

### **Regular Meeting – September 12, 2011**

The September 12, 2011 Village of Colfax Board regular meeting was held at 7:00 p.m. in the Village Hall. Members Present: President Stene, Trustees, Halpin, S. Olson, Schauer & Johnson. Also Present: Interim Clerk-Treasurer Morse. Excused: Trustees C. Olson & Laska. Absent: none. President Stene called the meeting to order.

**Public Appearances** – none

**Consent Agenda** – Motion by Trustee Halpin; seconded by Trustee Johnson to approve the August 20, 2011 Special, August 22, 2011 Special and August 22, 2011 Regular minutes, as submitted.

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

Motion by Trustee Halpin; seconded by Trustee S. Olson to postponed Board action on the ball field/facilities rental application until the Village has confirmed with the Colfax Softball Association that the Tom Prince ball field and facilities are available for Liberty Aaron's use on May 19, 2012.

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

Motion by Trustee Halpin; seconded by Trustee S. Olson to approve the following facility rental applications: June 5-7, 2012 Sawdust City Good Sam Club–Fairgrounds and June 23, 2012 Graduation Party–Patricia Longdo-Fairgrounds.

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

**Communications** – President Stene distributed various communications received from Village residents.

**Wastewater Lagoon Streambank Restoration Project** - Jeremiah Wendt, SEH, presented a \$172,562 estimate for the lagoon streambank restoration, plus \$47,000 for engineering/permits/bid documents. No Board action taken.

**December 2011 Retirement-Mike Boyd** – Interim Clerk-Treasurer Morse distributed Mike Boyd's August 31, 2011 letter of intent to retire December 16, 2011. The Personnel Committee will meet on this topic on October 10, 2011 at 5:30 p.m. with Mike Boyd at the meeting. No Board action taken.

**2011 Street & Utility Improvements-First Avenue–Master Agreement for Professional Services** - Casey Werner, Ayers & Associates, presented an agreement to provide engineering, special assessment, bid documents, specifications, etc. for an estimate of \$23,400.

Motion by Trustee Schauer; seconded by Trustee Halpin to approve the 2011 Street & Utility Improvements-First Avenue–Master Agreement for Professional Services with Ayers & Associates to provide engineering, special assessment, bid documents, specifications, etc. for an estimate of \$23,400.

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

**2011 Street Projects Change Orders–East First Avenue, West Third Avenue & Dunn Street** – Trustee Johnson presented the proposed street project change orders.

Motion by Trustee S. Olson; seconded by Trustee Stene to approve the East First Avenue, West Third Avenue and Dunn Street change orders *as presented*.

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

**Street Department Snow Plow & Tires Acquisition** – Trustee Johnson presented quotes for a plow and tires.

Motion by Trustee Halpin; seconded by Trustee Schauer to authorize the acquisition of four mounted loader tires from Cedar Country Coop for \$9,295.96 using Street Department capital replacement funds.

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

Voting against: none

Motion carried.

Motion by Trustee Schauer; seconded by Trustee S. Olson to authorize the acquisition of and one loader snow plow, including a trade-in, from McKenzie Supply & Equipment for \$5,955.00 using Street Department capital replacement funds.

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

Voting against: none

Motion carried.

**2011 Don's Sweeper Service Contract-Use of Village Facilities, Service Schedule and Invoice for August/September Services** – Interim Clerk-Treasurer Morse presented the service contract and Trustee Laska's communications regarding street sweeping services. No Board action was taken on the use of Village Facilities or Invoice for August/September Services. The Village Board will request an explanation from the vendor and review it at the next Board meeting

**EMT & Ambulance Standby for Events Policy** – Trustee Halpin and Rescue Director Knutson presented the proposed standby policy.

Motion by Trustee Halpin; seconded by Trustee Stene to adopt the EMT & Ambulance Standby for Events Policy, as presented.

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

Voting against: none

Motion carried.

**Village Forester Appointment-Richard Johnson** - Motion by Trustee S. Olson; seconded by Trustee Stene to appoint Richard Johnson as Village Forester.

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

Voting against: none

Motion carried.

**Reschedule September 12, 2011 Public Hearing-Trees for October 24, 2011** – Motion by Trustee S. Olson; seconded by Trustee Halpin to reschedule the public hearing for trees for October 24, 2011.

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

Voting against: none

Motion carried.

**Ordinance 2011-04, An Ordinance Regarding Regulations Concerning Concealed Firearms & Weapons** – Interim Clerk-Treasurer Morse presented information on Act 35, which relates to concealed firearms and weapons.

Motion by Trustee Halpin; seconded by Trustee Johnson to adopt Ordinance 2011-04, An Ordinance Regarding Regulations Concerning Concealed Firearms & Weapons.

Voting for: Trustees Schauer, Johnson, Halpin & Stene

Voting against: Trustee S. Olson

Motion failed (requires majority vote of the governing body).

**Discipline & Grievance Procedures Per Wisconsin Act 10** – Interim Clerk-Treasurer Morse presented background on the Act 10 grievance procedures and a sample policy. The Personnel Committee will meet on September 19, 2011 at 7:30 p.m. to develop a discipline and grievance procedures policy. No Board action taken.

