

Village Board Meeting – July 13th, 2020

On July 13th, 2020, the Village Board meeting began at 7:00 p.m. at Village Hall, 613 Main Street, Colfax, WI. Members present: Trustees Halpin, Michels, K. Burcham, Jenson and Gunnufson. Excused: Trustees: Davis and Stene. Others Present: Lisa Fleming with Ayres Associates, Eric Davidson with Bauman, Kyle Kressin, David Hovre, and Director of Public Works Bates, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

Public Comments– none.

Communications from the Village President – none.

Consent Agenda

Regular Board Meeting Minutes –June 22nd, 2020- A motion was made by Trustee Halpin and seconded by Trustee Michels to postpone the June 22nd, 2020 meeting minutes to the next Board meeting. Voting For: Trustees Jenson, K. Burcham, Michels, Halpin and Gunnufson. Voting Against: none. Motion carried.

Training Requests- none.

Facility Rental – none.

Licenses

Operator’s Licenses – July 13, 2020 to June 30, 2021-

Cheryl Becker – Synergy Co-Op/ Katherine Walters – American Legion/Mary Muza-Kyle’s Market Inc. - A motion was made by Trustee Halpin and seconded by Trustee Michels to all three licenses from July 13th, 2020 to June 30, 2021. Voting For: Trustees Halpin, Michels, K. Burcham, Jenson and Gunnufson. Voting Against: none. Motion carried.

Transient Merchant License – July 13th, 2020 to September 30, 2020 – Ponytail Pizza, LLC – A motion was made by Trustee Halpin and seconded by Trustee Michels to approve the transient merchant license for Ponytail Pizza for the period July 13th, 2020 September 30, 2020. Voting For: Trustees Jenson, K. Burcham, Michels, Halpin and Gunnufson. Voting Against: none. Motion carried.

Consideration Items

2019 Audit Documents – Eric Davidson – Davidson went over some of the required items in the Management letter and the Trustee letter. New in 2019 was the qualitative aspect of account practices referred to in GASB 84 and 88 which references certain disclosures related to debt. Note 8 in the financials is a required note which entails the entire Wisconsin Retirement program. The procedure deficiencies referring to internal control are common in small municipalities because they do not have enough employees to accomplish required separation of duties and because financial statements require 95 GASB standards to complete; it is common that small municipalities hire out the financial statements. Lynn is working on the IT written disaster recovery plan. There is a note referring to the Rescue Squad being its own fund, but reported with the general fund. Davidson pointed out that the Village budget did not reflect budget amendments for certain items such as the emergency repair of the Public Works Building, additional cost for snow removal and the Roosevelt capital project. These three items contributed to the overage and were noted and voted on during board meetings. Note 6 shows that the Village of Colfax has 52% of the debt capacity available and the Lagoon line of credit is noted in Note 12. Davidson reported that Lynn and Sheila were very cooperative and knowledgeable while the auditors were onsite as well as communicating electronically during the entire audit process.

A motion was made by Trustee Jenson and seconded by Trustee Halpin to accept the 2019 audited financial statements as presented. Voting For: Trustees Halpin, Michels, K. Burcham, Jenson and Gunnufson. Voting Against: none. Motion carried.

Resolution 2020-01 – Wastewater Treatment Plan Compliance Report – CMAR – Bates explained that the CMAR is a report required by the DNR. The report shows the data for the year 2019. A resolution is required by the DNR to finalize the annual report submission. A motion was made by President Gunnufson and seconded by Trustee Halpin to approve Resolution 2020-01 – the Wastewater Treatment Plan Compliance Report. Voting For: Trustees Jenson, K. Burcham, Michels, Halpin and Gunnufson. Voting Against: none. Motion carried.

A motion was made by Trustee Halpin and seconded by Trustee Michels to move the Public Safety Committee recommendation to letter c. Voting For: Trustees Jenson, K. Burcham, Michels, Halpin and Gunnufson. Voting Against: none. Motion carried.

Public Safety Committee Recommendations – possible approvals – The Public Safety Committee made a recommendation to the Board to allow ATV/UTV use on all Village Streets except State Highway 170, County Rd M and Highway 40 once the speed limit changes to 45 mph and the hours of operation – 7am to 11 pm, 365 days a year and a speed limit of 15 mph. The Board discussed why certain roads were being excluded. The state roads and county roads need to be approved by those jurisdictions in some instances. Signs need to be mapped out and submitted to the state with the adopted ordinance to keep moving forward with the roads being ATV/UTV trails.

A motion was made by Trustee Gunnufson and seconded by Halpin to approve the recommendation of the Public Safety Committee, but include State Highway 170 and 40 when it is submitted to the State of Wisconsin DOT. Voting For: Trustees Jenson, K. Burcham, Michels, Halpin and Gunnufson. Voting Against: none. Motion carried.

Hovre and Kressin wanted to say “Thank you” to the Village Board for moving forward and being so understanding.

Streets Committee Recommendations- There were three recommendations from the Streets committees:

- 1- Spend \$12,000 of the Street Maintenance budget to start the crack filling process on the streets with the most number of cracks and then the most traveled streets.
- 2- Riverview Avenue – bid out the surveying to be paid by the assigned fund balance in Street Maintenance fund balance.
- 3- Estimate the repairs for the remaining portion of Balsam sidewalks in 2021 to allow the village to budget the forty percent of the special assessment portion.

Fleming spoke on behalf of the bidding out of the survey process for Riverview. She indicated that if the surveying process, street projects were going to start going down the path to be bid out with each street; Ayres Associates would then change their working relationship process on a cost of services and we would be billed hourly for some services that currently the Village does not get charged for. Fleming would prefer if the Board was unhappy with their service to inform them prior to this point. Gunnufson informed her that the bid of the project discussion was not that the Village is unhappy with Ayres work, but that the project cost is greater than the bidding amount and it was thought that the professional services should be bid out occasionally. Fleming informed the Village that the bidding for professional services is exempt from that rule.

A motion was made by Trustee Jenson and seconded by Trustee Halpin to move forward with the spending \$12,000 on crack filling from the street maintenance budget and select the streets with the greatest number of cracks and most traveled. Voting For: Trustees Halpin, Michels, K. Burcham, Jenson and Gunnufson. Voting Against: none. Motion carried.

A motion was made by Jenson and seconded by Halpin to hire Ayres Associates to begin the survey process for Riverview Avenue. Voting For: Trustees Jenson, K. Burcham, Michels, Halpin and Gunnufson. Voting Against: none. Motion carried.

A motion was made by Trustee Halpin and seconded by Trustee Jenson to approve the recommendation to complete the east side of Balsam Street sidewalk through the special assessment process for 2021 budget season. Voting For: Trustees Halpin, Michels, K. Burcham, Jenson and Gunnufson. Voting Against: none. Motion carried.

Kymco Side-by-Side Request to Repair/Kymco trade-in consideration and possible action – Bates explained that the 2012 Kymco Side-by-Side repair would be approximately \$800 to repair. The parts however are unknown as to when they will arrive. The Kymco is obsolete and very difficult to get parts for now. The expected time frame to the parts is unknown and the Public Works would prefer to trade-in the Kymco for one of the estimated units. The Kymco in the current condition has a trade-in value of \$2,900. The cost after trade-in for a 2020 Yamaha Viking with a windshield is \$10,661 and the 2020 Polaris Ranger after trade-in is \$12,098. Airtec is checking to see if there is a municipal discount that can be applied. Bates thinks that the Yamaha Viking would be better suited for the Village use.

A motion was made by President Gunnufson and seconded by Trustee Halpin to approve the trade-in of the Kymco and the purchase of the 2020 Yamaha Viking with a net cost of \$10,661 with a three-way split between General Fund (Undesignated Fund), Water and Sewer. Voting For: Trustees Jenson, K. Burcham, Michels, Halpin and Gunnufson. Voting Against: None. Motion carried.

READY Water Reading Equipment Purchase Request – Bates explained that there are several areas in the Village that will not be ready unless he goes down the private driveways. Some take several attempts before they will be ready. READY now has an Advanced Converter Kit which has two receivers and allows for better signal. The cost to the water department would be \$1,295. The old receiver would be used as a backup and would be housed at Village Hall. Lynn has the READY system on her cellphone also, so if the Public Works was unavailable, any necessary reads could be taken.

A motion was made by Trustee Halpin and seconded by Trustee Jenson to approve the purchase of the Advanced Converter Kit for the cost of \$1,295. Voting For: Trustees Halpin, Michels, K. Burcham, Jenson and Gunnufson. Voting Against: none. Motion carried.

Proclamation approval – Gunnufson read the proclamation honoring Coach Joseph Doucette of the Colfax High School Girls Basketball for being the 4th Winningest Girls Basketball Head Coach in the State of Wisconsin as she retires from the Head Coaching Ranks. The Village of Colfax proclaimed that July 21, 2020 as Coach Doucette Day in the Village of Colfax.

A motion was made by Trustee K. Burcham and seconded by Trustee Halpin to accept the proclamation to proclaim July 21, 2020 as Coach Doucette Day in the Village of Colfax. Voting For: Trustees Halpin, Michels, K. Burcham, Jenson and Gunnufson. Voting Against: none. Motion carried.

COVID-19 Review/Updates

County Order Discussion – possible action if needed – none.

Review/Approval – Bills –June 8th, 2020 to July 12th, 2020 – A motion was made by Trustee Halpin and seconded by Trustee Michels to approve the bills for June 8th, 2020 to July 12th, 2020. Voting For: Trustees Jenson, K. Burcham, Michels, Halpin and Gunnufson. Voting Against: none. Motion carried.

Adjourn – A motion was made by Trustee Jenson and seconded by Trustee Michels to adjourn the meeting at 8:33 p.m. A voice vote was taken, and all members voted in favor to adjourn. Motion carried.

Scott Gunnufson, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer