

Regular Meeting – March 12, 2012

The March 12, 2012 Village of Colfax regular meeting was held at 7:00 p.m. in the Village Hall. Members Present: President Stene, Trustees Johnson, Schauer, S. Olson, C. Olson & Halpin. Also Present: Kathleen V. Morse and Deputy Clerk-Treasurer Eastman. Absent: none. President Stene called the meeting to order.

Public Appearances – Margaret Burcham, Village resident, commented on her desire to obtain a Kennel License for family pets, not breeding purposes. Hugo Bliss, Village resident, read a statement regarding Ms. Burcham's dogs and kennel license request. Travis Schroeder, Cedar Corp., provided a Village Hall project update.

Minutes – Motion by Trustee Halpin; seconded by Trustee Johnson to approve the February 27, 2012 Regular Board & March 5, 2012 Special Board as corrected.

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

Training Request – Motion by Trustee S. Olson; seconded by Trustee C. Olson to approve the March 14, 2012 Election Training for Jessica Eastman.

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

Facility Rentals – Motion by Trustee C. Olson; seconded by Trustee Halpin to approve the April 28, 2012 Village Hall Open House for Colfax Municipal Building Restoration Group; June 9, 2012 Wedding-Village-Owned White Chairs for Troy Knutson and June 15-17, 2012 Stewart Park Family Reunion/Camping for C Richard Stelter.

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

Communications–Village President - none

Water Tower Reconditioning Consultant Services-Ayers Associates – Casey Werner, Ayers Associates, presented the Individual Project Supplement to Master Agreement for Professional Services for the 2012 Elevated Tank Reconditioning Project that will be signed by President Stene. No Board action taken.

1st Avenue Reconstruction Project Update/Bidding – Casey Werner, Ayers Associates, requested the 1st Avenue Project be bid.

Motion by Trustee Johnson; seconded by Trustee Schauer to authorize bidding the 1st Avenue Reconstruction Project with an April 4, 2012 bid opening date.

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

Village Hall Project-Library Windows – Lisa Ludwig, Library Director, commented on the Village Hall project including the library windows. Travis Schroeder, Cedar Corp., commented on project closeout issues. No Board action taken.

Tower Park Tree Maintenance/Upkeep – Trustee C. Olson provided information on the Tower Park trees and recommended pruning and replacement. Gene Gibson states the Women's Club will contribute \$300 and the Kiwanis will contribute \$300 towards the improvements.

Motion by Trustee S. Olson; seconded by President Stene to approve the Women's Club's option 2 Tower Park tree project and accept the Women's Club \$300 donation and Kiwanis' \$300 donation towards the project.

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

Contracted Building Inspector Services-Weber Inspections Effective March 15, 2012 – President Stene presented Weber Inspection Services resume, including experience, licenses, references and fee structure.

Motion by President Stene; seconded by Trustee S. Olson the request Fred Weber attend the March 26, 2012 Board Meeting to present a draft one-year service agreement for HVAC, plumbing, electrical and new residential and commercial building inspection services.

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

Voting against: none

Motion carried.

Outhouse Bar Smoking Room/Walk-in Cooler Building Permit - Mark Nelson, property owner, presented his proposed smoking room/cooler building project. Police Chief Gehring offered comments on the project. The Village will provide information to Mr. Nelson regarding the necessary steps to obtain a building permit. No Board action taken.

Police Personnel – Chief Gehring announced the FT Police Officer is resigning and one PT Police Officer may be resigning in the near future and requested filling the vacancies.

Motion by Trustee S. Olson; seconded by Trustee C. Olson to authorize the Police Chief to fill the FT Police Officer position using the current eligibility list.

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

Voting against: none

Motion carried.

Motion by President Stene; seconded by Trustee C. Olson to authorize the Police Chief to use his discretion in filling the PT Police Officer position.

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

Voting against: none

Motion carried.

809 High Street Dog Incident Issue – Police Chief Gehring provided an update on the 809 High Street dog incident with the kennel license application/form issue being forwarded to the Village Attorney. No Board action taken.

EMS Association/Village 50% Share of Two Life Stat CPR Systems – President Stene presented the Colfax EMS Association's request for partial Village funding of CPR systems.

Motion by President Stene; seconded by Trustee S. Olson to contribute 50% of the cost of one Life Stat CPR System using 2012 WisDOR TRIP revenue received from delinquent Rescue accounts receivable; accept the Colfax EMS Association's donation for the remaining 50% and revisit acquisition of the 2nd system in 2013.

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

Voting against: Trustees Johnson & Stene

Motion carried.

407 High Street Tree – Gene Ziebell, property owner, questioned why his tree must be removed after he trimmed it. President Stene offered comments on the issue.

Motion by President Stene; seconded by Trustee C. Olson to direct the Police Chief arrange for a certified arborist, other than the one used last fall, to inspect the 407 High Street tree and prepare a report on the tree's condition.

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

Voting against: none

Motion carried.

Authorize Filling the Regular Part-Time Emergency Medical Technician Position – Kathleen Morse presented the request to fill the PT EMT due to a recent resignation.

Motion by Trustee Johnson; seconded by Trustee S. Olson to postpone Board action on filling the Regular PT Emergency Medical Technician position.

Voting for: all

Voting against: none

Motion carried.

Authorize Creating a Part-time Summer Laborer to Start May 1, 2012 – President Stene requested the Board consider creating a PT Laborer to assist with mowing, patching and other summer maintenance tasks.

Motion by President Stene; seconded by Trustee C. Olson to create a Temporary Part-Time Summer Laborer job description for Board review.

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

Voting against: none

Motion carried.

Deputy Clerk-Treasurer Temporary Replacement & Medical Leave Work Request – Deputy Clerk-Treasurer Eastman presented a request to fill her position with a temporary employee during her upcoming medical leave.

Motion by Trustee Halpin; seconded by Trustee C. Olson to research the purchase of a laptop for remote access into the Clerk-Treasurer's computer system.

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

Voting against: none

Motion carried.

Motion by President Stene; seconded by Trustee C. Olson to advertise for a temporary part-time Deputy Clerk-Treasurer at \$10.00/hour for 9 a.m. – 3 p.m. Monday-Friday office hours during the upcoming medical leave.

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

Voting against: none

Motion carried.

Filling Administrator/Clerk/Treasurer Position–Temporary & Long-Term – Motion by Trustee C. Olson; seconded by Halpin to appoint Kathleen V. Morse as Interim Administrator-Clerk-Treasurer.

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

Voting against: none

Motion carried.

Motion by President Stene; seconded by Trustee C. Olson to send a letter to the 2011 Administrator-Clerk-Treasurer interviewed finalists to see if they are interested in being considered for the position at the 2011 compensation range.

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

Voting against: none

Motion carried.

Development Projects – Trustee Johnson presented his memo regarding development projects. No Board action taken.

Convert to Paying Invoices Once A Month-2nd Monday, Effective May 1, 2012 – Interim Administrator-Clerk-Treasurer Morse presented a proposal to convert from paying invoices twice a month to once a month and the benefits related to this proposal.

Motion by President Stene; seconded by Trustee C. Olson to convert to paying invoices once a month on the 2nd Monday of the each, effective May 1, 2012.

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

Voting against: none

Motion carried.

Committee/Department Reports – Trustee Halpin distributed a Frac Sand Report for informational purposes only and President Stene distributed a memo regarding a sand processing plant inquiry.

Review/Approval–Bills – Motion by Trustee C. Olson; seconded by Trustee Johnson to approve the bills, as submitted, except the WITC/Knutson training invoice and Wiersgalla/Village invoice.

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

Voting against: none

Motion carried.

Name	Item Description	Amount	Name	Item Description	Amount
ABD Publications	circulation items-library	\$1,530.90	Xcel Energy	Electric - Sewer	\$256.05
Amazon Credit Plan	circulation items-library	\$493.73		Electric - PD Cold Storage	\$34.42
	computer hardware-library	\$175.89		Electric - Well #3	\$400.09
	supplies-library	\$47.44		Electric - Street Lighting	\$244.07
Anthem Blue Cross Blue Shield	March 12 - Admin Life	\$50.15		Electric - Admin	\$82.39
	March 12 - PD Life	\$44.45		Electric - PD	\$82.39
	March 12 - Rescue Life	\$8.45		Electric - Lib	\$82.38
	March 12 - Streets Life	\$20.00		Electric - Street Lighting	\$99.72
	March 12 - Library Life	\$236.60		Electric - Street Lighting	\$182.11
	March 12 - Water/Sewer Credit	-\$88.90		Electric - Streets	\$16.83
Aramark Uniform Service Inc.	Streets - Uniforms	\$13.97		Electric - Water Tower	\$379.92
	W/S - Uniforms	\$8.43		Electric - Ball Field/ Warming	\$56.19
	uniforms/towels-streets	\$13.52		Electric - Well #2	\$417.25
	uniforms/towels-w/s	\$21.64		Electric - Fairgrounds	\$70.22
Baker & Taylor Entertainment	circulation items-library	\$290.73		Electric - Well #1	\$329.67
	circulation items-library	\$66.60		Electric - Street Lights	\$112.97
Best Western InnTownner	PD - TracCS Training 3.6-7.12	\$140.00		Electric - CRS	\$179.81
Bobcat Pro LLC	sanding/snow removal-streets	\$320.00		Electric - W/s	\$179.82
Bremer Bank NA & TK Cogswell	HSA - 3.1.12 Payroll	\$553.85		Electric - Streets	\$179.82
Cedar Country Co-op	cylinder exchange/fill-streets	\$32.13		Electric - Street Lighting	\$81.05
	LP-sewer	\$474.71		Electric - Street Lighting	\$1,057.34
	fuel-streets	\$266.42		Total-General	\$25,495.22
	fuel-water	\$46.02			
	fuel-sewer	\$46.03	Bound Tree Medical, LLC	med supplies-rescue	\$458.50
	supplies-streets	\$8.37	Cardmember Service	CRS - EZ Claim	\$39.00
	supplies-water	\$13.99		CRS - Late Fee	\$31.00
	supplies-sewer	\$13.99	Charter Communications	communications-rescue	\$140.53
Charis Collins	Lib - Mileage Meetings	\$78.54	Medpro Midwest Group	cot service contract-rescue	\$123.00
Chippewa Valley Newspaper	W/S - Employment Ad 2.5 to 2.1	\$430.88	Mississippi Welders Supply Co.	oxygen-rescue	\$67.50
Chipman Tracy	performer-library	\$250.00	Myron Corp	med supplies-rescue	\$10.00
Colfax Community Fire Dept.	March 1 pay request-fire bldg	\$3,754.70	Village Of Colfax	Feb12 payroll - def comp	\$60.00
Colfax Public Schools	Yearbook ad - library	\$50.00		Feb12 payroll - WRS employee-p	\$354.89
Dunn Co Recycling	curbside recycling-Feb12	\$1,131.78		CRS - Feb 12 Heat	\$439.91
Dunn Energy Cooperative	Electric - Cemetery	\$50.00		Dec11 w/s - rescue	\$122.31
Eau Claire Press Company	W/S - Employment Ad Feb. 2012	\$291.42		Wiersgalla - finance ignitors	\$534.88
Brad Erickson	prior month municipal judge se	\$300.00		Verizon-rescue	\$55.73
JH Larson	electrical items-village hall	\$587.57	Viking Disposal Inc.	Jan-Jun12 garbage service-resc	\$96.00
	credit on electrical supplies-	-\$37.61	WI Dept of Workforce Developme	Unemployment - McCoy	\$22.30
Chad Lewis	performer-library	\$42.00	WITC New Richmond	EMT refresher-R Knutson-rescue	\$131.20
Lisa Ludwig	mileage-library	\$84.70	Zoll Medical Corporation	sensor, cuff, supplies-rescue	\$423.20
Mayo Clinic Health Systems	PD - Blood Draw Fee	\$4.00		Total-Rescue	\$3,109.95
Glenwood City Tribune	W/S - WPWD Employment Ad	\$135.00			
	Board - Minutes/Bills 1.9.12 M	\$1,025.85	Commercial Testing Laboratory,	water system testing-water	\$122.20
	2.27.12-3.11.12 mileage-admin	\$339.66	Hawkins, Inc.	caustic soda	\$844.85
Kathleen V. Morse	circulation items-library	\$455.63	Village of Colfax	W - WPWD Employment Ad	\$145.71
One Library Circle	PD - Flash Drives. Fax Paper	\$61.46		S - WPWD Employment Ad	\$145.71
Reliable Office Supply	Muni Court - Legal Services	\$117.81		W - WPWD Employment Ad	\$67.50
Schofield, Higley & Mayer SC	Admin - Legal Services	\$140.61		S - WPWD Employment Ad	\$67.50
	3.1.12 - Payroll Fed Withholdi	\$1,585.16		W - WPWD Employment Ad	\$215.44
Dept. of the Treasury	3.1.12 - Payroll SS Withholdin	\$2,019.21		S - WPWD Employment Ad	\$215.44
	3.1.12 - Payroll Med Withholdi	\$563.06		W - Background Check Thalacker	\$3.50
WE Energies	Admin - Feb 2012 Heat	\$186.69		S - Background Check Thalacker	\$3.50
	PD - Feb 2012 Heat	\$186.69		W - Feb 12 Uniforms	\$4.22
	Lib - Feb 2012 Heat	\$186.69		S - Feb 12 Uniforms	\$4.21
	CRS - Feb 2012 Heat	\$439.91		uniforms/towels-water	\$10.82
WI Dept of Justice	W/S - Background Check Thalack	\$7.00		uniforms/towels-sewer	\$10.82
WI Dept of Revenue	2.16.12 Payroll - State Withho	\$811.76		Blue Ribbon Award-plaque	\$18.20
	3.1.12 - Payroll State Withhol	\$839.01		Bule Ribbon Award-plaque	\$18.20
Woods Run Forest Products	lag screw & bits - police	\$2.42		Kyle's Market - retirement par	\$46.19
				Kyle's Market - retirement par	\$46.19
				Kyle's Market - retirement par	\$5.29
				ChipFalls - job ad	\$116.59
				ChipFalls - job ad	\$116.59
				EauClaire - job ad	\$121.40
				EauClaire - job ad	\$121.40
				JD - fuel	\$54.04
			Water Care Services	Mar-Jun12 softner-water	\$92.80
			Wisconsin Rural Water Assoc.	W - WRWA Conference 2012 - Log	\$150.00
				Total-Water/Sewer	\$2,768.31

Closed Session – Motion by Halpin; seconded by Trustee C. Olson to convene into closed session pursuant to WI Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for Nursing Home Developer's Agreement Negotiation Strategy.

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

Voting against: none

Motion carried.

a. Nursing Home Developer's Agreement Negotiation Strategy (S. Olson left during the closed session)

Motion by Trustee C. Olson; seconded by Trustee Halpin to convene into open session to take any action resulting from the closed session.

Voting for: all

Voting against: none

Motion carried.

Nursing Home Developer's Agreement Negotiation Strategy – No press or public in attendance. No Board action taken.

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

Voting for: all

Voting against: none

Motion carried.

Gary Stene, President

Attest: Kathleen V. Morse, MMC/CMTW/WCPC
Interim Administrator-Clerk-Treasurer