

**Village of Colfax
Village Board
Regular Meeting Agenda
Monday, January 25, 2016
Colfax Village Hall
7:00 p.m.**

1. Call to Order
2. Roll Call
3. Public Appearances
4. Consent Agenda
 - a. Minutes
 - i. Regular Board Meeting Minutes, January 11, 2016
 - b. Training Requests- none
 - c. Facility Rentals -none
 - d. Licenses - none
5. Communications – Village President
6. Consideration Items
 - a. Anytime Fitness Agreement 2016-2017
 - b. Municipal Building exterior project update
 - c. WISCAP/RCAP enrollment form
7. Committee/Department Reports (items not for discussion or action)
 - a. Rescue Squad – *December 2015 Report*
 - b. Public Works Department - *Winter Projects updated*
8. Review/Approval – Bills – January 11, 2016 to January 24, 2016
9. Adjourn

Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Lynn M. Niggemann, Administrator-Clerk-Treasurer, 613 Main Street, Colfax, WI (715) 962.3311 by 2:00 p.m. the Friday prior to the meeting so that any necessary arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Regular Board Meeting –January 11, 2016

The January 11, 2016 Village of Colfax Regular Board meeting was held at 7:00 p.m. at the Colfax Village Hall. Members present: President Gunnufson, Trustees Klukas, Burcham, Wolff, Davis and Halpin. Excused: Trustee Schieber. Other Present: Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

Public Appearances – none.

Regular Board Meeting Minutes, December 28, 2015 – A motion was made by Trustee Halpin and seconded by Trustee Klukas to approve both the Regular Board Meeting Minutes of December 28, 2015. Voting For: Trustees Klukas, Burcham, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Training Requests- none.

Facility Rental – none.

Licenses –A motion was made by Trustee Wolff and seconded by Trustee Davis to approve the Temporary Class “B”/“Class B” Retailer’s Licenses for the Colfax Women’s Club on January 30, 2016 for the 50th Anniversary Wine Tasting Gala. Voting For: Trustees Halpin, Davis, Wolff, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

Communications- President Gunnufson mentioned that the Village has an ordinance which states that snowmobiles are prohibited on Village property unless they are on designated trails.

Zempel Appraisals-2016-2017 Assessment Agreement – A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the 2016-2017 Assessment Agreement with Zempel Appraisals. Voting For: Trustees Klukas, Burcham, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

A Breeze Construction LLC – Payment Timeline – The Board members discussed the request from A Breeze Construction asking for a 10% deposit now, 40% at the start date of the project and the remaining 50% net 30 days upon completion of the project. The expected project length is approximately 30 days with the Village project to be the first project in 2016. The Board would like a finish date no later than June 30, 2016 listed in the agreement with a penalty of \$500 for each day after June 30, 2016 which the project is not complete. The Board is a little apprehensive due to all the delays, changes in the plans and reasoning provided as to why the project did not happen in 2015.

A motion was made by Trustee Halpin and seconded by Trustee Klukas to have Niggemann request more details from A Breeze Construction and/or talk to other contractors regarding the project. Voting For: Trustees Halpin, Davis, Wolff, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

Request to write-off outstanding checks - A motion was made by Trustee Wolff and seconded by Trustee Davis to approve the request to write-off prior year checks totaling \$2,609.93. Voting For: Trustees Klukas, Burcham, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Review/Approval – Bills – December 28, 2015 to January 10, 2016 – A motion was made by Trustee Halpin and seconded by Trustee Burcham to approve the bills for December 28, 2015 through January 10, 2016. Voting For: Trustees Halpin, Davis, Wolff, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

Adjourn: A motion was made by Trustee Klukas and seconded by Trustee Davis to adjourn the meeting at 7:36 p.m. All voted yes.

Meeting adjourned.

Scott Gunnufson, Village President

Attest: Lynn M. Niggemann
Administrator-Clerk-Treasurer

VILLAGE OF COLFAX
CORPORATE INVOICE

February to December 2015								
Feb.	Mar.	Apr.	May	Jun	Jul	Nov	Dec	Total
\$209.02	\$209.02	\$168.47	\$65.90	\$67.76	\$65.90	\$32.95	\$32.95	\$851.97



Wisconsin Community Action Program Association



January 8, 2016

COLFAX MUNICIPAL WATER UTILITY
Attn: LYNN NIGGEMANN and RAND BATES
P.O. BOX 417
COLFAX, WI 54730

Subject: WATER UTILITY ASSISTANCE

Dear Jackie and Rand;

This information is provided to inform you of the services and assistance available to rural Wisconsin communities under the Rural Community Assistance Program (RCAP). RCAP is a nation-wide, federally-funded program that provided services, training and technical assistance to rural communities experiencing issues, problems or needs related to drinking water and/or wastewater. Priority is given to low- and moderate-income communities and there are no fees for RCAP assistance.

RCAP is currently working on a project intended to address the issue of high water loss associated with older, leaking water mains; and the potential threat to water quality and health due to lack of disinfection.

In order to target assistance to community water systems that might benefit most from RCAP services, we examined public records from the PSC and the DNR to identify rural communities with high water losses that do not disinfect.

We would welcome the opportunity to meet with you, discuss your water loss issues, and determine if we might work with you to develop a work plan that would address your issues and needs. Enclosed is an RCAP Brochure for your information. If you have questions, want additional information, or would like to arrange a meeting, please call or e-mail me at the number/address below. We look forward to talking to you.

Sincerely,



Wesley Hoem
Rural Development Specialist
823 Coleman Street
Chippewa Falls, WI 54729
715-379-2474
whoem@wiscap.org

WISCAP

The Wisconsin Community Action Program Association (WISCAP) is the professional association of Wisconsin's sixteen Community Action Agencies and three Special Purpose Agencies. WISCAP serves its members, low-income people and the communities in which they live as an information clearinghouse, policy review and advocacy forum, public information network, training facilitator, and administrative agency.

Great Lakes RCAP

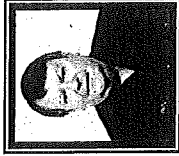
The Rural Community Assistance Program is part of a nationwide network helping rural communities to address drinking water and wastewater issues and problems. The Wisconsin RCAP is a member of the Great Lakes RCAP, one of six *regional* offices that assist state RCAP offices in leveraging funding and staff in service to communities. For more information, visit www.glracap.org.

RCAP Partners

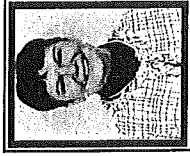
RCAP partners with a number of agencies in the provision of services to rural communities:

- USDA—Rural Development
- U.S. Environmental Protection Agency
- U.S. Department of Health & Human Services
- WI Department of Natural Resources
- WI Public Service Commission
- WI Economic Development Corporation
- WI Community Action Agencies

RCAP Rural Development Department Staff



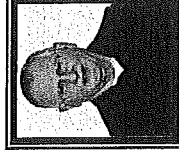
Bill Brown
Rural Development Director
(608) 244-0407
bbrown@wiscap.org



Carolee Russell
Rural Development Specialist
(715) 561-3152
caroleerussell@centurylink.net



Lisa Totten
Rural Development Specialist
(715) 457-6659
ltotten@tds.net



Paul Matthiae
Rural Development Specialist
(715) 546-3453
pematthiae@gmail.com



Richard Lawe
Tribal Circuit Rider
(715) 799-3907
rlawe@frontiernet.net



Wesley Hoem
Rural Development Specialist
(715) 379-2474
whoem@wiscap.org

Rural Community Assistance Program in Wisconsin



*Dedicated to improving the quality of life,
self-sufficiency and sustainability of
rural Wisconsin communities.*

**Water & Wastewater Systems:
New & Upgrade**

**A program of WISCAP's
Rural Development Department.**

WISCAP
Wisconsin
Community Action
Program Association

What is RCAP?

The Rural Community Assistance Program (RCAP) is a nationwide, federally funded program that provides training, services and technical assistance to rural communities with issues and problems related to WATER and WASTEWATER facilities development and management.

RCAP services, determined by community needs, emphasize *self-help* and typically include on-site assistance to build technical, financial and managerial capacity—*helping communities to help themselves*.

RCAP services are provided *at no cost* to *low- and moderate-income communities*, including towns, villages, sanitary districts and tribal communities.

The Wisconsin RCAP is a program of the Wisconsin Community Action Program Association (WISCAP).

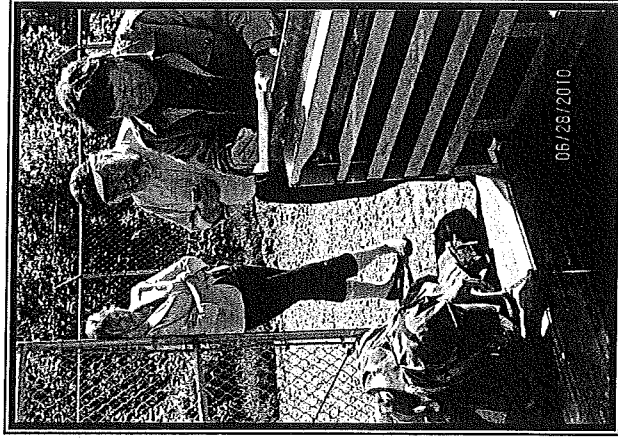


Wisconsin Community Action Program Association
Bob Jones, Executive Director
Bill Brown, Rural Development Director
1310 Mendota Street, Suite 107
Madison, WI 53714-1039
ph. 608/244-4422 fax 608/244-4064
www.wiscap.org

Dedicated to Rural Communities

What We Do

- Provide basic services and technical assistance from project planning through completion.
- Help community staff to develop capacity to implement water and wastewater projects.
- Assist the community in coordinating efforts with consultants and government agencies.
- Assist community staff with technical, financial and managerial capacity development.



RCAP staff, EPA Region 5 staff and Indian Health Service staff recording data as part of an Energy Audit at a tribal community wastewater system.

RCAP Mission

To assure safe drinking water and sanitary waste disposal for rural Wisconsin communities.

Assistance Offered

FACILITY DEVELOPMENT

- Community Needs Assessment
- Outline Planning Process
- Funding Resource Identification
- Engineer Selection Process
- Public Educational Materials
- Review Alternatives
- Affordability Analysis
- State/Federal Agency Input

MANAGEMENT & FINANCE

- M & F Needs Assessment
- Record Keeping Systems Review
- Billing Systems Review
- User Rate Review
- USDA Reporting Assistance
- Computer Applications Review
- Staff Training Needs Identified
- Board Training Needs Identified
- Regionalization Review
- Funding Applications Reviewed



**Wisconsin Community Action Program Association
Rural Community Assistance Program**

Technical Assistance Service Plan

For:

Village of Colfax - Water

Project Outcomes

(Check one or more listed below)

- () Improved Community and Environmental Health
- (x) Water and Wastewater utilities that are Sustainable
- (x) Improved Capacity of Decision Makers to Address Current & Future Needs
- () Water or Wastewater Utilities are Operated in Compliance with Federal and State or Tribal Standards

Service Plan

Program Year 2015 – 2016

Introduction: The Village of Colfax is located in Dunn County in Northwest Wisconsin with a population of 1,158 and approximately 478 households. The (American Community Survey 5-year Estimates) Median household Income is \$37,273, well below the state's MHI. The water utility has a water loss of approximately 35%. The utility also does not disinfect, which meets the criteria for this program.

Assistance: RCAP will during PY 15-16 provide the following assistance:

- TMF Capacity Assessment
- Introduce the Principals of Water Loss
 - Non-Revenue Water Analysis for past 2 years
 - Water Audit
 - What is the non-revenue water costing the utility?
- Review of PSC and DNR reports
- Operator Classroom Training
 - 3 Operator trainings to be offered. Locations TBD
- Other assistance as requested and possible under current funding.


Offer of Assistance

Prior to beginning work under this Service Plan, Community/Utility staff will assist RCAP staff in completing the RCAP Needs Assessment for Water/Wastewater systems.

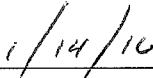
This Service Plan is dynamic in nature and may be modified as a result of needs identified.

Current RCAP funding provides for four (4) on-site working sessions, minimum, during the program year as well as necessary conference calls and office time needed to accomplish work under the Service Plan.

Assistance outlined herein is being provided at no cost to the community/utility and is made possible through a grant from the Great Lakes Rural Community Assistance Program with funding provided by the **Environmental Protection Agency, Technical Assistance Program.**



RCAP Technical Assistance Provider



Date

Approval and Acceptance

This Technical Assistance Service Plan has been approved and accepted by:

Authorized Community/Utility Representative

Date



Wesley Hoem
Rural Development Specialist

823 Coleman Street
Chippewa Falls, Wisconsin 54729
~~holmes1712@yahoo.com~~

ph. 715/379-2474
www.wiscap.org

Colfax Rescue December 2015 Report

Incident Municipality:

Town of Tainter 3

Village of Colfax 5

Village of Elk Mound 3

Town of Elk Mound 2

Town of Colfax 1

Town of Sand Creek 1

City of Menomonie 2

Town of Grant 1

Village of Wheeler 2

Town of Otter Creek 2

Total 22

Receiving Facility:

Mayo Clinic Health System Eau Claire 12

Sacred Heart 6

Mayo Clinic Health System Menomonie 3

Cancelled 1

Total 22

Dispatch Reason:

Breathing Problem 6

Non traumatic Chest Pain 3

Falls 3

Seizure 2

Overdose	2
Fainting	2
Non traumatic Back Pain	1
Stroke	1
Traffic Accident	1
Other	1

Total 22

Day and Time of Call:

Sunday	4
Monday	3
Tuesday	5
Wednesday	4
Thursday	2
Friday	2
Saturday	2

Total 22

05:00-05:59	1
06:00-06:59	1
07:00-07:59	1
08:00-08:59	1
09:00-09:59	5
10:00-10:59	1
11:00-11:59	0
12:00-12:59	1

13:00-13:59	3
14:00-14:59	0
15:00-15:59	1
16:00-16:59	1
17:00-17:59	2
18:00-18:59	1
19:00-19:59	1
20:00-21:59	1
22:00-22:59	0
23:00-23:59	1
00:00-04:59	0

Total	22
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Financials:

Billed out 12/1/2015-12/31/2015	\$20,927.30
Received 12/1/2015-12/31/2015	\$16,342.25

Notes:

- We are busy entering accounts into the collection company.
- The new system is for on call will be fully in place in February.
- The Colfax Women's club recognized the emergency responders at the Colfax Elk Mound basketball game, it was greatly appreciated.
- Lynn was provided with the second draft of the Village emergency response plan.
- Training in January was on traffic incident management.
- December training was EMS jeopardy with an in house Christmas potluck.

Winter Projects 2015/16

- Started cleaning lift station basement
- Started on cold storage organization
- Went on inspection with hydro design and replaced a number of old meters
- Started disassembling old meters for scrap
- Started sorting old maps and discarding multiple maps
- Started paper work for consolidated safety program
- Removed sand from the bottom of catch basin in shop wash bay
- Replaced a number of street signs

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Reprint Check Register - Quick Report - ALL

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ACCT

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 1/11/2016 From Account:
Thru: 1/24/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
72651	1/15/2016	AIR MD RESTORATION INC	7,900.00
72652	1/15/2016	ANYTIME FITNESS	32.95
72653	1/15/2016	ARAMARK UNIFORM SERVICE, INC	58.41
72654	1/15/2016	ARAMARK UNIFORM SERVICE, INC	150.80
72655	1/15/2016	BAKER & TAYLOR	57.83
72656	1/15/2016	CARDIOTRONIX	633.49
72657	1/15/2016	CEDAR COUNTRY CO-OP	997.69
72658	1/15/2016	CHARTER COMMUNICATIONS	178.22
72659	1/15/2016	CHIPPEWA VALLEY TECH COLLEGE	796.35
72660	1/15/2016	COLFAX MESSENGER	645.95
72661	1/15/2016	COMMERCIAL TESTING LAB	189.50
72662	1/15/2016	DUNN CO HIGHWAY DEPT	1,402.50
72663	1/15/2016	DUNN ENERGY COOPERATIVE	74.00
72664	1/15/2016	DYNAMITETECH	20.00
72665	1/15/2016	E.O. JOHNSON	19.49
72666	1/15/2016	EAU CLAIRE PRESS COMPANY	1,105.70
72667	1/15/2016	GALE/CENGAGE	50.03
72668	1/15/2016	GEORGE ENTZMINGER	100.00
72669	1/15/2016	GRAINGER	770.40
72670	1/15/2016	GROUP HEALTH COOPERATIVE	180.31
72671	1/15/2016	HAWKINS, INC.	1,030.54
72672	1/15/2016	HENRY SCHEIN	81.53
72673	1/15/2016	HYDROCORP	562.00
72674	1/15/2016	INDIANHEAD FEDERATED LIBRARY SYSTEM	2,846.55
72675	1/15/2016	KARL'S CHEVROLET	568.00
72676	1/15/2016	KYLES MARKET	14.47
72677	1/15/2016	L.W. ALLEN, LLC	999.84
72678	1/15/2016	MICRO MARKETING LLC	46.99
72679	1/15/2016	MISSISSIPPI WELDERS SUPPLY CO.	387.00
72680	1/15/2016	OFFICE DEPOT	99.48
72681	1/15/2016	OFFICE DEPOT	69.98
72682	1/15/2016	PAAW-PROFESSIONAL AMBULANCE ASSOC. OF WI	400.00
72683	1/15/2016	POSTMASTER OF COLFAX	98.00

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Reprint Check Register - Quick Report - ALL

Page: 2
ACCT

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 1/11/2016 From Account:
Thru: 1/24/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
72684	1/15/2016	QUILL CORP.	151.96
72685	1/15/2016	RIVER VALLEY NEWSPAPERS	395.24
72686	1/15/2016	SCHILLING SUPPLY	172.47
72687	1/15/2016	SCHOFIELD, PARENT, MAYER & HUFF, S.C.	50.00
72688	1/15/2016	UPSTART	133.42
72689	1/15/2016	VIKING DISPOSAL	120.00
72690	1/15/2016	VILLAGE OF COLFAX	448.24
72691	1/15/2016	WATER CARE SERVICES	31.50
72692	1/15/2016	ZEMPEL APPRAISAL SERVICE	899.70
72693	1/21/2016	CHIPPEWA VALLEY TECH COLLEGE	5,159.40
72694	1/21/2016	COLFAX SCHOOLS	50,458.28
72695	1/21/2016	DUNN COUNTY TREASURER	43,631.21
EFTPS	1/19/2016	EFTPS-FEDERAL-SS-MEDICARE	5,534.40
WIDOR	1/15/2016	WI DEPARTMENT OF REVENUE	867.93
WIDCOMP	1/14/2016	WISCONSIN DEFERRED COMPENSATION	30.00
VERIWIRE	1/16/2016	VERIZON WIRELESS	302.37
WEENERGIES	1/11/2016	WE ENERGIES	641.90
WEENERGIES	1/11/2016	WE ENERGIES	335.03
Grand Total			131,931.05