**Set October 24, 2011 Public Hearing-Ordinance 2011-06, An Ordinance Annexing Territory to the Village of Colfax and Establishing a Zoning Classification Therefore** – Interim Clerk-Treasurer Morse presented the Village Attorney's draft annexation ordinance and public hearing notice.

Motion by Trustee Johnson; seconded by Trustee Schauer to set the October 24, 2011 public hearing for Ordinance 2011-06, An Ordinance Annexing Territory to the Village of Colfax and Establishing a Zoning Classification Therefore.

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

**Set Public Hearing Date-Not Earlier than October 20, 2011-Conditional Use Permit For Construction of a Fire Station Within the Business Zoning District (B2) - Colfax Community Fire Department** – Interim Clerk-Treasurer Morse presented information on the conditional use permit procedures.

Motion by Trustee Johnson; seconded by Trustee Schauer to set the October 24, 2011 public hearing for a conditional use permit for construction of a fire station within a Business Zoning District (B2) for the Colfax Community Fire Department.

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

**WisDOR Tax Intercept Refund Program-Uncollectible Rescue Squad Services Invoices** – Trustee Halpin addressed the Village's ability to utilize the WisDOR TRIP for delinquent accounts receivable.

Motion by Trustee S. Olson; seconded by Trustee Halpin to utilize the WisDOR Tax Intercept Refund Program for delinquent accounts receivable, including rescue squad services, and direct the Administrator-Clerk-Treasurer be responsible for implementing and maintaining the program, as presented.

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

**Public Safety Committee – Full Time Police Officer Replacement** – Trustee Halpin presented the Public Safety Committee's actions regarding the full-time police officer vacancy. The Board discussed having the Personnel Committee handle this issue.

Motion by Trustee Halpin; seconded by Trustee Stene to authorize the Public Safety Committee to proceed with the hiring process for the full time police officer, as the Committee recommends.

Voting for: Trustees Schauer & Halpin  
Voting against: Trustees Stene, Johnson & S. Olson  
Motion failed.

President Stene directed Personnel Committee Chair S. Olson to set a Committee meeting for this issue.

**Reports/Comments** – Committee Chairs updated the Board on recent committee meetings. Interim Clerk-Treasurer Morse distributed the August 2011 General, Rescue and Water/Sewer revenue/expense reports.

**Review/Approval-Bills** – Motion by Trustee Halpin; seconded by Trustee S. Olson to approve the bills, as submitted.

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

Name	Item Description	Amount	Name	Item Description	Amount
A Little Slice of Italy	admin meet/greet refreshments	\$269.37	Kathleen V. Morse	EECDBG project sign frame from	\$9.00
Anthem Blue Cross Blue Shield	Sep11 dental ins-w/s	\$158.15		8.22.11-9.10.11 mileage	\$566.10
	Sep11 dental ins-police	\$316.30			\$575.10
	Sep11 dental ins-rescue	\$158.15	Municipal Treasurer Assn. of W	MTAW membership dues-Eastman	\$20.00
	Sep11 dental ins-streets	\$158.15	Nancy Odom	8.20.11 fac use refund-bldg sm	\$30.00
	Sep11 dental ins-library	\$158.15	Perfection Paving Co.	rescue squad parking lot proje	\$5,884.00
		<u>\$948.90</u>	Public Administration Associat	Admin-Clerk-Treas consulting s	\$6,000.00
Anthem Blue Cross Blue Shield	Sep11 life ins-w/s	\$44.45		expenses-phone, mileage, copie	\$1,429.80
	Sep11 life ins-police	\$35.95			\$7,429.80
	Sep11 life ins-rescue	\$8.45	Schilling Supply Company	paper towels/tissue-parks	\$239.24
	Sep11 life ins-streets	\$13.40	Schofield, Higley & Mayer SC	trees-legal	\$66.50
		<u>\$102.25</u>		annexation-legal	\$247.00
Aramark Uniform Service Inc.	uniforms/towels-w/s	\$24.43		weapons/public bldgs-legal	\$54.50
	uniforms/towels-streets	\$17.57		court-legal	\$199.50
	uniforms/towels-w/s	\$24.43			\$567.50
	uniforms/towels-streets	\$17.57	Dept. of the Treasury	8.18.11 fed withholdings	\$1,626.02
	uniforms/towels-w/s	\$24.43		8.18.11 ss	\$1,965.33
	uniforms/towels-streets	\$17.57		8.18.11 medicare	\$548.06
	uniforms-w/s	\$11.27		8.19.11 fed withholding	\$10.00
	uniforms-streets	\$11.13		8.19.11 ss	\$25.58
	uniforms-w/s	\$11.27		8.19.11 med	\$7.14
	uniforms-streets	\$11.13		9.1.11 payroll-fed withholding	\$1,650.86
	uniforms-w/s	\$11.27		9.1.11 payroll-ss	\$1,899.25
	uniforms-streets	\$11.13		9.1.11 payroll-medicare	\$529.64
	towels/uniforms-w/s	\$24.43			\$8,261.88
	towels/uniforms-streets	\$17.57	WE Energies	heat-admin	\$4.05
		<u>\$235.20</u>		heat-police	\$4.05
Mark A Baker	admin position interview milea	\$465.09		heat-library	\$4.05
Bauman Associates, Ltd.	GASB 14	\$520.00		heat-w/s	\$4.89
	tie in general to w/s	\$150.00		heat-streets	\$4.89
	tie in w/s to general	\$371.00		heat-rescue	\$20.83
	rescue fund	\$976.75			\$42.76
	PSC water rate application	\$725.25	WI Dept of Revenue	8.4.11 payroll	\$924.87
		<u>\$2,743.00</u>	WI Dept of Workforce Dev.	unemployment-dohms	\$12.55
Bear Valley, Inc.	street light supply	\$119.60		unemployment-jenatscheck	\$276.00
Bremer Bank & Pete Gehring	9.1.11 HSA-police	\$151.57		unemployment-dohms	\$14.65
Bremer Bank, N.A.	principal-TID 3	\$6,547.99		unemployment-jenatscheck	\$27.91
	interest-TID 3	\$7,163.73		unemployment-dohms	\$14.65
		<u>\$13,711.72</u>		unemployment-jenatscheck	\$157.86
Cedar Corporation	Village Hall-EECDBG grant proj	\$1,709.60			\$503.62
	CDBG home loan program admin	\$127.65	WI Dept of Employee Trust Fund	Oct11 health ins-w/s	\$2,098.70
		<u>\$1,837.25</u>	WI Dept of Employee Trust Fund	Oct11 health ins-rescue	\$2,098.70
Charter Communications	communications-rescue	\$102.94	WI Dept of Employee Trust Fund	Aug11 WRS-w/s	\$434.93
Thomas Cogswell	interview mileage	\$299.70	WI Dept of Employee Trust Fund	Aug11 WRS-rescue	\$715.24
Dons Sweeper Service/Don Logsl	8.30.11 sweeping	\$490.00	WI Dept of Employee Trust Fund	Aug11 WRS-admin	\$562.41
	9.1.11 sweeping	\$882.00	WI Dept of Employee Trust Fund	Aug11 WRS-police	\$802.32
	9.9.11 sweeping	\$196.00	WI Dept of Employee Trust Fund	Aug11 WRS-streets	\$477.93
		<u>\$1,568.00</u>	WI Dept of Employee Trust Fund	Aug11 WRS-library	\$524.83
Dunn Co Recycling	Aug11 recycling	\$1,131.78	WI Dept of Employee Trust Fund	Aug11 WRS-cemetery	\$165.88
Dunn Energy Cooperative	electric-cemetery	\$54.19			\$8,096.01
Brad Erickson	Aug11 municipal judge	\$300.00	Wiersgalla Co.	Village Hall AC	\$131.87
H & H Plumbing, LLC	remove library radiators	\$1,350.00		sales tax exempt	\$-6.87
John Deere Financial	8.14.11 rescue acct	\$236.42			\$125.00
	supplies-w/s	\$28.68	Wis Municipal Clerks Associati	2011 WMCA dues-Jessica	\$20.00
	supplies-library	\$66.94		Aug11 WMCA conference-Jessica	\$170.00
	supplies-police	\$12.36			\$190.00
	fuel-police	\$173.54	WI Professional Police Assn.	union dues-w/s	\$37.75
	fuel-cemeteries	\$183.89		union dues-streets	\$37.75
	supplies-streets	\$68.72		union dues-rescue	\$37.75
	fuel-streets	\$234.11			\$113.25
	supplies-parks	\$45.13	Zempel Appraisal Service	Sep11 assessing services	\$700.00
	fuel-parks	\$183.90		<b>Total-General</b>	<b>\$63,947.09</b>
		<u>\$1,233.69</u>			
Kalahari Resort	3 nights-WMCA conference	\$210.00			
Herbert A. Maves	balance due on shelving projec	\$2,850.00			
Glenwood City Tribune	water disconnection notices	\$81.00			
	7.19.11 minutes	\$24.55			
	7.11.11 minutes	\$151.59			
	7.25.11 minutes	\$253.00			
	7.25.11 bills	\$264.74			
		<u>\$774.88</u>			

Motion by Trustee S. Olson; seconded by Trustee Halpin to convene into closed session pursuant to WI Statutes 19.85(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 the Colfax Community Fire Department Developer's Agreement.

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

a. Colfax Community Fire Department Developer's Agreement

Motion by Trustee S. 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.

**Colfax Community Fire Department Developer's Agreement – No press or public in attendance.**

Motion by Trustee Halpin; seconded by Trustee Schauer to authorize Interim Clerk-Treasurer Morse to utilize Weld/Riley/Prenn/Ricci Law Office for developing a Colfax Community Fire Department Developer's Agreement.

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

Motion by Trustee Halpin; seconded by Trustee Johnson to adjourn.

Voting for: all  
Voting against: none  
Motion carried.

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

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Gary Stene, President