

## Regular Meeting – January 23, 2012

The January 23, 2012 Village of Colfax regular meeting was held at 7:00 p.m. in the Village Hall. Members Present: President Stene, Trustees Halpin, C. Olson, Schauer & Johnson. Members Excused: Trustee S. Olson. Members Absent: none. Also Present: Administrator-Clerk-Treasurer Cogswell. President Stene called the meeting to order.

**Public Appearances** – None

**Public Hearings** – None

**Consent Agenda** –

**Minutes – January 9, 2012 Regular Board Meeting**

**Training Requests** – None

**Facility Rentals** –

a. **Twilia Rose – Fairground and Buildings – August 5, 2012**

**Licenses** – None

Motion by Trustee Halpin, second by Schauer to approve the consent agenda as presented.

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

Voting against: none

Motion carried

**Communications – Village President** – President Stene reported that he was contacted by Glacier Sands LLC. about their interest in putting a sand processing plant in Colfax and utilizing the railroad. He explained to them that he was interested in moving the community forward and reviewing their plans.

**Consideration Items -**

**Work Horse Software Presentation** – John Gasper from Work Horse described the Work Horse Business model and explained how the proposed software programs will interact with the current Work Horse software the Village uses. Gasper explained that updates will be done twice a year and after installation Work Horse will work with the Village to train staff and transfer information from Peachtree to Work Horse. Kathy Morse spoke about her positive experience with Work Horse. Trustee C. Olson asked about how the Colfax Rescue Squad would integrate with the software. It was explained that they would be a fund set up and treated similar as currently in Peachtree. The Software proposal is for \$13,500.00 and annual support is \$1,750.00.

Motion by Trustee C. Olson, second by Trustee Schauer to purchase the Work Horse Municipal Accounting and Municipal Payroll for \$13,500.00 and include the Annual Support for \$1,750.00.

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

Voting against: none

Motion carried

**Village Hall Renovations Update** – Travis Schroeder spoke on the status of the punch lists that were given to the contractors. There is still quite a bit to do on the punch lists. Schroeder explained to Dell the Village's position on closing out this project and had contacted the company holding the performance bond. He will be sending out the first notice of completion and will continue on enforcing the contract. The Board agreed. Schroeder discussed the drafty windows and repairs that needed to be completed in the Library. A building committee meeting will be held before the February 13, 2012 meeting to discuss the project.

**FEMA Floodplain Update** – Administrator-Clerk-Treasurer Cogswell updated the Board that he has been in contact with the WI DNR to obtain a copy of the map panels for Colfax, they are here in the office. He also was contacted by Ayers Associates and they are present to help explain the process and options. Chris Goodwin from Ayers Associates explained the process in creating the new maps and how the maps have changed.

**Fire Hall Construction and Loan Update** – Administrator-Clerk-Treasurer Cogswell updated the Board that the Fire Hall Construction project is moving along very well. He also updated the Board on the loan status from the WI Board of Commissioners of Public Lands. The Board of Commissioners has lowered the interest rates by a full percentage, from 5% to 4%. The Village is able to cancel the current application to take advantage of the new rate and the reduced amount of \$150,000.00.

Motion by Trustee C. Olson; seconded by Trustee Halpin to cancel the current loan application and start over with a new application for \$150,000.00 and an interest rate of 4%.

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

Voting against: none

Motion carried

**Margaret Burcham & Family request to plant two trees at North Dam Park** – Trustee C. Olson recommended that this item be referred to the parks committee to review where the trees would be located and for the Administrator-Clerk-Treasurer to draft a letter to the family to explain what is being done. The Board concurred.

**Short Eliot Hendrickson Proposal for Environmental Monitoring at Village of Colfax Landfill** – The Board was presented with a two year proposal from SEH for Environmental Monitoring at the Village Landfill at a cost of \$2,850.00 per year.

Motion by Trustee Halpin; seconded by Trustee C. Olson to approve the proposal from SEH for Environmental Monitoring of the Colfax Landfill for the next two years at \$2,850.00 a year.

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

Voting against: none

Motion carried

**Rescue Squad Billing Policy Update** – Administrator-Clerk-Treasurer Cogswell updated the Board on the progress of the review of the proposed billing policy. The letters are being drafted, we are checking into coordinating cross training for bill entry and a policy for indigent financial relief. No Board action taken.

**Employee & Trustee ID's** – No Board action or discussion.

**Water Tower Reconditioning RFP's Update** – Administrator-Clerk-Treasurer Cogswell explained that the Water Tower Reconditioning RFP's have been received and a meeting of the Public Works Committee should be scheduled for review. The Public Works Committee will meet January 25, 2012 at 3:45 at the Village Hall to review the RFP's. No Board action taken.

**Repairs to Water/Sewer Building Update** – Administrator-Clerk-Treasurer Cogswell updated the Board that the repairs are almost completed. Plank Construction will be completing the siding by the end of January. No Board action taken.

**Library Floor Update** - Administrator-Clerk-Treasurer Cogswell updated the Board that the posts have been installed. No Board action taken.

**Fire Hall Backflow Prevention Update** – This item will be added to the Public Works Committee agenda on the January 25, 2012 meeting.

**Resolution 2012-02 – Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys** - Administrator-Clerk-Treasurer Cogswell explained to the Board that Dairy State Bank requires that the presented resolutions be adopted for each account to change authorized signers. Each Resolution will have to be adopted.

**Resolution 2012-03 – Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys**

**Resolution 2012-04 – Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys**

**Resolution 2012-05 – Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys**

**Resolution 2012-06 – Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys**

**Resolution 2012-07 – Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys**

**Resolution 2012-08 – Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys**

Motion by Trustee C. Olson; seconded by Trustee Halpin to approve the Resolutions 2012-02 to 2012-08 – Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys from Dairy State Bank.

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

Voting against: none

Motion carried

Committee/Department Reports – No reports given by the Board.

- Delinquent Water/Sewer Accounts 4<sup>th</sup> Quarter 2011 – The report was reviewed.

Review/Approval – Bills- The bills were reviewed.

Name	Item Description	Amount	Name	Item Description	Amount
24-7 Telcom	Admin - Website Registration J	119.70	Eau Claire Ford	Rescue - Repairs to Ford Unit	4,060
		<b>119.70</b>			<b>4,060</b>
Anthem Blue Cross Blue Shield	W/S - Feb 12 Dental	167.64	Village Of Colfax	Rescue - Fuel Citgo	760
	PD - Feb 12 Dental	167.64		1.5.11 payroll-fed with	190
	Lib - Feb 12 Dental	167.64		1.5.11 payroll-state with	144
	Streets - Feb 12 Dental	167.64		1.5.11 payroll-ss/med	624
	Rescue - Feb 12 Dental	167.64		1.5.11 payroll-def comp	20
		<b>838.20</b>		1.5.11 payroll-union dues	17
Aramark Uniform Service Inc.	Street - Uniforms	41.01		Rescue - Supplies General	15
	W/S - Uniforms	48.16		Rescue - LP Gas	392
		<b>89.17</b>		Rescue - Feb 2012 Dental	167
Cedar Corporation	VH - EECBG Project	143.50		Rescue - Communications	140
		<b>143.50</b>		Rescue - 400 Building Power	193
Charter Communications	Rescue - Communications	140.57		1.20.12 payroll-fed withholdin	254
	Admin - Communications	162.77		1.20.12 payroll-ss/med	847
	W/S - Communications	95.94		1.20.12 payroll-state withhold	168
	PD - Communications	116.24		1.20.12 payroll-wrs withholdin	179
	Lib - Communications	75.94			<b>4,116</b>
		<b>591.46</b>		<b>Total Rescue</b>	<b><u>8,176</u></b>
Chippewa Valley Newspaper	WDPW employment ads	233.18			
		<b>233.18</b>			
Citgo Petroleum Corporation	PD - Fuel	270.75	Bobcat Pro LLC	W - Water Shut off Dig 1.5.12	380
	Rescue - Fuel	760.50			<b>380</b>
		<b>1,031.25</b>	Commercial Testing Laboratory,	W - Testing Services 12.2011	344
Cohian Yearbook	Lib - Yearbook Ad	50.00		W/S - Diggers Prepayment 2012	344
		<b>50.00</b>	Diggers Hotline, Inc.		139
Colfax Police Dept. - Trust Acc	PD - Conference Hotel	210.00		W - Doors, Windows, Overhead D	139
	PD - Conference Meals	69.87	PLANK CONSTRUCTION		3,280
		<b>279.87</b>			<b>3,280</b>
Colfax Rescue Squad	Yearly Per Capita for Colfax R	18,528.00	Village of Colfax	W - Fuel Truck	45
		<b>18,528.00</b>		S - Fuel Truck	45
Dunn Co Treasurer	Dunn County - Court Fines	330.00		W - General Supplies	17
		<b>330.00</b>		W - General Supplies	17
E. O. Johnson Office Technolog	Admin - Copier	128.21		Water - Uniforms	5
		<b>128.21</b>		Sewer - Uniforms	5
Eau Claire Leader Telegram	Lib - Circulation	202.00		Water - Uniforms 1.16.12	5
		<b>202.00</b>		Sewer - Uniforms 1.16.12	5
Emerald Systems, Inc.	PD - Software FoRS RMS Maint 2	1,080.00		Water - Uniforms 1.9.12	12
		<b>1,080.00</b>		Sewer - Uniforms 1.9.12	12
GALE	Lib - Circulation	94.23		Water - Communications Charter	47
		<b>94.23</b>		Sewer - Communications Charter	47
Galls, An Aramark Company	PD - Badge Wallet	29.49		Water - Dental	83
		<b>29.49</b>		Sewer - Dental	83
John Deere Financial	W/S -Repairs/Supplies/Fuel	1,372.93		Water - General Supplies	23
John Deere Financial	PD - Fuel	219.58		Sewer - General Supplies	23
John Deere Financial	Streets - Fuel	467.29		Sewer - LP Lift Station	329

John Deere Financial	Streets - Supplies	21.75		Sewer - Battery Lift Station	115
John Deere Financial	VH - Supplies Light Bulbs	16.99		Water - Battery Well #2	339
John Deere Financial	Rescue - Supplies/ LP gas	339.15		Water - Truck Repair	245
		<b>2,437.69</b>		Sewer - Truck Repair	245
Karl's Chevrolet, Inc	PD - Patrol Oil Change	28.85		Water - Fuel Truck	25
		<b>28.85</b>		Sewer - Fuel Truck	25
Chad Lewis	Lib - Guest Speaker	300.00		Water - Water Tower Power	429
		<b>300.00</b>		Water - Well #3 Power	474
Kathleen V. Morse	Mileage - 1.8.12 to 1.22.12	283.05		Water - Well #2 Power	412
		<b>283.05</b>		Water - Well #1 Power	287
Streicher's Inc.	PD - Thin Blue Line Bracelet	48.91		Water - 400 Building Power	96
		<b>48.91</b>		Sewer - Sewer Plant Bldg Power	323
Dept. of the Treasury	1.5.12 Payroll Fed Withholding	1,453.21		Sewer - Building Power	96
	1.5.12 Payroll SS Withholding	1,745.74			<b>3,931</b>
	1.5.12 Payroll Medicare Withho	486.76	Water Care Services	W/S - Softener Rental	30
	1.19.12 - Payroll Fed Withhold	1,690.62		W/S - Softener Salt	59
	1.19.12 - Payroll SS Withholdi	2,018.48			<b>90</b>
	1.19.12 - Payroll Medicare	562.92		<b>Total Water/Sewer</b>	<b><u>8,165</u></b>
		<b>7,957.73</b>			
Verizon Business	PD - Communications	60.84			
	CRS - Communications	55.73			
	Streets - Communications	8.01			
	W/S - Communications	4.12			
		<b>128.70</b>			
WI Dept of Administration	State - Court Fines 2011	1,088.16			
		<b>1,088.16</b>			
WI Dept of Public Instruction	Lib - WISCAT Service 2012	200.00			
		<b>200.00</b>			
WI Dept of Revenue	1.19.12 Payroll - State Withho	864.28			
	1.5.12 Payroll - State Withhol	775.55			
		<b>1,639.83</b>			
WPS Health Insurance	PD - Health Insurance Gerhring	2,442.42			
		<b>2,442.42</b>			
	<b>Total General Fund</b>	<b><u>40,323.60</u></b>			

Motion by C. Olson; seconded by Halpin to approve the payment of the bills that were presented.

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

Voting against: none

Motion carried

**Closed Session** - Motion by Trustee C. Olson; seconded by Trustee Halpin 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 and to include Kathy Morse in the closed session – Working Public Works Director - Interview Review, Hiring Recommendation; Colfax Rescue Squad – Part time Employee Review; Performance Review – Administrator-Clerk-Treasurer.

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

Voting against: none

Motion carried

- a. Working Public Works Director – Interview Review, Hiring recommendation
- b. Colfax Rescue Squad – Part Time Employee Review
- c. Performance Improvement Plan – Administrator-Clerk-Treasurer

**Open Session** - Motion by Trustee C. Olson; seconded by Trustee Halpin to convene into open session to take any action resulting from the closed session - Working Public Works Director - Interview Review, Hiring Recommendation; Colfax Rescue Squad – Part time Employee Review; Performance Review – Administrator-Clerk-Treasurer.

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

Voting against: none

Motion carried

- a. Working Public Works Director – Interview Review, Hiring recommendation.  
Motion by Trustee C. Olson; seconded by Trustee Halpin to repost the Working Public Works Director position for three weeks with a change in the residency requirement to negotiable in the same publications.  
Voting for: Trustees S. Olson, Halpin, C. Olson, Johnson & Stene  
Voting against: Trustee Schauer  
Motion carried
  
- b. Colfax Rescue Squad – Part Time Employee Review.  
Motion by Trustee Halpin; seconded by Trustee C. Olson to dismiss Sara Vnuk from the Colfax Rescue Squad effective January 23, 2012.  
Voting for: Trustees Schauer, Halpin, C. Olson, Johnson & Stene  
Voting against: none  
Motion carried
  
- c. Performance Improvement Plan – Administrator-Clerk-Treasurer. No Board action taken.

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

Voting for: all  
Voting against: none  
Motion carried

---

Gary Stene, President

Attest: Thomas K. Cogswell  
Administrator - Clerk-Treasurer