

Regular Meeting - September 26, 2011

The September 26, 2011 Village of Colfax regular 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 – Troy Knutson distributed his June 2012 facility rental application that will be on the October 2011 Board agenda.

Consent Agenda – Motion by Trustee C. Olson; seconded by Trustee S. Olson to approve the following items:

- Minutes–September 12, 2011 Regular
- Training Requests - October 2011 Intermediate Tech Refresher - Multiple Rescue Department Employees; January-February 2012 EMT Basic Refresher - Multiple Rescue Department Employees; October 13, 2011 WMCA District II Meeting–Tom Cogswell & Jessica Eastman and October 21, 2011 – Workhorse Software Seminar–Tom Cogswell & Jessica Eastman
- Facility Rentals - May 19, 2012 Graduation Party-Liberty Aaron-Tom Prince Ball Field & Facilities and June 30, 2012 Family Reunion-Marlene Leach – Fairgrounds FFA Building
Voting for: Trustees Halpin, Laska (abstaining on Rescue Department training), C. Olson, S. Olson, Schauer, Johnson & Stene
Voting against: none
Motion carried.

Communications – President Stene stated he authorized the Colfax Community Fire Department to move dirt at its new facility location, but no construction is permitted until all Village requirements have been met.

Semi Truck Used for Storage at Midwest Classics, 503 East 3rd Avenue - Brian Longdo, property owner, updated the Board on his storage unit project with an estimated October 15, 2011 completion date. No Board action taken.

Village Hall Renovation Project Update, Pay Request #1 and Change Order #1 - Travis Schroeder, Cedar Corp, updated the Board on the Village Hall renovation project, including the pay request and change order.

Motion by Trustee C. Olson; seconded by Trustee Laska to approve the Dell Construction \$69,540.00 Pay Request #1, as submitted.

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 S. Olson to approve the Dell Construction (\$14,940.14) Change Order #1, as submitted.

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

Dunn County Economic Development Corporation Report - Chris Smith, DCEDC Director, presented his September 2011 activity report. No Board action taken.

Dunn County Teen Court Participation – Interim Clerk-Treasurer Morse presented Police Chief Gehring's information regarding participating in Dunn County's teen court program.

Motion by Trustee Halpin; seconded by Trustee C. Olson to authorize Village participation in the Dunn County Teen Court Program.

Voting for: Trustees Halpin, Laska, C. Olson, Schauer, Johnson & Stene
Voting against: Trustee S. Olson
Motion carried.

Possible Abolishment of Municipal Court Effective May 1, 2012 – Interim Clerk-Treasurer Morse presented Police Chief Gehring's report regarding abolishment of municipal court, including the financial impact.

Motion by Trustee Laska; seconded by Trustee C. Olson to postpone Board action on possible abolishment of

municipal court effective May 1, 2012 and direct Police Chief Gehring attend the October 10, 2011 Board meeting and present additional information including travel and overtime expenses and any other financial considerations.

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

Voting against: none

Abstaining: Trustee S. Olson

Motion carried.

Water/Wastewater Operator Vacancy Due to December 2011 Retirement; Job Description

Review/Development and Process & Time Line for Filling Vacancy – Since the Personnel Committee established an outline for this issue, no Board action was taken.

2011 Don's Sweeper Service Contract Service Schedule & August/September Sweeping Update – Interim Clerk-Treasurer Morse presented Don Logslett's September 23, 2011 letter addressing the Board's concerns regarding the 2011 street sweeping contract. President Stene will draft a letter to Don Logslett explaining that any deviations to contracts shall be presented to the Board in advance for its consideration.

Menomonie Fire Department Ambulance Emergency Service Mutual Aid Reciprocal Agreement & Advanced Life Support Intercept Agreement – Trustee Halpin presented the Menomonie Fire Department's proposed agreements.

Motion by Trustee C. Olson; seconded by Trustee Halpin to approve the Menomonie Fire Department Ambulance Emergency Service Mutual Aid Reciprocal Agreement & Advanced Life Support Intercept Agreement and authorize the Village President to sign the documents.

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

Voting against: none

Motion carried.

Rescue Squad Electric Cot & Stair Chair Acquisition – Trustee Halpin presented preliminary cost estimates for rescues squad equipment. Interim Clerk-Treasurer Morse will research lease/purchase options and the issue will be presented at a future Board meeting. No Board action taken.

Employee Safety Training Utilizing the Village's Insurance Carrier's Programs – Trustee Halpin suggested the Board utilize LWMMI's safety training program.

Motion by Trustee Johnson; seconded by Trustee S. Olson to direct administrative staff to coordinate LWMMI risk management practices for all Village employees.

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

Voting against: none

Motion carried.

Employee Grievance Policy – Trustee S. Olson presented the Personnel Committee's proposed Employee Grievance Policy.

Motion by Trustee S. Olson; seconded by Trustee C. Olson to adopt the Employee Grievance Policy, as submitted.

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

Voting against: none

Motion carried.

Ordinance 2011-04, An Ordinance Regarding Regulations Concerning Concealed Firearms & Weapons – Interim Clerk-Treasurer Morse explained the September 12, 2011 vote lacked majority vote of the governing body.

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

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

Voting against: none

Abstaining: Trustee S. Olson

Motion carried.

Approve Election Inspector Job Description & Authorize Advertising for January 1, 2012-December 31, 2014 Election Inspectors – Interim Clerk-Treasurer Morse presented information regarding the 2013-2014

election inspector appointment process.

Motion by Trustee C. Olson; seconded by Trustee S. Olson to approve the Election Inspector job description, as presented, authorize advertising for January 1, 2013-December 31, 2014 Election Inspectors at \$7.25/hr (2011 rate) and utilize Wisconsin State Statutes 7.30(2)(am) regarding student election inspectors.

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

Voting against: none

Motion carried.

Donation Acceptance–Wisconsin Municipal Clerks Association Conference Registration Fee from Kathy Morse – Interim Clerk-Treasurer Morse presented the donation.

Motion by Trustee S. Olson; seconded by Trustee Laska to accept the Wisconsin Municipal Clerks Association August 2012 conference registration scholarship for Jessica Eastman donated by Kathy Morse in memory of John Jahr.

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

Voting against: none

Motion carried.

Committee/Department Reports – Interim Clerk-Treasurer Morse distributed the August 2011 Police Department operational report and September 14, 2011 Dunn County Clean Sweep report. Committee Chairs updated the Board on recent committee meetings.

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

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

Voting against: none

Motion carried.

