

Village Board Meeting – August 28, 2017

On August 28, 2017, the Village Board meeting was held at 7:00 p.m. at Village Hall, 613 Main Street. Members present: President Stene, Trustees Halpin, Davis, Wolff, Schieber, Rihn and Burcham. Others present included Eric Davidson from Bauman Associates, Gareth Shambeau from Ayres Associates, LeAnn Ralph from the Messenger, Director of Public Works Bates and Administrator-Clerk-Treasurer Niggemann.

Minutes - Regular Board Meeting August 14, 2017 - A motion was made by Trustee Halpin and seconded by Trustee Schieber to approve the Regular Board meeting minutes from August 14, 2017. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

Minutes - Special Board Meeting – August 23, 2017- A motion was made by Trustee Halpin and seconded by Trustee Rihn to approve the minutes for the Special Board Meeting of August 23, 2017. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

Temporary Class “B”/”Class B” Retailer’s License – September 9-10, 2017 – Colfax Fire Fighters – Request to waive fee - A motion was made by Trustee Halpin and seconded by Trustee Rihn to approve the Temporary Class “B”/”Class B” Retailer’s License for September 9-10, 2017 for the Fire Fighters event. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried. Please note that the fee for the picnic license will not be waived as a policy.

Operator’s Licenses – August 28, 2017 to June 30, 2018

Tammy Briggs – Colfax Softball Association and Peggy Wallace – Colfax Softball Association
A motion was made by Trustee Rihn and seconded by Trustee Schieber to approve both operators’ licenses for Tammy Briggs and Peggy Wallace with the Colfax Softball Association. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

2016 Financial Statements – Bauman Associates, Ltd. – Davidson discussed the two letters submitted with the financial statements which are required under GASB. The 2016 financial statements reference that GASB 72 has been implemented as required. Financial statements are required to explain any major estimates. These estimates include depreciation for general assets, uncollectable accounts for Rescue Squad and WRS net pensions. There were no difficulties in conducting the audit; Lynn and Sheila were very helpful. There were no disagreements with management. The budgetary comparison had some shortfalls, this is something that will be looked at more carefully moving forward. Control deficiencies is the other item that is required to be noted. Due to the small number of employees, it is difficult to have total segregation of duties, however, Lynn and Sheila do the best they can where possible to accomplish these segregations. Ambulance billing is processed in a separate program to allow for easy communications with insurance companies and Medicare, however there is no interface between the ambulance billing system and the accounting system. This creates additional entry of data and requires additional reconciliations. The taxes receivable is one of the items that the auditors and Lynn worked on during the audit. A worksheet was provided to assist with making this process more seamless. The findings with Information Technology are considered a significant deficiency. At minimum, a brief written plan stating what security

measures are in place and how a disaster would be handled would be appropriate way to address this deficiency. Niggemann did mention that the Departments are in the preliminary stages of a risk assessment with CIT. The accounting adjustments found were minimal and the findings that were adjusted were due to lack of time in completing. Davidson also went over the fund balances in more detail, explaining the restricted, assigned and unassigned balances. The budget to actual is something that Niggemann will also focus on for 2017. Many agencies review budget to actual items at year end and make the necessary adjustments. Davidson mentioned that the overall audit went smoothly; Sheila and Lynn were very accommodating with providing necessary data when requested.

Colfax Kiwanis – 2017 Twister Run request for donation – A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve a \$50 donation to the Kiwanis 2017 Twister Run. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

Rescue Squad preliminary budget – rate increase consideration from Public Safety – The preliminary budget was reviewed briefly to allow discussions relative to the ambulance rates. The annual meeting and the Public Safety Committee were in agreement that a twenty-five cent per capita rate increase would be beneficial in helping with saving funds for a new ambulance. The primary driver of this increase was that the cost of a new ambulance increased \$15,000 in January of 2017. A motion was made by Trustee Burcham and seconded by Trustee Wolff to approve a twenty-five cent per capita rate increase from \$16.17 to \$16.42 for 2018. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

Salt Shed land discussion- The Board members discussed the current interest in the property. The commercial business is no longer interested due to the neighborhood concerns. The Village Board has decided to rezone the parcel to residential from public use. A motion was made by Trustee Davis and seconded by Trustee Rihn to rezone the salt shed parcel at 602 Evergreen Street to residential prior to the sealed bid opening. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

A motion was made by Trustee Davis and seconded by Trustee Rihn to post the salt shed land for sale through sealed bids with the opening on October 5th, 2017 and the bid review on October 9th at the Village Board meeting. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

A motion was made by Trustee Rihn and seconded by Trustee Wolff to set the minimum bid amount to \$15,000 “as is”. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

December meeting dates and holiday schedule consideration – The December holiday falls on Sunday and Monday this year; the office will be closed on Monday and Tuesday. This is a normal meeting week. A motion was made by Trustee Schieber and seconded by Trustee Rihn to cancel the December 25th meeting. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

Review/Approval – Bills – August 14, 2017 – August 27, 2017 – A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the August 14 to 27, 2017 bills. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

Adjourn – Meeting adjourned at 8:24 p.m.

Gary Stene, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer