

Regular Meeting – February 13, 2012

The February 13, 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, S. Olson, Schauer & Johnson. Members Absent: none. Also Present: Administrator-Clerk-Treasurer Cogswell. President Stene called the meeting to order.

Public Appearances – Jessica Erickson and Travis Borreson from the Colfax Rescue Squad requested the use of the Colfax Rescue Squad Building for a fund raiser. They explained that the funds to be raised will go towards the purchase of equipment for the Colfax Rescue Squad. The Board asked the Colfax Rescue Association to fill out a Building use form and the Board will have the item on the next agenda.

Jeff Prince – Asked the Board if there was any more information on the FEMA Floodplain issue. At this time the Board had no further information and the Board was waiting for Ayers Associates to present options to the Board before they could proceed.

Public Hearings – None

Consent Agenda –

Minutes – January 23, 2012 Regular Board Meeting, February 2, 2012 Special Board Meeting.

Trustee Halpin pointed out two corrections that needed to be made.

Motion by Trustee C. Olson, second by Halpin to approve the minutes as corrected.

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

Voting against: none

Motion carried

Training Requests – Don Logslett – WRWA Technical Conference – March 27-30, 2012.

Motion by Trustee C. Olson, second by S. Olson to approve the Training Request for Don Logslett – WRWA Technical Conference – March 27-30, 2012.

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

Voting against: none

Motion carried

Facility Rentals –

- a. **Richard Stelter – Ball Park during the Fair – June 15-17, 2012.** This request was referred to the Parks Committee for review and recommendation.
- b. **Dunn County Solid Waste – Annual Hazardous Waste Collection – Sept. 12, 2012.**

Motion by Trustee C. Olson, second by Halpin to approve the Facility Rental for Dunn County Solid Waste – Annual Hazardous Waste Collection – Sept. 12, 2012

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

Voting against: none

Motion carried

Licenses – None

Communications – Village President – President Stene reported that he and Administrator-Clerk-Treasurer Cogswell were setting up a meeting with representatives from the Nursing Home to review the progress of the developer's agreement. President Stene received the Local Roads Improvement Program Project Agreement and Project Reimbursement form from WisDOT. A Streets Committee meeting is being planned with Ayers Associates to review and move forward on the 1st Avenue project. President Stene also received a thank you from the Dunn County Economic Development Corporation for the contribution that was received. President Stene also made the Board aware that he was asked to give a short speech at the First Responders Recognition at halftime of the Colfax/ Elk Mound boys' basketball game on February 23, 2012.

Consideration Items -

Village Hall Renovations Update – There was no report on this item due to the report that was given at the Special Meeting just prior to this meeting. No Board action taken.

Colfax Community Fire Hall Construction – Payment #3 – The Board was given the request for Payment #3 on the Colfax Community Fire Hall Construction project for the amount of \$32,118.53.

Motion by Trustee S. Olson, second by Halpin to approve the request for Payment #3 on the Colfax Community Fire Hall Construction project for the amount of \$32,118.53.

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

Voting against: none

Motion carried

Water Tower RFP's – Bid Award – The Board reviewed the four Requests for Proposals that were received by the Village. Motion by Trustee Schauer, second by Halpin to approve the Request for Proposal from Ayers Associates in the amount of \$24,700.00.

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

Colfax After Prom Party Committee – Donation Request –

Motion by Trustee C. Olson; seconded by Trustee S. Olson to donate \$50.00 to the Colfax After Prom Party.

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

2011 Year-End Rescue Accounts Receivable Uncollected Write-Offs – Kathy Morse presented the Board with a list of accounts due, 2011 Year End, to the Colfax Rescue Squad, in the amount of \$12,629.42, to be written off as Uncollectible. The list consisted of deceased and out of state individuals.

Motion by Trustee S. Olson; seconded by Trustee Schauer to officially write-off the presented, \$12,629.42, Rescue Squad Accounts Receivables, pursue collection with a collection agency, and refer the list to the Village Attorney for advice on other options that are available for collections of the debts.

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

Police Department request for an Ordinance to prohibit the sale of synthetic drugs – Chief Gehring asked the Board to consider creating an ordinance prohibiting the sale of synthetic drugs within the Village of Colfax.

Motion by Trustee S. Olson; seconded by Trustee Schauer to authorize the Chief of Police, Village Attorney, and Administrator-Clerk-Treasurer to create an ordinance prohibiting the sale of synthetic drugs with in the Village and bring it back to the Board for review and adoption.

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

Resolution 2012-09 – First Responders Day Recognition –

Motion by Trustee C. Olson; seconded by Trustee S. Olson to adopt Resolution 2012-09 – First Responders Day Recognition as presented and read by President Stene.

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

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

- a. **Administrator-Clerk-Treasurer** - The report of the February 8, 2012 Public Safety Meeting and January 25, 2012 Public Works Meeting were reviewed.

Review/Approval – Bills- The bills were reviewed. The Board asked for clarification on two bills that were presented. The Board's questions were answered.

Name	Item Description	Amount	Name	Item Description	Amount
Anthem Blue	Feb 2012 Life - PD	5.25	Commercial Testing Lab	Nov 2011 - Testing	194.35
Cross Blue Shield	Feb 2012 Life - Streets	5.25			194.35
	Feb 2012 Life - Rescue	5.25	Diggers Hotline, Inc.	Water - Jan 12 Diggers	0.80
	Feb 2012 Life - W/S	5.25		Sewer - Jan 12 Diggers	0.80
		21.00			1.60
Aramark Uniform Service Inc.	1.23.12 Uniforms - Streets	18.55	Energeneccs, Inc.	1.12.12 Service Call WWTP	1,340.00
	1.23.12 Uniforms - W/S	25.82			1,340.00
	1.30.12 Uniforms - Streets	13.97	Hawkins, Inc.	1.25.12 Caustic Soda	944.70
	1.30.12 Uniforms - W/S	8.43			944.70
	2.6.12 Uniforms - Streets	18.22	PLANK CONSTRUCTION	Sewer - Siding and Insulation	4,970.00
	2.6.12 Uniforms - W/S	16.94			4,970.00
		101.93	Public Service Commission	12.1.11 to 12.31.11 Assessment	46.14
Ayres Associates	Jan 12 Street Improvement Desi	5,254.28			46.14
		5,254.28	Village of Colfax	Water - Garage Door Repair	41.66
Bauman Associates, Ltd.	W/S - Accounting Services	3,650.00			

	CRS - Accounting Services	1,938.21
	Gen Fund - Accounting Services	3,288.79
		8,877.00
Bear Valley, Inc.	1.10.12 Streetlight Work	233.00
		233.00
Bremer Bank NA & TK Cogswell (2.2.12 HSA	553.85
		553.85
Cardmember Service	Library Circulation	187.51
		187.51
Cedar Corporation	Revolving Loan Admin 73348	205.55
	VH Project 73468	535.00
		740.55
Cedar Country Co-op	PD - Fuel	81.00
	Streets - Fuel	59.44
	Streets - Supplies	12.58
	Parks - Supplies	32.34
	W/S - LP Gas	425.84
		611.20
Chippewa Valley Tech College	Jan Tax to CVTC	12,681.83
		12,681.83
Citgo Petroleum Corporation	Streets - Jan 12 Fuel	29.28
	W/S - Jan 12 Fuel	58.55
	PD - Jan 12 Fuel	307.43
	CRS - Jan 12 Fuel	701.85
		1,097.11
Colfax Community Fire Dept.	Feb 12 Fire Protection PMT	5,646.55
		5,646.55
Colfax Public Schools	Jan Tax to School	65,453.95
		65,453.95
Dunn Co Clerk	2011 Dog Tag Fees	12.00
		12.00
Dunn Co Recycling	Jan 2012 Curbside Recycling	1,131.78
	Nov 2011 Curbside Recycling	1,131.78
	Dec 2011 Curbside Recycling	1,131.78
		3,395.34
Dunn Co Treasurer	Jan Tax - County	52,750.82
	Jan Tax - State	1,312.84
		54,063.66
Dunn Energy Cooperative	Electric - Cemetery	51.00
		51.00
Eau Claire Press Company	Jan 2012 Employment Ad	293.71
		293.71
Brad Erickson	prior month municipal judge se	300.00
		300.00
GE Money Bank/Amazon	Lib - Circulation	286.51
		286.51
HOTSYS CLEANING SYSTEMS	Streets - GFCI Cord, Nozzle, L	477.11
		477.11

Sewer - Garage Door Repair	41.67
Water - Feb 2012 Life	2.63
Sewer - Feb 2012 Life	2.62
Water - Fuel Sept 2011	27.02
Sewer - Fuel Sept 2011	27.02
Water - 1.23.12 Uniforms	12.91
Sewer - 1.23.12 Uniforms	12.91
Water - 1.30.12 Uniforms	4.22
Sewer - 1.30.12 Uniforms	4.21
Water - 2.6.12 Uniforms	8.47
Sewer - 2.6.12 Uniforms	8.47
Water - Accounting Services	1,825.00
Sewer - Accounting Services	1,825.00
Water - Citgo Jan 12 Fuel	29.27
Sewer - Citgo Jan 12 Fuel	29.28
Sewer - LP Gas	425.84
	4,328.20
Total Water/ Sewer	<u>11,676.78</u>