Name	Item Description	Amount	Name	Item Description	Amount
Amazon Credit Plan	circulation items-library	149.76	WE Energies	heat-admin	7.88
Anthem Blue Cross Blue Shield	Oct11 dental-w/s	158.15		heat-library	7.88
	Oct11 dental-rescue	158.15		heat-police	7.88
	Oct11 dental-police	316.30		heat-pd cold storage	22.09
	Oct11 dental-streets	158.15		heat-w/s	4.80
	Oct11 dental-library	158.15		heat-streets	4.81
		<u>948.90</u>			<u>55.34</u>
AOH Family Practice	pre-employment physical-admin	132.75	WI Academy of Sciences, Arts &	subscription-library	20.00
Aramark Uniform Service Inc.	uniforms-w/s	11.27	WI Dept of Administration	TEACH services-library	600.00
	uniforms-streets	11.13	WI Dept of Revenue	8.18.11 state withholdings	816.64
	uniforms/towels-w/s	24.43		8.19.11 state withholdings	2.55
	uniforms/towels-streets	17.57			<u>819.19</u>
		<u>64.40</u>	WI Dept of Workforce Dev.	unemployment-dohms	9.94
Aspirus Grand View	pre-employment screening-admin	74.00		unemployment-jenatscheck	216.00
Baker & Taylor Entertainment	circulation items-library	205.09			<u>225.94</u>
Bear Valley, Inc.	street light by post office	286.95	WMCA District II	WMCA District II meeting-Eastm	40.00
Bremer Bank & Pete Gehring	9.15.11 HSA-police	151.57	WPS Health Insurance	health ins-police	1,583.25
Cardmember Service	circulation items-library	93.88	Xcel Energy	electric-sewer	127.53
Cedar Corporation	revolving loan services	159.95		electric-pd cold storage	28.61
	revolving loan admin	169.00		electric-well 3	306.05
		<u>328.95</u>		electric-street lights	188.89
Charter Communications	communications-police	115.47		electric-admin	91.23
	communications-library	75.70		electric-library	91.23
	communications-admin	99.40		electric-police	91.24
	communications-w/s	97.49		electric-street lights	77.50
		<u>388.06</u>		electric-street lights	131.43
Citgo Petroleum Corporation	fuel-w/s	88.87		electric-streets	15.22
	fuel-streets	66.63		electric-water tower	17.06
	fuel-parks	7.84		electric-ball field/warming ho	214.78
	fuel-rescue	759.17		electric-well 2	242.30
	fuel-police	383.31		electric-fair grounds	98.14
		<u>1,305.82</u>		electric-well 1	203.40
Colfax Community Fire Dept.	2% fire dues distribution	1,773.37		electric-street lights	85.06
	7.22.11 1011 University Avenue	315.00		electric-rescue	139.03
		<u>2,088.37</u>		electric-streets	139.03
Colfax Water & Sewer	Pember, Sunstrum, Senn, J&R La	200.00		electric-water	69.51
Dunn Co Highway Department	4.18.11 & 4.5.11 cold mix	171.90		electric-sewer	69.51
Dunn Co Recycling	clean sweep latex paint dispos	88.00		electric-street lights	79.65
E. O. Johnson Office Technolog	2010 4th quarter copier lease	81.00		electric-street lights	1,039.26
Ebsco Accounts Receivable	circulation items-library	1,407.56			<u>3,545.66</u>
GALE	circulation items-library	116.98		Total-General	<u>20,791.44</u>
	circulation items-library	23.40			
		<u>140.38</u>			
John Deere Financial	9.14.11 rescue items	110.53			
Karl's Chevrolet, Inc	vehicle service-police	24.55			
	services-w/s	87.00			
	services-w/s	176.45			
		<u>288.00</u>			
Audio Adventures	circulation items-library	114.30			
	circulation items-library	10.00			
		<u>124.30</u>			
Mayo Clinic Health Systems	medical services-police	40.00			
Glenwood City Tribune	one yr subscription-admin	30.00			
	ad-library	44.00			
		<u>74.00</u>			
MidAmerica Books	circulation items-library	138.21			
	shipping/handling	-12.56			
		<u>125.65</u>			
Orkin Pest Control	Village Hall shock treatment	400.00			
Reliable Office Supply	file folders, toner, office su	95.26			
	office supplies	37.46			
		<u>132.72</u>			
Schilling Supply Company	restroom supplies-village hall	147.36			
Marvin R. Topper	cemetery software on-site trai	100.00			
United States Treasury	9.15.11 fed withholdings	1,571.02			
	9.15.11 ss/med	2,295.47			
		<u>3,866.49</u>			
Upstart	circulation items-library	32.45			
Verizon Business	cell-w/s	5.53			
	cell-streets	5.52			
	cell-rescue	55.60			
	cell-court	1.19			
	cell-police	45.39			
	broadband-police	39.99			
		<u>153.22</u>			

Cedar Country Coop	27 DPM part-sewer	105.99	Bound Tree Medical, LLC	dextrose, sodium chloride, etc	353.44
Colfax Rescue Squad	9.15.11 wells	75.00		Jan 21, 2009 credit	-145.80
Hawkins, Inc.	conditioner, caustic soda	588.13			<u>207.64</u>
	caustic soda	557.70	Country Shoppe	plant-Glen Johnson	52.75
		<u>1,145.83</u>		sales tax	-2.75
Public Service Commission of W	assessment	238.33	Jefferson Fire & Safety, Inc.	light bulbs	31.53
	water rate review	144.48	Practice Management Informatio	2012 coders	99.55
		<u>382.81</u>	Village Of Colfax	9.15.11 def comp	20.00
Short Elliot Hendrickson	lagoon streambank erosion proj	1,881.53		9.15.11 fed withholdings	242.51
Village of Colfax	9.15.11 payroll-insurance-sewe	-43.59		9.15.11 medicare	158.48
	9.15.11 payroll-insurance-wate	-43.59		9.15.11 ss	568.46
	9.15.11 payroll-med-sewer	11.38		9.15.11 state withholdings	176.82
	9.15.11 payroll-med-water	11.39		9.15.11 union dues	17.42
	9.15.11 payroll-sewer	803.60		bit, tie wrap, etc.	6.68
	9.15.11 payroll-ss-sewer	48.67		electric-rescue	139.03
	9.15.11 payroll-ss-water	48.67		fuel-rescue	759.17
	9.15.11 payroll-water	803.60		fuel-rescue	103.85
	9.15.11 payroll-wells	50.00		Oct11 dental-rescue	158.15
	brake leak-sewer	43.50		unemployment-dohms	9.94
	brake leak-water	43.50			<u>2,360.51</u>
	communications-sewer	48.74		Total-Rescue	<u><u>2,749.23</u></u>
	communications-water	48.75			
	electric-sewer	127.53			
	electric-sewer	69.51			
	electric-tower	17.06			
	electric-water	69.51			
	electric-well 1	203.40			
	electric-well 2	242.30			
	electric-well 3	306.05			
	fuel-sewer	44.43			
	fuel-water	44.44			
	Jul-Sep11 Clerk - 13 wks x 2.5	1,130.68			
	Jul-Sep11 Clerk - 13 wks x 2.5	1,130.68			
	Jul-Sep11 Deputy - 13 wks x 8	1,248.00			
	Jul-Sep11 Deputy - 13 wks x 8	1,248.00			
	Jul-Sep11 retirement - admin -	413.89			
	Jul-Sep11 retirement - admin -	413.88			
	Jul-Sep11 ss/med - admin - sew	181.97			
	Jul-Sep11 ss/med - admin - wat	181.97			
	misfire repair-sewer	88.22			
	misfire repair-water	88.23			
	Oct11 dental-sewer	79.07			
	Oct11 dental-water	79.08			
	refund 3.10.11 overpymt	2,263.56			
	refund 8.19.11 overpymt	2,000.00			
	refund 8.19.11 overpymt	13,196.00			
	refund 8.19.11 overpymt	2,782.00			
	uniforms/towels-sewer	12.21			
	uniforms/towels-water	12.22			
	uniforms-sewer	5.63			
	uniforms-water	5.64			
		<u>29,559.78</u>			
	Total-Water/Sewer	<u><u>33,150.94</u></u>			

Motion by Trustee S. Olson; seconded by Trustee C. Olson to convene into closed session pursuant to WI Statutes 19.85(1)(c) considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Casual Part-time EMT Appointment–Tanner J. Tempas.

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

Voting against: none

Motion carried.

a. Part-time EMT Appointment–Tanner J. Tempas

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.

Part-time EMT Appointment–Tanner J. Tempas – No press or public in attendance.

Motion by Trustee S. Olson; seconded by Trustee Halpin to appoint Tanner J. Tempas as a casual part-time EMT .

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

Voting against: none

Motion carried.

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

Voting for: all

Voting against: none

Motion carried.

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

Gary Stene, President