

Village of Clyman
March 28, 2022 – 6:00 PM
Clyman Village Hall

Call to Order/Attendance - The March 28, 2022, Village of Clyman Regular Board meeting was called to order at 6:00 p.m. by President Marty Pint with Board Members Beth Baehmann, Todd Grady, Amanda Swanson, and Keith Braunschweig in attendance. Also, in attendance DPW Tony Stangler, Deborah Grady, Della Olson, and Ruth Zweig.

Pledge of Allegiance was said.

Request to speak Deborah Grady – Deborah explained to the Board that she had a water leak at her home, the water did not go down the sewer she is requesting a credit to her account. The Board agreed to give her a credit for half of the sewer use in the amount of \$68.31. Deborah also asked if the Village allows auxiliary sewer meters to be put on the lines. Beth explained that we do not do auxiliary meters, but we do give a credit in the summer months when more water is being used for outside uses and not going into the sewers.

Proof of Posting - Connie reported the agenda for tonight’s meeting was posted at the Village Hall, the Lions Hall, the Post Office and on the website.

February 28, 2022, Minutes – Motion to accept by Amanda/Todd. Motion carried.

Public Comment – Ruth asked what can be done with the neighbors’ trees that are falling, she is looking to sell her home and said this will reflect on the maintenance and look of her property. Amanda said she could send a courtesy letter to the property owner. Della asked if a letter could be sent to her neighbor as well.

CLR – Discussion took place regarding how much of the repair cost for the truck tender 1791, should Clyman be responsible for. The concern is once they remove the tank what else will they find that needs to be repaired, it was also mentioned about having it painted. At what point does the equipment maintenance fall on CLR. We will need to be ready to discuss this at the Joint Meeting.

Budget Reports – No questions on the report.

Invoices - Amanda questioned the Verizon bill for the Fire Department in the amount of \$1,681.40. Connie explained when the invoice report is run it just pulls the top line item for that check, so there are other charges on that bill like fuel etc., the report just shows the top line item entered but shows the full amount of the check. Beth asked what the check was that was cut to her in the amount of \$178.00 under Misc. Board Expense. Connie thought it was for the

tax forms that were needed for end of year payroll. Connie will check on both items and verify with the Board what they were. Motion by Amanda/Beth to pay the bills. Motion carried.

Delinquent Utility Accounts - Connie pointed out that more payments came in after the delinquent list was printed.

Personnel -

- **Personnel timesheets** - No questions on the report.
- **3 –P’s** – Beth reported we are having meetings & plugging away at it and will continue working on it.
- **Employee Handbook** – Beth reported that she sent the Board some general policies that need to go into the employee handbook, the equal Opportunity Disclaimer, the Harassment policy, Important Facts Sheet, and Village of Clyman Employee Grievance Policy. Discussion followed on the policies, Beth suggested everyone look them over again let her know what they like and do not like, and we will revisit this.
- **DPW-**
 - Water main break on Collins St.
 - Hydrants will be flushed sometime at the end of April.
 - New playground equipment will be stored at the shop. And will be hauling some of the pea gravel away from the playground.
 - Discussion on what do with the sidewalk that was damaged by the new ball diamond. No decision needs to be made at this time.
 - LW Allen will be coming to replace the VFD and to take care of some issues at the plant.
 - One of the pumps is down and needs to be fixed. We really should have a spare pump in case one breaks down. The cost of a new pump is \$11,866.00. Beth/Amanda made a motion to order a dosing pump from LW Allen for the Wastewater treatment Plant. Motion carried.
 - We received a noncompliance letter from the DNR regarding the ammonia levels being too high, this has been an issue since 2017. An initial response to our noncompliance is due by March 31, 2022, and a second response is due by April 17, 2022. Doris our Wastewater DNR Rep. is coming on Friday April 1st, to do an inspection and discuss some of these issues. Lukasz will be here for that meeting, any Board members that can make it should come.
 - We will be purchasing salt/sand from the Town of Emmet next year
 - Tony passed the tests for the Wastewater certification; he will need a year of experience to be fully certified.

O’Conner, Wells, and Vander Werff - They have completed the 2020 audit. The letters in your packet were the standard letters they send to us after every audit, everything was good with the audit.

Cyber security – Connie and Beth talked to Computer Troubleshooters regarding cyber security. We can get a package through them it would be about \$150.00 per computer

per month. We need to gather more information on this. We will postpone until the next meeting.

Audit Company – Todd/Beth made a motion to go ahead with Huberty accounting firm. Motion carried.

Fair Housing Proclamation – Beth read the proclamation recognizing the passage of the Federal Fair Housing Act and recognizing April as Fair Housing month. Beth/Todd made a motion to accept the Fair Housing Proclamation and to recognize April as Fair Housing Month. Motion carried.

Park – Keith came in with some pricing for a sign and posts, discussion followed on using the existing poles or put in 4x4 wooden post, it was decided to use the existing poles that are there. The main park sign located on the corner of Morgan and Territorial Road will read “The Village of Clyman Park.”
Beth gave an update on the park.

Next meetings:

- Joint Meeting – March 30, 2022 @ 7pm
- Open Book - April 25, 2022, noon – 2 pm via phone or email only
- BOR - May 24, 2022, 5:00 pm – 7:00 pm
- Board Meeting – April 25, @6pm

Adjournment - Motion to adjourn by Todd/Beth, motion carried. Meeting adjourned at 8:13 pm.

Respectfully Submitted

Connie Kreitzman
Clerk/Treasurer