15 p.m.

Connie Kreitzman  
Clerk/Treasurer

Closed session notes taken by Village Trustee Beth Baehmann.