

Village Board Meeting –April 22nd, 2019

On April 22nd, 2019, the Village Board meeting began at 7:00 p.m. at the Village Hall, 613 Main St., Colfax, WI 54730. Members present: Trustees Halpin, Davis, Jenson, M. Burcham, K. Burcham and Gunnufson. Others Present: Police Chief Anderson, Public Works Director Bates, Administrator-Clerk-Treasurer Niggemann and Randy Simpson representing the Messenger.

Call to Order

Pledge of Allegiance

Public Comments – none.

Communications from the Village President- Gunnufson welcomed the Board. There are a lot of the same faces, however, Margaret is new. Gunnufson has no doubt that the current Board will work hard to do the best for the Village as they have in the past. He is excited to be back.

Consent Agenda

Citizen Participation Public Hearing and Board Meeting – April 8th, 2019 – A motion was made by Trustee Halpin and seconded by Trust M. Burcham to approve the Citizen participation Public Hearing and Board Meeting minutes from April 8th, 2019. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Regular Board Meeting Minutes – April 8th, 2019 – A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the Regular Board Meeting minutes for April 8th, 2019. Voting For: Trustees Halpin, Davis, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Licenses

Colfax Municipal Building Restoration Group – Troy Knutson- 613 Main Street, Six Month Class “B” and “Class B” License- April 23, 2019 to October 22, 2019 - A motion was made by Trustee Davis and seconded by Trustee M. Burcham to approve the Colfax Municipal Building Restoration Group Six Month Six Month Class “B” and “Class B” License for the term April 23, 2019 to October 22, 2019. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Colfax Softball Association – Jeff Prince – E8485 State Rd 170, Six Month Class “B” and “Class B” License, May 1, 2019 to October 31, 2019—A motion was made by Halpin and seconded by Trustee M. Burcham to the Six Month Class “B” and “Class B” License for the Colfax Softball Association for the term May 1, 2019 to October 31, 2019. Voting For: Trustees Halpin, Davis, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Transient Merchant – Alvin Lu- China Taste Food Truck – April through June 30, 2019 and July 1, 2019 through September 30, 2019 – A motion was made by Trustee M. Burcham and seconded by Trustee Davis to approve the Transient Merchant License for the China Taste Food Truck for April to June and July to September 2019. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Operator’s License- Braanna Steen – April 23, 2019 to June 30, 2019—A motion was made by Trustee Halpin and seconded by Trustee M. Burcham to approve Braanna Steen’s operator’s license for April 23,

2019 to June 30, 2019. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

CDBG Grant Application Requirements

Ordinance 2019-03 – Adopting a Fair Housing Ordinance– A motion was made by Trustee M. Burcham and seconded by Trustee Halpin to adopt Ordinance 2019-03 – Fair Housing Ordinance. Voting For: Trustees Halpin, Davis, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Consideration Items

CDBG Grant Application Requirements

Discussion and approval of interim financing – For the purpose of applying for the CDBG Grant, one of the application items is to provide a guarantee of the matching funds. With this document, the Village needs to state who they would use for interim financing as well any other sources of funds that will be used to complete the project. The Village has reached out to both local banks and requested interest rates for a 10 year note on \$630,000. The interest rate requests were designed to assist in the selection of which bank to identify in the resolution. Both banks were made aware that if we need to secure financing once the project timeline has been established, the financing would be bid again. The two interest rates provided were 3.5% from Dairy State Bank and 3.98% from Bremer.

A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the Dairy State Bank interim financing with a 3.5% interest rate. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Resolution 2019-08-Authorizing Commitment of Matching Funds– A motion was made by Trustee M. Burcham and seconded by Trustee Jenson to approve Resolution 2019-08 – Authorizing Commitment of Matching Funds to include Dairy State Bank as interim financing agency. Voting For: Trustees Halpin, Davis, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

US Army Corps of Engineers

Project Partnership Agreement between the Department of the Army and the Village of Colfax, Wisconsin – A motion was made by Trustee Halpin and seconded by Trustee K. Burcham to enter into the Project Partnership Agreement between the Department of the Army and the Village of Colfax, Wisconsin. Voting for: Trustees K. Burcham, M. Burcham, Jenson, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Non-Federal Sponsor’s Self-Certification of Financial Capability for Agreement – A motion was made by Trustee M. Burcham and seconded by Halpin to appoint Lynn Niggemann, Administrator-Clerk-Treasurer as the certified individual aware of the financial obligations of the Non-Federal Sponsor and the financial capability to satisfy the Non-Federal Sponsor’s obligation under the agreement between Department of the Army and Village of Colfax. Voting For: Trustees Halpin, Davis, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Request for Sponsorship – Colfax Fair Board – A motion was made by Trustee Davis and seconded by Trustee Jenson to contribute the portable toilet rentals for the 2019 Colfax Free Fair, at the cost of \$420. Voting For: Trustees Halpin, Davis, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Travel Time Pay discussion and possible action – The Board reviewed Fact Sheet #22 from the US Department of Labor regarding Hours Worked under the Fair Labor Standards Act (FLSA). Section labeled Travel Away from Home Community states that travel away from home is clearly work time when it cuts across the employee's workday and would include corresponding hours on nonworking days. Travel time would be considered time worked unless the employee is a passenger. Issues to be addressed include: If drive time puts an hourly employee over a 40 hour week do they get paid time and half if the actually training time did not exceed 40 hours? The employee handbook language may need to be rephrased to be within law.

A motion was made by Trustee Halpin and seconded by Trustee M. Burcham to have Niggemann modify a draft of the employee handbook language for employee travel and have the Board review it at a future meeting. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Part-Time Police Wages – discussion and possible action – Chief Anderson explained that the current police staff consists of two full-time staff and two part-time staff, one of which is out on administrative leave and unsure of a return date. Anderson contacted eleven other agencies roughly the same size as the Village of Colfax in regards to hour rate of pay. The responses varied drastically with the low end being Colfax at \$14.50 and the high end being Bloomer at \$24.12. When asked, Chief explained that he was thinking about the \$16.00 to \$18.00 range of pay depending on qualifications. Board discussed budget and what the difference would be to adjust the rate of pay from \$14.50 per hour to \$16 or \$18 per hour. The part-time staff works Saturdays and Sundays, approximately 16 per week totaling 832 hours per year. Annual paid out at \$14.50 would calculate to \$12,604, \$16 would be \$13,312 and \$18 would be \$14,976.

A motion was made by Trustee Halpin and seconded by Trustee M. Burcham to approve a pay rate increase for the part-time police patrol from \$14.50 to a range of \$16 to \$18 per hour, with the Chief deciding the rate of pay based on qualifications. Voting For: Trustees Halpin, Davis, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Cramer Consulting updates – Cramer is scheduled to be on site tomorrow, April 23, 2019. I do not have any new pricing at this time.

Public Works Ceiling Discussion/Update – Bates explained that the price estimates that have been received vary dramatically. Because there are no actual spec/bid sheets, the responses have not been coming back with numbers representing the same work because some contractors feel that the ceiling can be repaired where the sagging is and others quoted the entire ceiling because they feel that it all needs to be redone. The Board feels that Niggemann and Bates should develop a spec sheet and have the project bid based on the same specs.

Streets – Sprayer authorization to purchase – A motion was made by Trustee Davis and seconded by Halpin to authorize the purchase of a new paint sprayer (pictured was the Trueline Model 250BP), \$1,998. Voting For: Trustees Halpin, Davis, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Parks – discussion regarding purchase of additional folding chairs – A request was made to have the funds received as rental of the chairs, to be reinvested back into purchasing additional chairs. The approximate price per chair is \$20. Davis feels that the Village should evaluate how many requests we

get and decide if it is worth the investment to store additional chairs. No action, but reconsider in approximately one year.

Board of Review Training- 2019- Select Board member – A nomination for Gunnufson was made by K. Burcham and seconded by M. Burcham to have Gunnufson to do the Board of Review Training for 2019. Gunnufson accepted. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Consider Rescheduling 2nd Meeting in May, Memorial Day, to Tuesday May 28, 2019 – A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the second meeting date in May to be Tuesday, May 28, 2019. Voting For: Trustees Halpin, Davis, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Review/Approval – Bills –April 8th, 2019 to April 21th, 2019 - A motion was made by Trustee M. Burcham and seconded by Trustee Halpin to approve the bills April 8th to April 21st, 2019. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

Adjourn – A motion was made by Trustee Jenson and seconded by Trustee Davis to adjourn the meeting at 8:21 p.m. A voice vote was taken with all members voting yes.

Scott A. Gunnufson, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer