

Village Board Meeting – May 28th, 2024

On May 28th, 2024, the Village Board met at the Village Hall, 613 Main Street, Colfax, WI at 7:00 p.m. Members present: Trustees Burcham, Davis Rud, Jenson, Best and Prince. Excused: Trustee Stene. Others present included Elevator Committee Members: Library Director Lisa Bragg-Hurlburt, Gary Swartz and Mark Johnson, Public Works Director Bates, Deputy Clerk-Treasurer Riemer and Administrator-Clerk-Treasurer Niggemann, with LeAnn Ralph from the Messenger requesting the audio.

Public Comments – none.

Communications by the Village President – none.

Consent Agenda

Regular Board Meeting Minutes – May 13th, 2024

Review Statement of Bills Pooled Checking – May 13th, 2024 to May 27th, 2024

Review Statement of Bills Solid Waste & Recycling Checking – May 13th, 2024 to May 27th, 2024

Training Request – none.

Facility Rental - Re-visit – Tower Park Weekly Wednesday use for Bible Study-6pm to 8:30pm –with fee to be waived.

Licenses – Colfax Free Fair – Temporary Class “B”/“Class B” Retailer’s License-June 13th, 2024 to June 17th, 2024. A motion was made by Trustee Burcham and seconded by Trustee Best to approve the Consent Agenda items which include the Regular Board Meeting Minutes – May 13th, 2024, Review Statement of Bills – Pooled Checking-May 13th, 2024 to May 27th, 2024, Review Statement of Bills-Solid Waste & Recycling – May 13th, 2024 to May 27th, 2024, no Training Requests, Facility Rental – Tower Park Weekly Wednesday use for Bible Study-6pm to 8:30pm-with fee to be waived and Colfax Free Fair – Temporary Class “B”/“Class B” Retailer’s License-June 13th, 2024 to June 27th, 2024. A voice vote was taken with all members voting in favor. Motion carried.

Consideration Items

Flexible Facilities Grant Program-Recommendation for Grant Writing and/or Grant Administration – Cedar Corp, Ayres Associates and WCWRPC submitted cost estimates. Cedar Corp \$7,000 for Grant Application, \$30,000 estimated for Grant Administration, Design Development and Construction Documents is estimated 13%. Ayres \$5,700 Grant Application, \$20,000 Grant Administration, 6-8% for Design & Construction, WCWRPC would only do the Grant Application for \$7,500 and the Grant Administration for \$20,000. The Board discussed the options involving the potential final cost if the same company would complete the design and construction portion vs. just the grant applications and administration. The Board used the total cost factor to make that decision. A motion was made by Trustee Jenson and seconded by Trustee Burcham to approve the Grant Application process to Ayres Associates. Voting For: Trustees Best, Jenson, Rud, Davis Burcham and Prince. Voting Against: none. Motion carried.

CBS Squared – Phosphorous Compliance Submittal – CBS Squared provided an estimate of \$4,293 to respond to the DNR in regards to the phosphorous non-compliance notification that was received. The DNR is requiring the application process for the new permit to include an updated Standard Operating Manual as well as some procedural change requirements. CBS Squared will work through the items that need updating and submit the documents required for the Village to become back into compliance. A motion was made by Trustee Davis and seconded by Trustee Burcham to approve the agreement with CBS Squared to assist the Village of Colfax to become into compliance with the Phosphorous requirements. Voting For: Trustees Burcham, Davis, Rud, Jenson, Best and Prince. Voting Against: none. Motion carried.

601 Pine Street – Fence on wrong property – Niggemann explained that upon driving past the residence, it was noticed that fence was being constructed without a building permit and it appeared to be on the adjoining parcel, thought to be non-owned by another party. Niggemann asked the property owner to provide a copy of the deed to identify their lot size. Just prior to this meeting, residents have taken a portion of the fence down.

Colfax Free Fair Request for Donation – A motion was made by Trustee Burcham and seconded by Trustee Best to approve a \$300 donation towards the Colfax Free Fair. Voting For: Trustees Burcham, Davis, Rud, Jenson, Best and Prince. Voting Against: none. Motion carried.

McCoy Construction & Forestry – Estimate for Repair of the End Loader - Street Department needs end loader repairs due to a break down. The current repairs are estimated to be \$4,736.66 and is expected that there may be more repairs once they get into completing the repairs. A motion was made by Trustee Burcham and seconded by Trustee Jenson to

approve repair costs for the End Loader up to \$10,000 with the repairs being paid from the Street Equipment Assigned Fund Balance. Voting For: Trustees Best, Jenson, Rud, Davis, Burcham and Prince. Voting Against: none. Motion carried.

Parks – Regular Lime for Softball Fields-\$330/load-need 4 more loads, \$1320 – A motion was made by Trustee Burcham and seconded by Trustee Best to authorize the purchase of the four additional loads of lime totaling \$1320. Voting For: Trustees Best, Jenson, Rud, Davis, Burcham and Prince. Voting Against: none. Motion carried.

Request for 40% Sidewalk Assessment Reimbursement – Ellen Anderson submitted an invoice for \$4585 from Nellesen Concrete. \$3,745 was the portion for the sidewalk repair and \$850 was for backfill sidewalk with topsoil. The original request was done in the prior year with Board pre-approving sidewalk repairs with cost share. The Board feels that they should be paying for only sidewalk repairs and no landscaping. A motion was made by Trustee Burcham and seconded by Trustee Best to approve 40% of the sidewalk repair at 203 E Railroad Ave. for the portion of the invoice that was for the sidewalk only, \$1498. Voting For: Trustees Burcham, Jenson Best and Prince. Voting Against: Trustees Rud, Davis. Motion carried.

Streets – Spray Patch vs. Perma Patch cost estimates – There was a request inquiring about different costs for street repairs. Niggemann provided a cost sheet for spray patching, perma patch and cold/hot mix maintenance. No action, just informational.

Assigned Fund Balance – Niggemann presented the fund balance as budgeted. A motion was made by Trustee Burcham and seconded by Trustee Jenson to approve the fund balance as budgeted, with the unassigned fund balance increasing from 2022 to 2023 and budgeted items from the 2023 budget process. Voting For: Trustees Best, Jenson, Rud, Davis, Burcham and Prince. Voting Against: none. Motion carried.

Adjourn – A motion was made by Trustee Burcham and seconded by Trustee Rud to adjourn the meeting at 8:18 p.m. A voice vote was taken with all members voting in favor. Meeting Adjourned.

Jeff Prince, Village President

Attest: _____
Lynn Niggemann, Administrator
Clerk-Treasurer