Name	Item Description	Amount
AFLAC	Insurance - Rescue	39.96
		39.96
BEST BUY BUSINESS ADVANTAGE AC	CRS - Replacement Computer	595.99
		595.99
Bound Tree Medical, LLC	CRS - Technical Supplies inv 8	2,833.60
	CRS - Technical Supplies inv 8	138.52
	CRS - Technical Supplies inv 8	45.81
	CRS- Technical Supplies inv 87	25.97
		3,043.90
Cardmember Service	1.23.12 EZ Claim	139.00
		139.00
Charter Communications	CRS - Feb 12 Communications	140.57
		140.57
Chippewa Valley Technical Coll	EMT - Basic Refresher Course	1,404.06
		1,404.06
INTERSTATE AUTOMOTIVE	CRS - Unit Oil Change	121.97
		121.97
Village Of Colfax	CRS - Feb 2012 Life	5.25
	CRS - Accounting Services	1,938.21
	CRS - Citgo Jan 12 Fuel	701.85
	2.2.12 Payroll Fed	214.65
	2.2.12 Payroll SS	710.71
	2.2.12 Payroll Med	198.20
	2.2.12 Payroll State Withholdi	166.24
		3,935.11
WITC Rice Lake	CRS - Text Books	274.35
		274.35

			Total Rescue Squad	<u>9,694.91</u>
John Deere Financial	Fuel - PD	189.99		
	Fuel - Cemetery	201.77		
	Fuel - Streets	203.25		
	Supplies - Streets	55.36		
	Fuel - W/S	54.04		
	Supplies - W/S	34.47		
	Supplies - Parks	140.67		
		879.55		
Lincoln Benefit Life Company	2012 LOSA Contribution	6,011.22		
		6,011.22		
Glenwood City Tribune	1.18 Ord, 1.18 Proceedings, 1.	484.57		
		484.57		
Kathleen V. Morse	1.27.12 to 2.11.12 Mileage	452.88		
		452.88		
Municipal Treasurer Assn. of W	Treasurer - 2012 MTA Dues Cogs	20.00		
	Treasurer - 2012 MTA Dues East	20.00		
		40.00		
Powerplan	Hygard 5 Gallons	159.32		
		159.32		
Reliable Office Supply	CM924200 Admin Office Supplies	231.09		
	CM924201 Admin Office Supplies	161.47		
	CM924202 Admin Office Supplies	2.19		
		394.75		
Ronco Engineering Sales, Inc.	3/4" SAE Hose	32.03		
	2 Monoblok	44.32		
		76.35		
S & S Glass & Door	Streets - Garage Door Adjustme	41.67		
	W/S - Garage Door Adjustment1	83.33		
		125.00		
Schofield, Higley & Mayer SC	Jan 12 - Legal - Leg.	76.00		
	Jan 12 - Legal - PD	19.00		
	Jan 12 - Legal - MCourt	9.50		
		104.50		
United States Treasury	2.2.12 Payroll - Fed Withholdi	1,520.47		
	2.2.12 Payroll - Medicare	553.60		
	2.2.12 Payroll - SS	1,985.24		
		4,059.31		
Verizon Business	Admin - Communications	50.47		
		50.47		
VFIS	2012 LOSA Admin Fee	785.00		
		785.00		
Viking Disposal Inc.	Jan, Feb, Mar 12 Solid Waste -	90.00		
	Jan, Feb, Mar 12 Solid Waste -	90.00		
	Jan, Feb, Mar 12 Solid Waste -	90.00		
		270.00		
WI Dept of Justice-TIME	2012 PD - TIME System Dues	768.00		
		768.00		
WI Dept of Revenue	1.5.12 Payroll State Withholdi	775.55		
		775.55		
WI Municipal	Clerk - 2012 Dues Cogswell	45.00		

Clerks Associatio		45.00
Workhorse	Support Invoice	875.00
Software Services		
In	Accounting, Payroll Software	13,500.00
		14,375.00
Xcel Energy	Electric- Sewer	323.66
	Electric - PD Cold Storage	43.23
	Electric - Well #3	474.02
	Electric - Street Lights	446.92
	Electric - Admin	98.28
	Electric - PD	98.28
	Electric - Library	98.28
	Electric - Street Lights	227.24
	Electric - Street Lights	431.20
	Electric - Streets	18.52
	Electric - Water Tower	429.98
	Electric - Ball Field/ Warming	55.74
	Electric - Well #2	412.63
	Electric - Fairgrounds	94.32
	Electric - Well #1	287.40
	Electric - Street Lights	282.09
	Electric - Rescue	193.74
	Electric - W/S	193.74
	Electric - Streets	193.73
	Electric - Street Lights	79.78
	Electric - Street Lights	1,040.96
		5,523.74
Zempel Appraisal	Feb. 2012 Assessor Service	797.00
Service		797.00
	Total General Fund	<u>197,395.85</u>

Motion by C. Olson; seconded by S. Olson 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 S. 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 – 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 - Performance Review – Administrator-Clerk-Treasurer.

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

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