

### **Regular Meeting – June 27, 2011**

The June 27, 2011 Village of Colfax Board meeting was held at 7:00 p.m. in the Village Hall. Members Present: President Stene, Trustees Johnson, Schauer, S. Olson & Halpin. Excused: Trustees Laska & C. Olson. Absent: none. Also Present: Interim Clerk-Treasurer Morse. President Stene called the meeting to order.

**Public Appearances** – none

**Minutes** – Motion by Trustee S. Olson; seconded by Trustee Halpin to approve the June 13, 2011 minutes, as submitted.

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

Voting against: none

Motion carried.

**Facility Rental** – Motion by Trustee Halpin; seconded by Trustee S. Olson to approve the Bartlson/Stalson Family Reunion August 20, 2011 facility rental application.

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

Voting against: none

Motion carried.

**Licenses** – Motion by Trustee Halpin; seconded by Trustee S. Olson to approve the July 2011-June 2012 Operator License, as submitted.

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

Voting against: none

Motion carried.

**Communications** – President Stene announced he will be sending a letter to our State representatives requesting a meeting to discuss phosphorous regulations and a letter to the Village Hall Restoration Group requesting the Group appoint one person as spokesperson for the Group regarding Village Hall restoration issues.

**Appointment-Building Inspector** – Personnel Committee Chair S. Olson presented the Committee's recommendation.

Motion by Trustee S. Olson; seconded by Trustee Schauer to appoint George Entzminger as Building Inspector, per the Personnel Committee's recommendation.

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

Voting against: none

Abstaining: Trustee Halpin

Motion carried.

**2011 Tom Prince Memorial Park Use/Lease Agreement with Colfax Softball Association** – Trustee Johnson presented the proposed amended use/lease agreement.

Motion by Trustee S. Olson; seconded by Trustee Halpin to approve the June 21, 2011 amended 2011 Tom Prince Memorial Park Use/Lease Agreement with Colfax Softball Association.

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

Voting against: none

Motion carried.

**Bid Award–Village Hall Renovation Project** – No discussion or Board action taken.

**Arborist's Report–Tree Abatement** – Trustee Johnson presented the Arborist's report on trees located at 504 Evergreen Street, 707 Amble Street & 407 High Street.

Motion by Trustee S. Olson; seconded by Trustee Schauer to forward the report to the Village Attorney for use in drafting a letter to the property owners, as appropriate, stating the property shall remove the tree within 30 days of notice or Village shall remove said tree and charge property owner associated costs.

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

Voting against: none

Motion carried.

**Colfax Rescue Event Stand-by Policy & Agreement** – Trustee Halpin presented the proposed event stand-by policy and agreement developed by the Public Safety Committee.

Motion by Trustee Halpin; seconded by Trustee Stene to approve the Colfax Rescue Event Stand-by Policy & Agreement, as presented.

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

The issue will be placed on a future agenda with Don Knutson in attendance to address the issue.

**Colfax Rescue Casual Employee Pay Scale & Coverage Options** – Trustee Halpin presented the proposed EMT pay scale recommended by the Public Safety Committee.

Motion by Trustee Stene; seconded by Trustee S. Olson to approve the EMT pay scale, as presented, effective July 3, 2011 and direct the compensation program be revisited by the Board in December 2011.

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

**Colfax Rescue Facility Lease Agreement** – Trustee Halpin presented the proposed facility lease agreement.

Motion by Trustee Halpin; seconded by Trustee S. Olson to approve the Colfax Rescue Facility Lease Agreement, as submitted.

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

**Colfax Rescue Parking Lot Pavement Project Funding Request** – No discussion or Board action taken.

**Exempt Law Enforcement Personnel from Village Hall Cleaning** – Trustee S. Olson requested the law enforcement personnel be exempted from cleaning Village Hall common areas. The Board directed law enforcement work with the rescue personnel when cleaning the facility.

**Authorize Police Chief to Fill Full-time Police Patrolman Position Due to August 2011 Resignation** – Motion by Trustee Johnson; seconded by Trustee Halpin to discuss the issue in closed session.

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

**Colfax Community Fire Department Proposed Building Project; Certified Survey Map & Zoning; Developer's Agreement** – President Stene distributed the Fire Department's certified survey map for land along CTH M.

Motion by Trustee Halpin; seconded by Trustee Johnson to approve the Colfax Community Fire Department's certified survey map for property located on CTH M.

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

President Stene commented on a developer's agreement including, the Main Street facility, water extension and pipe upsizing, septic system and other issues. He will request the Fire Department prepare a draft developer's agreement for the Village Board to consider. No building permit shall be issued until a developer's agreement is signed by both parties.

**Village Hall Renovation Project-Asbestos** – President Stene updated the Board on the Village Hall asbestos issue. No Board action taken.

**2011 Street Projects** – Trustee Johnson presented the Street Committee's recommendations for 2011 street improvement projects.

Motion by Trustee Stene; seconded by Trustee Schauer to approve the following 2011 street improvement projects: portions of East First Street, Dunn Street, West Third Street, East High Street, Viking Drive & Riverview Street; authorizing bidding the six separate projects with an October 31, 2011 completion date.

