

Regular Meeting – December 12, 2011

The December 12, 2011 Village of Colfax regular meeting was held at 7:00 p.m. in the Village Hall. Members Present: President Stene, Trustees Halpin, C. Olson, S. Olson, Schauer & Johnson. Members Absent: none. Also Present: Administrator/Clerk/Treasurer Cogswell. President Stene called the meeting to order.

Public Appearances – Casey Werner, Ayres Associate, gave an update on upcoming road improvements and nursing home project.

Public Hearings – none

Consent Agenda -

- **Minutes** – November 28, 2011 Regular & November 8, 2011 Budget Hearing
- **Training Requests** –
 - Peter Gehring – January 5-9, 2012 Law Enforcement Management Conference

Motion by Trustee C. Olson, second by Trustee S. Olson to approve the training request for the January 5-9 2012 Law Enforcement Management Conference.

Voting for: Trustees Halpin, C. Olson, S. Olson, Schauer, Johnson & Stene
Voting against: none
Motion carried.

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- **Facility Rentals** - none
- **Licenses** –
 - **December 13, 2012 - June 30, 2012 Operator** – Kortney L. Moonen

Motion by Trustee Halpin, second by Trustee Schauer to approve the operator licenses for Kortney L. Moonen.

Voting for: Trustees Halpin, C. Olson, S. Olson, Schauer, Johnson & Stene
Voting against: none
Motion carried.

- **January 1, 2012 – December 31, 2012 Secondhand Jewelry License** – Nancy Odom – Twice Blessed Treasures

Motion by Trustee C. Olson, second by Trustee Halpin to approve the Secondhand Jewelry Licenses for Nancy Odom, Twice Blessed Treasures.

Voting for: Trustees Halpin, C. Olson, S. Olson, Schauer, Johnson & Stene
Voting against: none
Motion carried.

- **January 1, 2012- December 31, 2012 Manufactured/Mobile Home Permit** – City View Villa Court

Motion by Trustee S. Olson, second by Trustee Schauer to approve the Manufactured/Mobile Home Permit for City View Villa Court.

Voting for: Trustees Halpin, C. Olson, S. Olson, Schauer, Johnson & Stene
Voting against: none
Motion carried.

Communications – President Stene informed the Board on an upcoming Nursing Home Developer Agreement meeting on Thursday December 15, 2011. President Stene also informed the Board that the Village needed to chlorinate the water system due to a bad sample, there was no need to boil water, and with two clean follow up tests the system will be back to normal.

Village Hall Renovations –

- **Pay Application #3 & Change Order #3** – Travis Schroeder, Cedar Corp gave an update on the progress of the Village Hall Renovation. He discussed the electrical punch list walk through, the progress of the windows and the need for a meeting possibly next week to start the process for closing out the project. He also touched on the EECDGB Grant Review, saying that as the project nears completion the grant papers will be reviewed and submitted after project completion and a review of the contractor's performance.

Motion by Trustee C. Olson, second by Trustee S. Olson to approve Pay Application #3 in the amount of \$56,839.45.

Voting for: Trustees Halpin, C. Olson, S. Olson, Schauer, Johnson & Stene
Voting against: none
Motion carried.

- **Municipal Building EECDGB Grant Discussion/Review** – This topic was also covered in the presentation by Travis Schroeder.

- **Library Floor Support** – Administrator-Clerk-Treasurer Cogswell updated the Board that Jim Herrick had been contacted and the project timetable is being formulated.

Fire Hall Construction –

- **Update on Fire Hall Project** – Administrator-Clerk-Treasurer Cogswell updated the Board that the Fire Hall Construction is moving along. The contractor is going to have the all the metal on by next week. Gas service has been installed and still waiting on the electrical service.
- **Fire Hall Construction Payment #1** – The first payment, \$59,670.16, for the Village share on the Fire Hall Construction was presented.

Motion by Trustee S. Olson; seconded by Trustee Schauer to approve the payment of \$59,670.16 for the Village share of the Fire Hall Construction

Voting for: Trustees S. Olson, Halpin, C. Olson, Schauer, Johnson & Stene

Voting against: none

Motion carried.

Election Inspector Appointment, (Jan. 1, 2012 to Dec. 31, 2013) – Administrator-Clerk-Treasurer Cogswell presented the following list of eligible applicants for appointment to the position of Election Inspector. Ethel Frogner (Republican), David Frogner (Republican), Barbara Black (Republican), Derrick Fjelsted (Republican), Meredith Ingram (Democrat), Diane Hodgson, Hazel Obermueller, Joyce Bates, Loretta Logslett.

Motion by Trustee C. Olson; seconded by Trustee Halpin to appoint the following eligible applicants to the position of Election Inspector, (Jan. 1, 2012 to Dec. 31, 2013), Ethel Frogner (Republican), David Frogner (Republican), Barbara Black (Republican), Derrick Fjelsted (Republican), Meredith Ingram (Democrat), Diane Hodgson, Hazel Obermueller, Joyce Bates, Loretta Logslett.

Voting for: Trustees Halpin, C. Olson, S. Olson, Schauer, Johnson, & Stene

Voting against: none

Motion carried.

Write-off Uncashed Village Issued Checks – The Village Board was presented with a list of outstanding uncashed Village issued checks that are older than June 1, 2011. The list consisted of the following; check # 5113 4/28/11 Eric C. McCoy payroll \$37.98, check # 5145 5/9/11 Progressive Medical International supplies \$718.56, check # 5151 5/12/11 Christopher J. Larson payroll \$27.36.

Motion by Trustee S. Olson; seconded by Trustee Halpin to approve the writing off of the following uncashed Village issued checks; check # 5113 4/28/11 Eric C. McCoy payroll \$37.98, check # 5145 5/9/11 Progressive Medical International supplies \$718.56, check # 5151 5/12/11 Christopher J. Larson payroll \$27.36.

Voting for: Trustees S. Olson, Schauer, Johnson, Halpin, C. Olson & Stene

Voting against: none

Motion carried.

Baumann Associates Audit Engagement Letter – The Audit Engagement letter was reviewed and the steps that have already been put into place to make the audit run smoother were discussed.

Motion by Trustee C. Olson; seconded by Trustee Halpin to sign the Baumann Associates Audit Engagement Letter.

Voting for: Trustees S. Olson, Schauer, Johnson, Halpin, C. Olson & Stene

Voting against: none

Motion carried.

WRWA Membership Renewal – The annual membership renewal notice was presented. The renewal amount is \$285.00.

Motion by Trustee S. Olson; seconded by Trustee Schauer to approve the membership renewal with WRWA for \$285.00.

Voting for: Trustees S. Olson, Schauer, Johnson, Halpin, C. Olson & Stene

Voting against: none

Motion carried.

Resolution 2011-09, Adoption of Amended Section 125 Premium Only Plan – The annual renewal statement and required resolution for the Village of Colfax federally required Section 125 Premium Only Plan was presented; the cost of the renewal is \$425.00.

Motion by Trustee Halpin; seconded by Trustee S. Olson to approve Resolution 2011-09, Adoption of Amended Section 125 Premium Only Plan, and to pay the \$425.00 annual fee.

Voting for: Trustees S. Olson, Schauer, Halpin, C. Olson, Johnson & Stene
Voting against: none
Motion carried.

Ordinance 2011-09 – An ordinance regarding the amendment and/or repeal of various sections and subsections of the Village Code made necessary by the abolition of the Village of Colfax Municipal Court – The ordinance presented cleaned up the references throughout the Village Code where former Municipal Court Ordinance was cross referenced.

Motion by Trustee C. Olson; seconded by Trustee Halpin to approve the ordinance as presented.
Voting for: Trustees S. Olson, Halpin, C. Olson, Schauer, Johnson & Stene
Voting against: Trustee S. Olson
Motion carried.

Set Public Hearing for the Repeal/Adoption of Floodplain Ordinance – Administrator-Clerk-Treasurer Cogswell explained that FEMA has issued new floodplain maps. The Village is required by FEMA to adopt the new floodplain ordinance to be in compliance.

Motion by Trustee C. Olson; seconded by Trustee Halpin to set the public hearing for the repealing of the existing Floodplain Zoning Ordinance and the adoption of the new Floodplain Zoning Ordinance on January 9th, 2012 at 7:00 pm.
Voting for: Trustees S. Olson, Halpin, C. Olson, Johnson, Schauer & Stene
Voting against:
Motion carried.

Authorized Agent/Signer Approval for Bremer Bank and Dairy State Bank – Administrator-Clerk-Treasurer Cogswell explained that this will allow himself and Deputy Clerk-Treasurer to be more efficient in the conducting of the day to day business of the Village.

Motion by Trustee S. Olson; seconded by Trustee C. Olson to authorized a letter be sent to Bremer Bank and Dairy State Bank to add the Administrator-Clerk=Treasurer and the Deputy Clerk-Treasurer as signers on the accounts.
Voting for: Trustees S. Olson, Halpin, C. Olson, Johnson, Schauer & Stene
Voting against:
Motion carried.

RFP Water Tower Discussion/Review – Administrator/Clerk/Treasurer Cogswell gave a review of the status of the Water Tower project. He spoke with KLM and mapped out a plan of sending the RFP's the beginning of January and have them due prior to the second meeting in January.

Wastewater Lagoon Bank Discussion – Administrator/Clerk/Treasurer Cogswell gave a review of the status of the Wastewater Lagoon Bank. He had a meeting with the engineer and Mike Boyd to discuss the options that are available for this project. They will continue to review the issues and at this time allow the bank to grow to hold soil and look at supporting the bank with larger riprap.

Update on WPPA Union Contract – Contact was made with the Union. The Union will send representatives to an upcoming personnel committee meeting.

Working Director of Public Works Discussion – The Board set a Personnel Committee meeting to review the applications and set a schedule to select and interview the finalist.

Motion by Trustee C. Olson; seconded by Trustee Schauer to set a personnel committee meeting for December 14, 2011 at 6:00pm to review and create a schedule for the Working Director of Public Works applicants.
Voting for: Trustees S. Olson, Schauer, Johnson, Halpin, C. Olson & Stene
Voting Against: none
Motion carried

House Number Discussion – Police Chief Gehring gave a handout of a review of all the homes in the Village and which ones had house numbers and which ones did not. The Board express that they would like to see all of the homes in the Village have readable numbers on them.

Tree Abatement Discussion – Administrator-Clerk-Treasurer Cogswell has been in discussion with the Village Attorney on how to properly serve the abatement notice to the last home owner. The attorney is helping research on the correct procedure.

Village Trustee Appointment – There were no letters of interest submitted to the Village for the vacant trustee position. The council will solicit the public to see if there is interest.

CRS/DPW Building Update –

- **Overhead Doors –** Administrator-Clerk-Treasurer Cogswell explained that he has talked to the contractor that submitted the bid and Cedar Corp. to check on the warranty of the CRS doors and if adjustments would be covered under warranty.
- **Second Egress CRS/DPW Building Update –** Administrator-Clerk-Treasurer Cogswell informed the Council that the footings have been poured and the project was waiting on Anderson Bridges to complete the stairs before the rest of the project can be completed.

Committee/Department Reports – No reports given by the Board.

- **Police Operations Report – November 2011 –** The report from Police Chief Gehring was reviewed.

Review/Approval – Bills- The bills were reviewed plus the addition of the Aflac bill.

Motion by C. Olson; seconded by S. Olson to approve the payment of the bills that were presented.

Voting for: Trustees S. Olson, Schauer, Halpin, C. Olson, Johnson & Stene

Voting against: none

Motion carried.

Adjourn –

Motion by C. Olson; seconded by Trustee Halpin to adjourn.

Voting for: all

Voting against: none

Motion carried.

Attest: Thomas K. Cogswell
Administrator - Clerk-Treasurer

Gary Stene, President