

Village Board Meeting – March 23rd, 2020

On March 23rd, 2020, the Village Board meeting began at 7:00 p.m. at Colfax Rescue Squad, 614C Railroad Ave., Colfax, WI. Members present: Trustees M. Burcham, K. Burcham, Jenson, Michels, Davis and Gunnufson. Excused: Trustee Halpin. Others Present: Director of Public Works Bates, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

Public Comments– none.

Communications from the Village President – Gunnufson wanted to commend all the residents of Colfax and neighboring communities that continue to make sacrifices to limit social interactions with your family, friends, neighbors and business partners. This is not an easy task as busy families try to cope with the mitigation of COVID-19 pandemic that has already crippled our neighborhoods and our economy. Through strict guidelines that are being enforced daily, there will most likely be additional challenges for our families, our communities and our nation. I would like to urge the cooperation of our community to consider all warnings, guidelines, and protocols set forth by the World Health Organization (WHO), the Centers for Disease Control (CDC) and all State, County and Federal levels. We all need to be diligent and cooperate fully so we can get our community back to normalcy as soon as possible.

Consent Agenda

Regular Board Meeting Minutes –March 9th, 2020 – A motion was made by Trustee Jenson and seconded by Trustee M. Burcham to approve the minutes for the March 9th, 2020 meeting. Voting For: Trustees Davis, Michels, Jenson, K. Burcham, M. Burcham and Gunnufson. Voting Against: none. Motion carried.

Training- none.

Facility Rental - none.

Licenses – Operator’s Licenses-March 23rd, 2020 to June 30th, 2020-Sawyer Best- Synergy Cooperative/Elizabeth Dachel- Kyles’s Market – A motion was made by Trustee M. Burcham and seconded by Trustee Michels to approve both licenses. Voting For Trustees M. Burcham, K. Burcham, Jenson, Michels, Davis and Gunnufson. Voting Against: none. Motion carried.

Consideration Items

CBS Squared Inc. – Landfill Monitoring Agreement – 2020-2021- The landfill monitor is a required testing of soil and reporting to the Department of Natural Resources. The pricing is for a two year period which is after each required report to the DNR. A motion was made by Trustee Davis and seconded by Trustee K. Burcham to approve the CBS Squared Inc. Landfill Monitoring Agreement for 2020-2021 at the rate of \$3,400 per year and a contract period of \$6,800. Voting For: Trustees Davis, Michels, Jenson, K. Burcham, M. Burcham and Gunnufson. Voting Against: none. Motion carried.

Proclamation of Fair Housing Month – President Gunnufson publicly read the Proclamation for Fair Housing Mouth recognizing April as the anniversary of the passage of the Federal Fair Housing Act of 1968 and the passage of the Wisconsin Open Housing Law of 1965. These laws require fair housing with no discrimination. The Village of Colfax supports the shared goal and responsibility to provide equal housing opportunities to all and joins the nation in celebrating April 2020 as Fair Housing Month; signed and sealed on March 23, 2020 by Scott Gunnufson, Village President and attested by Lynn Niggemann, Administrator-Clerk-Treasurer.

A motion was made by Trustee M. Burcham and seconded by Trustee Michels to proclaim April 2020 as Fair Housing Month. Voting For: Trustees M. Burcham, K. Burcham, Jenson, Michels, Davis and Gunnufson. Voting Against: none. Motion carried.

Bid Award-2020 Street Sweeping – The Village of Colfax received two bids:

- Don's Sweepers Service - \$6,700 with any additional services at \$104 per hour
- Stout Construction, Inc. - \$19,440 with any additional services at \$120 per hour

A motion was made by Trustee Davis and seconded by Trustee M. Burcham to award the 2020 sweeping bid to Don's Sweeper Service. Voting For: Trustees Davis, Michels, Jenson, K. Burcham, M. Burcham and Gunnufson. Voting Against: none. Motion carried.

COVID-19 Discussion – Possible Action- Niggemann and Bates notified the Board of the COVID-19 items that will directly affect the Village of Colfax such as no late fees can be assessed on the April bills, Public Works is not allowed to enter any homes to turn off water or change out meters, April election will happen and Village Hall is encouraging absentee voting to follow the State Safer at Home order that went into effect on March 17th, 2020. Discussion topics for the Board:

- Consider altering work schedules.
- Consider giving Niggemann the authority to make work changes without Board approval if the state or federal government issues any additional orders.
- Consider electronic meetings with Zoom. Knutson has purchased a monthly subscription to hold his EMT meetings virtually.

Gunnufson asked if the Ambulance is implementing any new processes with the COVID-19, are they responding or do they have a special task team that will be responding during this time? Niggemann explained that Colfax Ambulance is responding to calls and they have implemented all the recommended gear requirements and have increased their cleaning precautions.

K. Burcham asked why Village Hall is open to the public and why we are not requiring a phone call to schedule an appointment time. Niggemann explained that the traffic at Village Hall is minimal other than the election which is required by state and national laws. The Village Hall hours and staffing can be reviewed at the next meeting.

Bates explained that other municipalities have rotating schedules for sewer and water. Rotating schedules daily, weekly, three twelve hour shifts and paid for their normal scheduled hour. With COVID-19, unemployment can be requested with no waiting period. Gunnufson mentioned how his employer is handling COVID-19; if an employee voluntarily chooses to not come to work they are required to use PTO, however if an employee was traveling for work, they will be required to quarantine, this would be paid time off. Davis agrees that the Colfax Public Works should work one week at a time. Burcham asked what Bates would like for his employees? Bates mentioned that the staff even when not at work would be on call for emergency situations. After more discussion, a motion was made by Trustee Davis and seconded by Trustee M. Burcham to have the Public Works staff rotate with one staff working per week. Voting For: Trustees Davis, Michels, Jenson, K. Burcham, M. Burcham and Gunnufson. Voting Against: none. Motion carried.

In reference to the COVID-19, a motion was made by President Gunnufson and seconded by Trustee Davis to allow Niggemann temporary permission to make critical decisions by consulting with President

Gunnufson. Voting For: Trustees K. Burcham, M. Burcham, Davis, Michels and Gunnufson. Abstained: Trustee Jenson. Voting Against: none. Motion carried.

In reference to possible electronic meetings, what would the Board like to do? Niggemann indicated that Knutson has purchased a subscription for Zoom meeting for the Rescue Squad monthly meetings. The Village can utilize that software subscription for Board meetings if electronic meetings are of interest. Gunnufson said that the electronic meeting would not be a requirement, however may be optional for anyone that may not feel well or does not want to be exposed at future meetings during the pandemic.

Review/Approval – Bills –March 9th, 2020 to March 22nd, 2020 – A motion was made by Trustee M. Burcham and seconded by Trustee Michels to approve the bills for March 9th, 2020 to March 22nd, 2020. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Davis, Michels and Gunnufson. Voting Against: none. Motion carried.

Adjourn – A motion was made by Trustee Davis and seconded by Trustee M. Burcham to adjourn the meeting at 7:54 p.m. A voice vote was taken, and all members voted in favor to adjourn. Motion carried.

Scott Gunnufson, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer