

Regular Meeting – February 27, 2012

The February 27, 2012 Village of Colfax regular meeting was held at 7:00 p.m. in the Village Hall. Members Present: President Stene, Trustees Halpin, S. Olson, Schauer & Johnson. Members Excused: Trustee C. Olson. Members Absent: none. Also Present: Administrator-Clerk-Treasurer Cogswell. President Stene called the meeting to order.

Public Appearances – none

Minutes–February 13, 2012 Regular Board Meeting, February 13, 2012 Special Board Meeting - Trustee Halpin pointed out two corrections that needed to be made. Motion by Trustee Halpin, second by S. Olson to approve the minutes as corrected.

Voting for: Trustees Halpin, S. Olson, Schauer, Johnson & Stene
Voting against: none
Motion carried.

Facility Rental-Colfax Rescue Squad Building –Colfax EMS Association Pancake Breakfast Fundraiser March 24, 2012 - Motion by Trustee S. Olson, second by Halpin to approve the Facility Rental for the Colfax EMS Association Pancake Breakfast Fundraiser March 24, 2012.

Voting for: Trustees Halpin, S. Olson, Schauer, Johnson & Stene
Voting against: none
Motion carried.

Facility Rental-Fairground Building–Erickson Reunion–August 18, 2012 - Motion by Trustee Halpin, second by Schauer to approve the Facility Rental for the Erickson Reunion – August 18, 2012.

Voting for: Trustees Halpin, S. Olson, Schauer, Johnson & Stene
Voting against: none
Motion carried.

License-February 28, 2012–June 30, 2012 Chicken–Pamela Moen - Motion by Trustee Halpin, second by Schauer to approve the Chicken License for Pamela Moen.

Voting for: Trustees Halpin, Schauer, Johnson & Stene
Voting against: S. Olson
Motion carried.

License-February 28, 2012–June 30, 2012 Operator–Nicholas Kressin - Motion by Trustee Halpin, second by Schauer to approve the Operator for Nicholas Kressin.

Voting for: Trustees Halpin, Schauer, Johnson & Stene
Voting against: S. Olson
Motion carried.

Communications–Village President – President Stene reported that he and Administrator-Clerk-Treasurer Cogswell went to a meeting with the representatives of the nursing home to get an update on the progress of the new nursing home and discuss the extension of the water, sewer, and waste water to the new facility. Reported that he and Administrator-Clerk-Treasurer Cogswell met with Cedar Corporation representatives to discuss economic growth. Cedar Corporation sent a list of questions that a municipality should ask of any business looking to locate in the Village.

Colfax Municipal Building Restoration Group – The Colfax Municipal Building Restoration Group asked the Board for the use of the Municipal Building for a preservation week presentation. They are looking at the last Saturday in April. The Board asked the group to fill out a building use form and submit it for the next council meeting. The Colfax Municipal Building Restoration Group asked Board about the repairs to the new window in the historical room, the Board referred this question to the Building Committee. The Colfax Municipal Building Restoration Group asked about the cleaning of the municipal building. The Board is looking into having it clean professionally after the renovations are complete and will looking at getting an individual to clean the building each week after. Colfax Municipal Building Restoration Group gave a letter to the Board from a former trustee that stated there are funds available for additional painting and repairs. The Board referred this letter to the Building Committee.

Tower Park Trees – Pat Eggert from the Colfax Women's Group gave an update to the Board on the status of the trees in Tower Park. They had Chris Roach, an arborist, come and look at the trees and give suggestions and estimates on the trimming and removal of the trees. The Blue Spruce is diseased and it is recommended that it be removed and replaced with a Black Hills Spruce for \$475.00. The Maples are in good shape but need trimming, at \$25.00 a tree, and the Bass Wood is also in good shape but needs a lot of trimming, \$325.00. The Colfax Women's Group is going to speak with the Kiwanis to possibly split the cost of the work. The Board suggested that if help is needed that they should come back to the Board after they have met and decided on the work to be done.

Tree Abatement 407 High Street – The Board discussed the tree at 407 High Street, even though it was trimmed back, it still represents a problem because of its condition. There was discussion on what was decided back in the original October 24, 2011 meeting. The Board discussed further trimming and inspection or removal.

Motion by Trustee Schauer; seconded by Trustee S. Olson to have a letter sent to the home owner requesting the tree be cut down by March 14, 2012.

Voting for: Trustees Halpin, S. Olson, Schauer, Johnson & Stene
Voting against: none
Motion carried.

Kennel Request – The Board was informed that a resident has asked for a kennel license. Since this is the first request, the Village does not have the proper application or process in place to carryout this request. Chief Gehring informed the Board that he would like the kennel license reviewed and some possible changes made for the future. The Board agreed that the ordinance should be reviewed.

Motion by President Stene; seconded by Trustee Halpin to authorize the Administrator-Clerk-Treasurer to research and create the process and documentation for a resident to obtain a kennel license.

Voting for: Trustees Schauer, Johnson, S. Olson, Halpin, & Stene
Voting against: none
Motion carried.

Water/Sewer Computer Purchase Request – The Board discussed the bids that were presented. The Board expressed concern on using an online warehouse firm to purchase the computer. The Board felt more comfortable getting quotes from companies we have worked with in the past to obtain computers.

Motion by Trustee Schauer; seconded by Trustee S. Olson to authorize the Administrator-Clerk-Treasurer to obtain bids from the companies we have used in the past that include the computer, service agreement, and data transfer and to purchase the computer that he feels is the best option.

Voting for: Trustees Schauer, Johnson, S. Olson, Halpin, & Stene
Voting against: none
Motion carried.

Residential Building Inspector – Chief Gehring described the situation that has prompted this issue, the Village does not currently have a Residential Building Inspector to review work that is being done on homes in the Village. The Village Building Inspector issues permits for the work but is not licensed to inspect the larger projects. This system has been in place for a number of years. Cedar Corporation has stopped inspection services as of January 1, 2012.

Motion by Trustee Johnson; seconded by Trustee Schauer to authorize the Chief of Police to investigate the current complaint and Administrator-Clerk-Treasurer to advertise and collect bids for Residential Building and Commercial Building Inspectors.

Voting for: Trustees Schauer, S. Olson, Halpin, Johnson & Stene
Voting against: none
Motion carried.

2012 Street Sweeping – Motion by Trustee Halpin; seconded by Trustee S. Olson to go out for bids for the 2012 street sweeping.

Voting for: Trustees Schauer, Johnson, S. Olson, Halpin, & Stene
Voting against: none
Motion carried.

2012 Free Fair Septic – Motion by President Stene; seconded by Trustee Halpin to go out for bids for the 2012 free fair septic.

Voting for: Trustees Schauer, Johnson, S. Olson, Halpin, & Stene
Voting against: none
Motion carried.

Committee/Department Reports – The January 2012 Police Department Operations Report, 2011 Unaudited Revenue/Expense Reports and Jan 2012 Unaudited Revenue/Expense Reports were distributed.

Review/Approval-Bills - Motion by Trustee Halpin; seconded by Trustee Schauer to approve the payment of the bills that were presented.

Voting for: Trustees Schauer, Halpin, S. Olson, Johnson & Stene.
Voting against: none
Motion carried.

Name	Item Description	Amount	Name	Item Description	Amount
Anthem Blue Cross Blue Shield	CRS - March 12 Dental	167.64	24/7 Telcom	Water - Computer Servicing	25.00
	CRS - March 12 Dental	167.64		Sewer - Computer Servicing	25.00
	PD - March 12 Dental	167.64			50.00
	Lib - March 12 Dental	167.64	Century Link	Sewer - Communications	59.62
	Streets - March 12 Dental	167.64			59.62
		838.20	Cummings NPower	Sewer - Generator Repair	771.16
Aramark Uniform Service Inc	Streets - Uniforms 2.2012	50.74			771.16
	W/S - Uniforms 2.2012	51.19	Village of Colfax	stamps-water	120.00
		101.93		stamps-sewer	120.00
Ayres Associates	Streets - First Avenue Improve	2,653.06		Water - Uniforms	25.60
		2,653.06		Sewer - Uniforms	25.59
Baker & Taylor Entertainment	Lib - Circulation L0345952	320.25		Water - Dental Mar 12	83.82
	Lib - Circulation L3111272	132.24		Sewer - Dental Mar 12	83.82
	Lib - First Look Subscription	250.00		Electric - Sewer Treatment Pla	256.05
		702.49		Electric - Sewer Garage	89.91
Bauman Associates, Ltd.	W/S - Audit Services	2,190.00		Electric - Water - Well #3	400.09
	General Fund - Audit Services	4,116.00		Electric - Water - Well #2	417.25
		6,306.00		Electric - Water - Well #1	329.67
Bremer Bank NA & TK Cogswell	2.16.12 HSA	553.85		Electric - Water - Water Tower	379.92
		553.85		Electric - Water Garage	89.91
Cardmember Service	Lib - Circulation	87.74		Water - Audit Services	1,095.00
		87.74		Sewer - Audit Services	1,095.00
Cedar Corporation	Revolving Loan Fund Admin	91.50			4,611.63
		91.50		Total Water - Sewer	5,492.41
Chippewa Valley Tech College	Feb Tax - CVTC	33,640.84			
		33,640.84			
Colfax After Prom Party	2012 After Prom Party Donation	50.00	Becky Loftus	CRS - Overpayment	10.00
		50.00			10.00
Colfax Community Fire Dept	Fire Hall Construction Payment	32,118.53	Bound Tree Medical, LLC	CRS - Technical Supplies	101.98
	Street Sweeping Water Usage	3.42		Supply Oxygen Cyl Service	199.61
		32,121.95	Mississippi Welders Supply		199.61
Colfax Public Schools	Feb Tax - Colfax Schools	173,628.43	Quill Corporation	CRS - Supplies	128.23
		173,628.43		Minus Tax	-6.69
Dunn Co Treasurer	Feb Tax - State	3,482.58			121.54
	Feb Tax - County	139,931.09	Village Of Colfax	Jan12 WRS - rescue	701.49
		143,413.67		stamps-rescue	48.00
GALE	Lib - Circulation 17459580	93.58		CRS - Heat	439.91
	Lib - Circulation 17451772	21.00		CRS - John Deere Supplies	126.10
	Lib - Circulation 17446960	66.00		CRS - March 12 Dental	167.64
		180.58		CRS - Labor Attorney	585.00
GE Money Bank/Amazon	Lib - Circulation	509.73		Electric - CRS - Garage	179.81
	Lib - Supplies Technical	77.19		2.16.12 - Fed Withholding	162.46
		586.92		2.16.12 - Fed SS	483.35
Indianhead Federated Library	CRS - MORE Annual Operating/Ma	1,761.84		2.16.12 - Fed Med	134.50
		1,761.84		2.16.12 - State Withholding	134.70
John Deere Financial	CRS - Supplies	126.10		CRS - Mar 2012 Health	2,041.80
		126.10			5,204.76
Lisa Ludwig	Lib - Meeting Mileage	72.93	WITC Rice Lake	CRS - Training Borreson	396.00
		72.93		CRS - Training Erickson	396.00
Glenwood City Tribune	Lib - Display Ad	36.00		CRS - Training Tenpas	396.00
		36.00			1,188.00
MidAmerica Books	Lib - Circulation	227.40		Total Rescue Squad	6,825.89
		227.40			
Kathleen V. Morse	Mileage Feb 12 to 25, 2012	339.66			
		339.66			
Patricia Longdo	Rental Refund	30.00			
		30.00			
Postmaster of Colfax	stamps - general	240.00			
	stamps-library	48.00			
	stamps-rescue	48.00			
	stamps-w/s	240.00			
		576.00			
RACO Industries	Lib - Supplies General	245.21			
		245.21			
Schilling Supply Company	Village Hall - Toilet Paper	119.12			
		119.12			
Dept. of the Treasury	2.16.12 Payroll - Fed Withhold	1,536.24			
	2.16.12 Payroll - SS Withholdi	1,887.08			
	2.16.12 Payroll - Med Withhold	526.20			
		3,949.52			
Verizon Business	Admin - Communications	50.47			
		50.47			
Wal-Mart Community/GEM	Lib - Cleaning Supplies	50.73			
		50.73			
Weld, Riley, Prenn & Ricci, SC	CRS - Labor Attorney	585.00			
		585.00			
WI Dept of Revenue	2.2.12 Payroll	816.04			
	2.16.12 Payroll - State Withho	811.76			
		1,627.80			
WI Dept of Employee Trust	Mar 2012 Health - Rescue	2,041.80			
		2,041.80			
WPS Health Insurance	PD - Health Ins Reetz	913.95			
		913.95			
Zempel Appraisal Service	Assessor Fee - March 2012	750.00			
		750.00			
	Total General	408,460.69			

Closed Session - Motion by Trustee Halpin; seconded by Trustee Schauer 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 for the Performance Review – Administrator-Clerk-Treasurer.

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

Voting against: none

Motion carried.

- a. Performance Improvement Plan – Administrator-Clerk-Treasurer

Open Session - Motion by Trustee Halpin; seconded by Trustee Schauer to convene into open session to take any action resulting from the closed session.

Voting for: all

Voting against: none

Motion carried.

Performance Improvement Plan – Administrator-Clerk-Treasurer – No press or public in attendance. No Board action taken.

Motion by Trustee Halpin; seconded by Trustee Schauer to adjourn.

Voting for: all

Voting against: none

Motion carried.

Gary Stene, President

Attest: Thomas K. Cogswell
Administrator - Clerk-Treasurer