

Village Board Meeting – August 12, 2019

On August 12th, 2019, the Village Board meeting began at 7:00 p.m. at the Village Hall, 613 Main St., Colfax, WI 54730. Members present: Trustees Halpin, Davis, Berge, Jenson, M. Burcham, K. Burcham and President Gunnufson. Others Present: Lisa Fleming with Ayres Associates, Herb Sakalaucks representing the Colfax Railroad Museum, Mike and Margaret Hafemann, Rick Johnson, Library Director Bragg-Hurlburt, Public Works Director Bates, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

Call to Order

Pledge of Allegiance

Public Comments –Sakalaucks updated the Village Board regarding the Colfax Railroad Museum. The street and parking lot have been paved, the train track is almost complete, engine house just needs to be painted, state inspection is scheduled to occur within the next two weeks, United Way Day of Caring will happen Wednesday afternoon to assist with some of the Railroad Museum projects, the Grand Opening is tentatively scheduled for the first week of September and the Colfax Railroad Museum assisted with some of the Big Boy Train stop in Altoona, WI advertising.

Director Bragg-Hurlburt announced the good news from the thrift sale. Thursday, the thrift sale brought in \$2,200, Friday \$1,693 and Saturday \$1,638. Saturday the thrift sale also had food vendors which brought in an additional \$945. The total amount received in donations, sales and foods sales was \$6,476. Bragg-Hurlburt also wanted to thank the Village Board for the use of the buildings, the citizens for use of personal storage units, Viking Disposal for the dumpster, Holden Church for the use of their food stand, FFA Alumni and the Colfax Lutheran Church for the use of their tables, Elaine Knutson and Vickie DeMoe worked so hard the three days cooking food, the community members that donated baked goods, produce and thrift sale items and the people that came to shop, the people that helped with the sale, the set-up and take-down and the advertising. Mark Johnson deserves a lot of credit because he dedicated a lot of time towards the event; he was there when they opened and he was there when they closed each day. The event was a successful community collaboration and we intend to learn from this event to make future events better.

Communications from the Village President- President Gunnufson informed the Board of the Bremer Bank, Colfax location, closing November 8, 2019. The decision was made due to the change in the banking industry, more mobile and online services. Lynn and I have met with the bank and expressed our concerns of the hurdles that business customers might have. Bremer Bank has met with many of the businesses and plans to meet with others in Colfax to inform them of the opportunities to continue their business banking with Bremer Bank.

Consent Agenda

Regular Board Meeting Minutes – July 22, 2019 - A motion was made by Trustee Halpin and seconded by Trustee Jenson to approve the Regular Board meeting minutes of July 22nd, 2019. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Berge, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Training Request

Lynn Niggemann – CDBG Grant Training – September 19, 2019, Rothschild, WI – A motion was made by Trustee Halpin and seconded by Trustee M. Burcham to approve the required training for the CDBG

grant for Niggemann on September 19, 2019. Voting For: Trustees Halpin, Davis, Berge, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Mitchell Kreutzer – Water and Wastewater Training – Multiple Dates for class and test – A motion was made by Trustee Halpin and seconded by M. Burcham to approve the required training for Mitch Kreutzer to get his water and wastewater certifications. Voting For: Trustees Halpin, Davis, Berge, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Facility Rentals – none.

Licenses

Operator's Licenses – August 12, 2019 to June 30, 2020

1. Kelly Roe – Express Mart
2. Luke Heidorn – Synergy Cooperative
3. Koby Flodquist – Express Mart
4. Bridgette Lenz – A Little Slice of Italy

A motion was made by Trustee Halpin and seconded by Trustee Berge to approve all four operator's licenses as listed above for the term ending June 30, 2020. Voting For: Trustees K. Burcham, M. Burcham, Berge, Davis, Halpin and Gunnufson. Abstained: Trustee Jenson. Voting Against: none. Motion carried.

Chicken License- JoAnn Mayfield – August 12, 2019 to June 30th, 2020 – A motion was made by Trustee Davis and seconded by Trustee M. Burcham to approve the Chicken License for JoAnn Mayfield through June 30, 2020. Voting For: Trustees Halpin, Davis, Berge, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Consideration Items

Roosevelt Street Third Pay Request – Fleming went over the pay request stating the contracted amount was \$252,781.07, change orders \$54.50, revised contracted amount is \$252,835.57. The contract however is based on unit cost and with the final numbers the completed total is \$255,338.84. Decrease the final amount by the retainage of \$6,320.89 and the previous payments of \$182,117.61 to bring the pay request to \$66,900.34. A motion was made by Trustee Davis and seconded by Trustee Halpin to approve the pay request number three to HAAS and Sons Inc., \$ 66,900.34. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Berge, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

US Army Corps of Engineers Timeline – Niggemann explained that the timeline is provided for informational purposes only, no action needed.

Community Development Block Grant

Procurement Policy – possible adoption – A motion was made by Trustee K. Burcham and seconded by Trustee Halpin to approve the procurement policy with the following changes:

- Change Department Lead Person to Department Head or appointee.
- Change Operation Manager to Administration Office.
- Change Public Works Projects to Projects under B.
- Add sentence to paragraph B to read – Projects less than \$25,000 shall have three bids or estimates provided to the Village Board for approval.

A motion was made by Trustee K. Burcham and seconded by Trustee Halpin to approve the Procurement Policy with the mentioned changes. Voting For: Trustees Halpin, Davis, Berge, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Formal Award Acceptance – CDBG Grant \$592,000 – A motion was made by Trustee Jenson and seconded by M. Burcham to accept the CDBG Grant up to \$592,000. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Berge, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

CBS Squared Inc. – Agreement for Professional Services – Niggemann explained that Jon Strand had reviewed the rates that CBS Squared had estimated for phase two of the project at the same time as phases one, the grant writing phase. The cost for phase two, up to \$38,000 for the administration and coordination of the two grants, CDBG and US Army Corps of Engineers, for the Lagoon Streambank project.

A motion was made by Trustee Halpin and seconded by Trustee Berge to approve the agreement for Professional Services of CBS Squared Inc., estimated to be \$38,000. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Berge, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Cedar Street discussion- possible action – Bobcat Pro provided an estimate to install a stormwater retention drain, \$1531.50. The estimate did not include rip rap fabric. The Board is requesting an updated estimate to include the cost for the fabric. The Board asked Lisa Fleming’s opinion regarding how effective the stormwater drain would be. Fleming responded that wrapping stone in a filter fabric would be more effective. Bates replied that he agreed and Bobcat Pro will be providing an updated estimate to include the fabric. Gunnufson asked Halpin if he felt the stormwater drain would be a good temporary fix. He agreed that he would be satisfied with the solution. There was additional conversation regarding the materials that would be removed from the drain to be used as fill for future landscaping; no action was taken. Fleming offered to visit the site when Bobcat Pro was available to retrieve the survey height of the dwelling in reference to the street and the low spot to provide a summary of her findings. Fleming offered to provide a report at no cost.

A motion was made by Trustee Berge and seconded by Trustee M. Burcham to table the item and get the new estimate to include the fabric cost. Voting For: Trustees Davis, Berge, Jenson, M. Burcham, K. Burcham and Gunnufson. Abstained: Trustee Halpin. Voting Against: none. Motion carried.

Review/Approval – Bills –July 22nd, 2019 to August 11th, 2019 – A motion was made by Trustee M. Burcham and seconded by Trustee Davis to approve the bills for July 22nd, 2019 to August 11th, 2019. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Berge, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Adjourn – A motion was made by Trustee M. Burcham and seconded by Berge to adjourn the meeting at 8:10 p.m. A voice vote was taken and members voting to adjourn the meeting.

Scott A. Gunnufson, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer