

### **Regular Meeting – May 23 2011**

The May 23, 2011 Village of Colfax Board meeting was held at 7:00 p.m. in the Village Hall. Members Present: President Stene, Trustees Halpin, Laska, C. Olson, S. Olson, Schauer & Johnson. Also Present: Interim Clerk-Treasurer Morse. Absent: none. President Stene called the meeting to order.

**Public Appearances** – Marsha Henderson asked about annexation procedures and was advised to contact an attorney the State Statutes annexation requirements.

Minutes – May 9, 2011 Regular – Motion by Trustee Halpin; seconded by Trustee S. Olson to approve the May 9, 2011 minutes, as submitted.

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

**Training Request-League of WI Municipalities New Officials Workshop–June 10, 2011–Trustee C. Olson** – Motion by Trustee Halpin; seconded by Trustee Laska to approve the June 10 training request from Trustee C. Olson.

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

**Licenses** – none

**Facility Rentals-Graduation Party–June 5, 2011–Peter & Pam Rudie, Camp Out–June 7–9, 2011–Sawdust City Good Sam Club and Family Reunion–July 16, 2011–Lyle Christianson** – Motion by Trustee C. Olson; seconded by Trustee S. Olson to approve the facility rentals for the Rudi, Sawdust City Good Sam Club and Lyle Christianson events.

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

**Communications–Village President** - none

**Public Library Shelving Proposal** – Library Director Ludwig presented a proposal to rebuild the juvenile section shelving and one adult section shelf for approximately \$7,000. The request also includes removing four non-functioning cast iron radiators. No Board action taken.

**Continuing Education Reimbursement Policy–Casual Part-time Police Staff** – Interim Clerk-Treasurer presented the proposed police department policy on Chief Gehring's behalf.

Motion by Trustee Johnson; seconded by Trustee S. Olson to adopt the Continuing Education Reimbursement Policy-Casual Part-time Police Staff, as submitted.

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

**Deputy Clerk-Treasurer Job Description** – Personnel Committee Chair S. Olson presented the 24-30 Hours/Week Part-time Deputy Clerk-Treasurer job description with an orientation wage of \$12.00/hr.

Motion by Trustee C. Olson; seconded by Trustee Halpin to approve the 24-30 Hours/Week Part-time Deputy Clerk-Treasurer job description with an orientation wage of \$12.00/hr.

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

**Colfax Rescue Squad/DPW Building Parking Project** – Trustee Laska presented options for blacktopping the Rescue Squad portion of the facility's parking lot.

Motion by Trustee C. Olson; seconded by Trustee S. Olson to approve the Perfection Paving finish grand, compact and asphalt and Berg's Bobcat Service excavation and removal of unsuitable for a total not to exceed cost of \$8,000.

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

Voting against: none

Motion carried.

**Resolution 11-06, Resolution Adopting the Dunn County Redistricting Committee's 2010 Supervisory District Plan** – Interim Clerk-Treasurer Morse presented the Dunn County's proposed supervisory district plan based on the 2010 Census.

Motion by Trustee Stene; seconded by Trustee S. Olson to postponed action on Resolution 11-06 pending receipt of a District 5 map and clarification on the boundary language in District 5.

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

Voting against: none

Motion carried.

**Discontinue Annual Assessment Roll Mailing** – Interim Clerk-Treasurer Morse presented a proposal to discontinue mailing the annual assessment roll, saving the Village approximately \$500-600/year in printing, postage and personnel costs because the assessment roll is available for public review at any time in the Clerk's Office.

Motion by Trustee C. Olson; seconded by Trustee Halpin to discontinue mailing the annual assessment roll since the roll is available for public review in the Clerk's Office which will save the Village approximately \$500/year in associated costs.

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

Voting against: Trustees S. Olson & Stene

Motion carried.

**Declaration of May 19, 2011 Election Results for Municipal Referendum** – Interim Clerk-Treasurer Morse presented the May 19 special election results.

Motion by Trustee S. Olson; seconded by Trustee C. Olson to accept the May 19, 2011 Referendum Election results as follows: 102-yes and 35-no.

Voting for: all

Voting against: none

Motion carried.

**Softball Field & Building Repairs** – Trustee C. Olson presented estimates for new benches and concrete for dugouts with the cost shared between the Village, Softball Association & Little League.

Motion by Trustee Laska; seconded by Trustee C. Olson to approve the installation of concrete for the dugouts, as presented with the expenses shared with the Softball Association and Little League.

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

Voting against: none

Motion carried.

Motion by Trustee C. Olson; seconded by Trustee Laska to approve the acquisition of four aluminum softball field benches for approximately \$2,200.

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

Voting against: none

Motion carried.

**Colfax Community Fire Department Building Project Update** – President Stene presented an update on the Fire Department's building project including issues relating to the railroad right-of-way next to the Schnidler property. No Board action taken.

**Village Owned Land Appraisal-Lot 6, CSM 2909, Bremer Avenue/Elm Street** – President Stene stated he directed staff to obtain an appraisal of the Village-owned Lot 6, CSM 2909 located at the corner of Bremer Avenue and Elm Street to assist with establishing a possible selling price. No Board action taken.

**2011 Colfax Free Fair Contract-Myers Septic Service, LLC** – Interim Clerk-Treasurer Morse presented the Myers Septic Service Rental & Service Agreement for the 2011 Colfax Free Fair.

Motion by Trustee C. Olson; seconded by Trustee S. Olson to approve the Myers Septic Service Rental & Service Agreement for the 2011 Colfax Free Fair and authorize Trustee Johnson to sign the document.

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

Voting against: none

Motion carried.

**League of Wisconsin Municipalities Handbooks** – Interim Clerk-Treasurer Morse presented the League of WI Municipalities resources for municipal officials.

Motion by Trustee C. Olson; seconded by Trustee Laska to authorize the purchase of Village related resources from the League of WI Municipalities.

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

Voting against: none

Motion carried.

**Administrator/Clerk/Treasurer Position, Job Description, Advertising & Initial Application Review with Public Administration Associates** – Interim Clerk-Treasurer Morse presented an updated regarding the Admin-Clerk-Treasurer position.

Motion by Trustee Johnson; seconded by Trustee S. Olson to set a 7 p.m. June 6, 2011 Personnel Committee meeting to develop the Administrator-Clerk-Treasurer job description.

Voting for: all

Voting against: none

Motion carried.

Trustee S. Olson left at this time.

Motion by Trustee C. Olson; seconded by Trustee Laska to direct Public Administration Associates cease advertising, candidate solicitation and related services on behalf of the Village until further Board direction is provided.

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

Voting against: none

Motion carried.

**Committee/Department Reports** – Trustee Halpin, Public Safety, commented on the Rescue Squad open house, high visibility shirts for employees and recent training. Trustee Laska, Public Property, commented on the Village Hall project. Trustee Schauer, Public Works, commented on the water tower project and water bills. Trustee Johnson, Streets, had no report.

**Bills** – Motion by Trustee C. Olson; seconded by Trustee Schauer to approve the bills, as presented.

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

Voting against: none

Motion carried.

Name	Item Description	Amount	Name	Item Description	Amount
24-7 Telcom	May/Jun/Jul11 - domain hosting	\$59.85	Cedar Country Co-op	oil change-2001 chev	\$27.28
Anthem Blue Cross Blue Shield	life ins-boyd	\$44.45	HD Supply Watenworks, Ltd.	rubber meter washer	\$29.79
	life ins-knutson	\$8.45	Hi-Vac Corporation	freight on plunger kit-sewer	\$11.80
	life ins-faymoville	\$5.90	Tainter Machine	seal kit on drainage cleaner	\$115.00
	life ins-gehring	\$30.05	Village of Colfax	3.26.11 cell - w/s	\$18.68
	life ins-logstlett	\$13.40		4.26.11 cell - w/s	\$18.70
Aramark Uniform Service Inc.	uniforms-w/s	\$12.29		Apr11 retirement-boyd	\$197.98
	uniforms/shop towels-w/s	\$20.79		Apr11 retirement-boyd	\$197.97
	uniforms-streets	\$45.23		5.12.11 wages-boyd	\$846.00
	uniforms/shop towels-streets	\$21.36		5.12.11 ss-employer	\$96.40
Joyce Bates	training/public test	\$10.88		5.12.11 medicare-employer	\$22.54
	nursing home voting	\$10.88		5.12.11 insurance-boyd	-\$87.18
	election day	\$105.13		5.12.11 union dues-boyd	\$17.42
Charter Communications	phone-admin	\$101.14		5.12.11 ss-employee	\$65.30
	phone-police	\$116.02		5.12.11 medicare-employee	\$22.54
	phone-library	\$75.66		5.12.11 federal withholdings	\$179.95
	phone-w/s	\$97.45		5.12.11 state withholdings	\$91.43
Colfax Water & Sewer	2011 hydrant rental	\$65,666.00		5.12.11 wages-boyd	\$796.00
Dunn Co Clerk	Apr11 election costs-village share	\$241.04		phone-w/s	\$97.45
Farm Plan	fuel-w/s	\$86.01		electric-sewer	\$181.69
	supplies-w/s	\$61.81		electric- well 3 - water	\$343.96
	LP-rescue	\$366.00		electric-tower-water	\$364.78
	fuel-police	\$201.11		electric-well 2-water	\$266.77
	fuel-streets	\$247.33		electric-well 1 - water	\$257.42
	supplies-streets	\$22.95		electric-DPW-water	\$83.18
David Frogner	training/public test	\$10.88		electric-DWP-sewer	\$83.18
	election day	\$105.13		fuel-w/s	\$86.01
Ethel B. Frogner	training/public test	\$10.88		supplies-w/s	\$61.81
	nursing home voting	\$10.88		life ins-boyd	\$44.45
	election day	\$105.13		uniforms-w/s	\$12.29
GP Excavating LLC	push blacktop/concrete fill in	\$325.00		uniforms/shop towels-w/s	\$20.79
Hill Trucking	lime rock	\$862.16		<b>Total Water/Sewer</b>	<b>\$4,571.38</b>
LEAGUE OF WI MUNICIPALITIES	Officials Training-C. Olson	\$60.00			
Loretta M. Logstlett	training/public test	\$10.88	AFLAC	insurance-Knutson	\$39.96
	election day	\$105.13	Cartridge World	7 ink cartridges	\$105.56
Menards - Eau Claire	LED retrofit kit	\$25.98	Chippewa Valley Technical College	Basic EMT training-Aspen, BO	\$4,497.96
Kathleen V. Morse	May 9-20 mileage	\$416.16	Countryside Pibg & Htg Inc	move t-stat 1st to 2nd floor,	\$559.57
Hazel Obermueller	election day	\$105.13		sales tax exempt	-\$29.17
PC Technology	update drivers, Windows & clea	\$160.50	Don Knutson	reimburse hotel charges pd by em	\$130.46
Short Elliot Hendrickson	landfill monitoring-2 yr contr	\$1,050.00	Emergency Medical Products	technical supplies	\$19.39
Tru Lock & Security Inc.	re-key Ball Park concession doo	\$534.05		nitrile gloves, monitor, immobi	\$674.86
Verizon Business	4.26.11 cell - police	\$22.12		suction tubing/cylinder holder	\$142.37
	4.26.11 cell - streets	\$9.31	Medpro Midwest Group	coat service, safety mount syst	\$66.46
	4.26.11 cell - judge	\$1.19	Village Of Colfax	3.26.11 cell - rescue	\$85.48
	4.26.11 cell - rescue	\$86.03		4.26.11 cell - rescue	\$86.03
	4.26.11 cell - w/s	\$18.70		Apr11 retirement-rescue	\$656.80
Viking Disposal Inc.	Mar11 curbside recycling-apart	\$1,703.00		5.12.11 state withholdings	\$156.50
Weld, Riley, Prenn & Ricci, S.	grievance-Boyd	\$1,544.00		5.12.11 federal withholdings	\$187.04
WI Dept of Revenue	5.12.11 state withholdings-w/s	\$91.43		5.12.11 ss-employee	\$212.71
	5.12.11 state withholdings-res	\$156.50		5.12.11 medicare-employee	\$73.44
	5.12.11 state withholdings-gen	\$675.00		5.12.11 ss-employer	\$313.98
WI Dept of Workforce Dev.	unemployment-rescue	\$57.06		5.12.11 medicare-employer	\$73.44
	unemployment-Stearns	\$42.75		5.12.11 deferred comp	\$40.00
WI Dept of Employee Trust Fund	Apr11 retirement-w/s	\$395.95		5.12.11 union dues-knutson	\$34.84
	Apr11 retirement-streets	\$419.82		5.12.11 insurance-knutson	-\$211.24
	Apr11 retirement-rescue	\$656.80		electric - rescue	\$166.37
	Apr11 retirement-admin	\$722.90		unemployment-Dohms	\$29.30
	Apr11 retirement-library	\$454.08		unemployment-McCoy	\$27.76
	Apr11 retirement-police	\$573.46		LP-rescue	\$366.00
Xcel Energy	sewer plant	\$181.69		life ins-knutson	\$8.45
	PD cold storage	\$31.85	WI Dept of Workforce Development	unemployment-Henrichs V	\$32.79
	well 3 - water	\$343.96		unemployment-McCoy	\$27.76
	street lights	\$181.20		unemployment-Rice	\$88.84
	Village Hall - library	\$85.20	Zoll Medical Corporation	adult reusable sensor	\$295.00
	Village Hall - police	\$85.20		<b>Total Rescue</b>	<b>\$5,959.73</b>
	Village Hall - admin	\$85.20			
	street lights	\$70.37			
	street lights	\$131.88			
	garage - streets	\$15.18			
	tower - water	\$364.78			
	ball field/warming house	\$30.90			
	pump 2 - water	\$266.77			
	fair grounds - parks	\$74.22			
	well 1 - water	\$257.42			
	street lights	\$87.15			
	DPW Bldg - rescue	\$166.37			
	DPW bldg - streets	\$166.37			
	DPW bldg - water/sewer	\$166.36			
	street lights	\$1,118.91			
	<b>Total General</b>	<b>\$83,110.15</b>			

**Closed Session – none**

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 Clerk-Treasurer