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

Voting against: none

Motion carried.

**Reflective High Visibility ANSI Lime Uniform Shirts & Vests for Village Employees** – Trustee Halpin suggested Village employees be required to wear high visibility shirts and vests as a risk management practice.

Motion by Trustee S. Olson; seconded by Trustee Halpin to postpone Board action until pricing is obtained.

Voting for: all

Voting against: none

Motion carried.

**Wastewater Lagoon River Bank Land Erosion Damage** – No discussion of Board action taken.

**Delinquent Water/Sewer Bill Letter** – Interim Clerk-Treasurer Morse presented a proposed letter to be sent to delinquent water/sewer accounts.

Motion by Trustee Halpin; seconded by Trustee S. Olson to authorize the delinquent water/sewer bill letter be mailed to all delinquent accounts.

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

Voting against: none

Motion carried.

**Deputy Clerk-Treasurer Position Interview/Selection Process** – Interim Clerk-Treasurer Morse sought directives from the Board regarding the interview/selection process for the Deputy Clerk-Treasurer position. The Personnel Committee will meet on Monday, July 11, 2011 at 5 p.m. to review the applications. President Stene & Interim Clerk-Treasurer Morse will conduct an initial review prior to the meeting.

**2012 Exemption from County Tax for Library Services** – Interim Clerk-Treasurer Morse presented the annual exemption from the County tax for library services.

Motion by Trustee S. Olson; seconded by Trustee Stene to approve the 2011 Exemption from County Tax for Library Services.

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

Voting against: none

Motion carried.

**2012 Goals & Budget Process** – President Stene stated the 2012 budget, goals and projects need to be established within an August-November 2011 timeframe. No Board action taken.

**Committee/Department Reports** – Trustee Schauer, Public Works, announced the upcoming meeting; Trustee S. Olson, Personnel, no report and Trustee Halpin, Public Safety, no report.

**Review/Approval–Bills** – Motion by Trustee Halpin; seconded by Trustee Schauer to approve the bills, as submitted.

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

Voting against: none

Motion carried.

Name	Item Description	Amount			Amount
Anthem Blue Cross Blue Shield	dental-w/s	\$158.15	WE Energies	heat-admin	\$7.81
	dental-police	\$316.30		heat-library	\$7.81
	dental-library	\$158.15		heat-police	\$7.80
	dental-streets	\$158.15		cold storage-police	\$21.20
	dental-rescue	\$158.15		heat-streets	\$8.30
Anthem Blue Cross Blue Shield	life-w/s	\$44.45		heat-w/s	\$16.61
	life-rescue	\$8.45	Weld, Riley, Prenn & Ricci, S.	response to auditors	\$84.00
	life-police	\$35.95	WI Dept of Revenue	6.13.11 payroll-rescue-fix-sta	\$13.66
	life-streets	\$13.40		state withholdings	\$954.00
Aramark Uniform Service Inc.	uniforms-w/s	\$20.29		6.9.11 state withholdings-w/s	\$93.38
	uniforms-streets	\$21.86		6.9.11 state withholdings/resc	\$147.75
Baker & Taylor Entertainment	circulation items-library	\$344.17		6.9.11 state withholdings-gene	\$539.69
	circulation items-library	\$331.09	WI Dept of Workforce Dev.	unemployment-Dohms	\$14.65
BookPage	circulation items-library	\$282.00		unemployment-Jenatscheck	\$269.52
Bremer Bank & Pete Gehring	6.23.11 HSA	\$151.57		unemployment-Dohms	\$27.92
Bremer Bank & Kathy Faymoville	6.23.11 HSA	\$173.68		unemployment-Jenatscheck	\$207.55
Bremer Bank, N.A.	DPW loan-princ	\$5,262.38	Wisconsin Taxpayers Alliance	Focus newsletter renewal-admin	\$42.97
	DPW loan-interest	\$5,258.43	Woods Run Forest Products	rescue parking lot concrete	\$132.62
Colfax Youth Ball	2011 contribution	\$1,500.00	WPS Health Insurance	Jul11-Sep11 insurance-Gehring	\$1,583.25
Demco Inc.	hanging hooks	\$28.20	Xcel Energy	electric-sewer	\$148.37
Dunn Co Highway Department	3.17 ton coldmix	\$197.49		electric-police cold storage	\$28.35
Dunn County News	one yr subscription-library	\$65.00		electric-well 3	\$294.59
Dunn Co Recycling	Jul11 recycling	\$4,985.74		electric-street lights	\$174.07
	Jul11 solid waste	\$5,946.20		electric-admin	\$60.34
E. O. Johnson Office Technolog	Jul-Oct copier maint-admin	\$70.00		electric-police	\$60.34
	copier-library	\$47.00		electric-library	\$60.34
Farrell Equipment	rescue parking lot project	\$287.40		electric-street lights	\$72.13
Gary Hill	ball field lime	\$337.65		electric-street lights	\$125.08
Karl's Chevrolet, Inc	oil change-police	\$24.55		electric-streets	\$14.77
Jenny Knipfer	mileage reimbursement-summer r	\$15.30		electric-water tower	\$326.96
L.E.Phillips Memorial Public L	collection agency fee	\$25.00		electric-ball field	\$186.21
Audio Adventures	circulation items-library	\$207.90		electric well 2	\$236.04
	circulation items-library	\$77.40		electric-fair ground	\$123.97
Herbert A. Maves	library shelving project - 50%	\$2,916.00		electric-well 1	\$248.06
Menards - Eau Claire	rescue parking lot project	\$214.80		electric-street lights	\$80.24
Postmaster of Colfax	3 rolls \$0.44 stamps	\$132.00		electric-DPW-streets	\$209.98
	Jul11-Jun30 PO Box 417 renewal	\$56.00		electric-DPW-water/sewer	\$209.97
	PO Box fee	\$100.00		outdoor lighting adjustment	\$458.48
Quill Corporation	fax machine-admin	\$169.58		electric-street lights	\$1,118.91
Reliable Office Supply	key tags-police	\$6.99		<b>Total-General</b>	<b>\$50,133.21</b>
Sport Supply Group, Inc.	scoreboard	\$751.99			
	benches	\$1,305.32			
	shipping	\$246.88			
Two Way Communications	remove old/install new squad c	\$250.00			
United States Treasury	6.9.11 fed withholdings-rescue	\$161.71			
	6.9.11 ss/medicare-rescue	\$685.48			
	6.9.11 fed withholdings-w/s	\$183.70			
	6.9.11 ss/medicare-w/s	\$210.12			
	6.9.11 fed withholdings-genera	\$1,215.10			
	6.9.11 ss/medicare-general	\$1,414.01			
	6.13.11 payroll-rescue-fix-fed	\$30.39			
	6.13.11 payroll-rescue-fix-ss	\$102.01			
	6.13.11 payroll-rescue-fix-med	\$28.44			
	6.23.11 fed withholdings	\$2,116.44			
	6.23.11social security	\$2,116.87			
	6.23.11 medicare	\$590.24			
<b>Name</b>	<b>Item Description</b>	<b>Amount</b>	<b>Name</b>	<b>Item Description</b>	<b>Amount</b>
AFLAC	Jul11-knutson	\$39.96	Diggers Hotline, Inc.	2nd 50% pymt	\$84.80
Don Knutson	reimbursement-training hotel	\$125.56	First Supply LLC	13 vac brkr	\$60.00
Emergency Medical Products	masks, nebulizer, combo kits,	\$789.75		14 vac brkr	\$56.00
Farm Plan	fuel	\$94.47		2 vac brkr	\$8.00
	batteries, brush, cord, etc.	\$32.53		caustic soda	\$529.10
Jefferson Fire & Safety, Inc.	LED lamp	\$104.08	Hawkins, Inc.	dental-water	\$79.08
	fluorescent tube	\$47.73	Village of Colfax	dental-sewer	\$79.07
Medical Arts Press	lod 10 pc mapping	\$129.95		life ins-water	\$22.23
Practice Management Informatio	laser sheet	\$36.68		life ins-sewer	\$22.22
Village Of Colfax	unemployment-Dohms	\$14.65		uniforms-water	\$10.15
	dental-knutson	\$158.15		uniforms-sewer	\$10.14
	unemployment-Dohms	\$27.92		electric-sewer	\$148.37
	life ins-rescue	\$8.45		electric-tower	\$326.96
	<b>Total-Rescue</b>	<b>\$1,609.88</b>		electric-well 1	\$248.06
				electric-well 2	\$236.04
				electric-well 3	\$294.59
				electric-DPW-water	\$104.99
				electric-DPW-sewer	\$104.98
				heat-water	\$8.30
				heat-sewer	\$8.31
			Wisconsin Dept of Natural Reso	2011 water use fee	\$125.00
			<b>Total-Water/Sewer</b>		<b>\$2,566.39</b>

Motion by Trustee S. Olson; seconded by Trustee Johnson to convene into closed session pursuant to WI Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies

which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations for Authorize Police Chief to Fill Full-time Police Patrolman Position Due to Upcoming August Resignation and Colfax Municipal Court Judge.

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

Voting against: none

Motion carried.

- a. Authorize Police Chief to Fill Full-time Police Patrolman Position Due to Upcoming August Resignation
- b. Colfax Municipal Court Judge

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.

No press or public in attendance.

**Authorize Police Chief to Fill Full-time Police Patrolman Position Due to Upcoming August Resignation –**

Motion by Trustee S. Olson; seconded by Trustee Halpin to authorize the Police Chief to fill the full-time Police Patrolman position due to the upcoming August resignation utilizing the current eligibility list.

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

Voting against: none

Motion carried.

**Colfax Municipal Court Judge –** No Board action taken.

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

Voting for: all

Voting against: none

Motion carried.

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Gary Stene, President

Attest: Kathleen V. Morse, MMC/CMTW/WCPC  
Interim Clerk-Treasurer