

## Village Board Meeting – August 26<sup>th</sup>, 2024

On August 26<sup>th</sup>, 2024, the Village Board met at the Village Hall, 613 Main Street, Colfax, WI at 7:00 p.m. Members present: Trustees Jenson, Stene, Best, Davis, Rud and Prince. Excused: Trustee Burcham. Others present included Public Works Director Bates, Deputy Clerk-Treasurer Riemer, Library Director Lisa Bragg-Hurlburt, Brett Sajdera, David Guinter with Grassland Dairy, Eric Davidson with Bauman Associates, Administrator-Clerk-Treasurer Johnson and LeAnn Ralph with the Messenger.

**Public Comments** – Library Director Bragg-Hurlburt wanted to talk about budgeting for 2025. Funding is looking to be difficult in 2025 for the Library. In 2023 the library had increased circulation numbers, 3% higher checkouts, which is great, but County funding will be about \$18,000 less. Bragg-Hurlburt handed out demographic charts for the Board to look at. Bragg-Hurlburt knows budgets are always difficult and she is planning on focusing on grant writing. Bragg-Hurlburt is hoping the Board will look to possibly setting \$6000 aside to aid the Library this next year when considering budget.

**Communications by the Village President** –none.

### Consent Agenda

**Regular Board Meeting Minutes –August 12<sup>th</sup>, 2024**

**Review Statement of Bills Pooled Checking–August 12<sup>th</sup>, 2024 to August 25<sup>th</sup>, 2024**

**Review Statement of Bills Solid Waste & Recycling Checking – August 12<sup>th</sup>, 2024 to August 25<sup>th</sup>, 2024**

**Training Request – Carrie Johnson-Town Officials Workshop-budgeting 9/12/24 at Florian Gardens, Eau Claire, WI (\$70)**

**Facility Rental -none**

**Licenses – Operator’s License-Burgandy Quimby-August 26, 2024-June 30, 2025-Express Mart, Operator’s License-**

**Amanda Kikilas – August 26, 2024-June 30, 2025 - The Concierge Home Décor & More**

**Temporary Class “B”/”Class B” Retailer’s License-Sip & Shop- The Concierge Home Décor & More-September 13, 2024**

A motion was made by Trustee Stene and seconded by Trustee Rud to approve the Consent Agenda items 6 a. through 6 f. which included the August 12<sup>th</sup>, 2024 Regular Board Meeting Minutes, Statement of Bills for Pooled Checking and Solid Waste & Recycling for August 12<sup>th</sup>, 2024 to August 25<sup>th</sup>, 2024, Training Request Carrie Johnson-Town Official Workshop-budgeting 9/12/24 at Florian Gardens, Eau Claire WI, no Facility Rentals, Operator’s Licenses-Burgandy Quimby, and Amanda Kikilas - August 26, 2024-June 30, 2025 and Temporary Class “B”/”Class B” License, September 13<sup>th</sup>, 2024, The Concierge Home Décor & More-Sip & Shop. A voice vote was taken with all members voting in favor. Motion carried.

### Consideration Items

A motion was made by Trustee Stene and seconded by Trustee Best to move consideration item a to b. A voice vote was taken with all members voting in favor. Motion carried.

**415 Roosevelt-Grassland Dairy Variance Request** – David Guinter was present to talk about the variance request for Grassland Dairy. This will be for the AODA ramp/walkway, they will also be adding a small addition for restrooms, locker and break room area as they will be increasing employees. The addition will not go out any further that what it is now, which is in the Village ROW. One concern was parking by the ramp, during the winter would it be difficult for plowing, would the blades hit parked cars? Guinter explained the parking will be on the south side and won’t be an issue. Trustee Stene wanted to check on the Planning Commission recommendation regarding this. Johnson said yes that their recommendation to the Board was to approve the variance for the AODA ramp in front of the building. A motion was made by Trustee Stene and seconded by Trustee Jenson to follow the Planning Commission recommendation for the variance request at 415 Roosevelt, Grassland Dairy. Voting For: Trustees Davis, Rud, Jenson, Stene, Best and Prince. Voting Against: None. Motion carried.

**2023 Audit Presentation by Bauman-Eric Davidson** – Eric Davidson was here to present the 2023 Audit findings. He started with the background that the audit was started in March, when Lynn was Administrator, then things got delayed some with the switch over from Niggemann to Johnson. Long story short, it is done and he believes with Johnson’s

background things will go smoothly moving forward. The Streambank project took longer than expected to wrap up so that also created some complications. The Village adopted GASB during 2023, no other new accounting policies were adopted and no other existing policies had changed. Uncollectible accounts for ambulance is at about 30% write-off, which is average. There were some curves with the new billing situation, but in the end got it worked out. Reporting the control deficiencies that exist are the unideal conditions of segregation of duties, however, this is common for the size of our municipality. Also, the audit report, we give the information and the auditors prepare it for us. Davidson stated with Johnson's background in auditing, this may change in the upcoming year. A couple bigger factors were making some adjustments to the beginning fund balance, debt service corrections and the Army Corp adjustment should have happened in last year audit, but with the difficulty of getting through to them it just didn't happen, so it is finalized now and entered in this year's audit. He wrapped up going over financials stating things looked good and we were in good shape.

**Employee holiday schedule for 2025** – Johnson provided a list of more days to add to the 2025 holiday schedule. After much discussion a motion was made by Trustee Best and seconded by Trustee Davis to approve the current holiday schedule and adding ½ day holiday on July 3, 2025, without pay, making Martin Luther King Day a day for employee training, with pay, and being open on December 26, 2025. Voting For: Trustees Best, Stene, Jenson, Rud, Davis and Prince. Voting Against: None. Motion carried.

**Request for purchase of file cabinet-Carrie Johnson (under \$700)**- Johnson would like to purchase a lateral file cabinet for some extra space, we currently don't have any empty ones available. A motion was made by Trustee Davis and seconded by Trustee Best to approve the purchase of a file cabinet up to \$1500, in case Johnson wanted a metal vs. wood cabinet. Voting For: Trustees Davis, Rud, Jenson, Stene, Best and Prince. Voting Against: None. Motion carried.

**Playground Equipment** – Trustee Best, chair of Parks Committee, stated they had their Parks meeting and he took some pictures of the playground equipment at Iverson Park that is in need of repair due to jagged edges to the metal tubes from moisture damage. This is a safety issue that needs to be taken care of to either weld or replace. Brett Sajdera had applied JB weld to the broken spots but is only a temporary fix if it doesn't hold up. Trustee Davis recommends putting a hole in the metal so water can drain to prevent from freezing and damaging. Trustee Best contacted a company for welding and was quoted \$350 to come in to do. They also discussed looking into grants for purchasing new equipment. Some benches and tables are also in need of care. No action taken.

**Resolution 2024-26-Restructure debt for ponds project 2020-2022 due to DSB** – Johnson was contacted by Dairy State Bank reminding her that the \$539,650 loan was due Friday 31, 2024. CDBG and Army Corp of engineers had a bout of who was doing what and the application was not submitted by the deadline and therefore funding expired. So we owe the bank and it is due September 1, 2024. Johnson has spoken with Dairy State Bank and we can re-finance the loan which will be over 20 years at a tax-exempt rate of 5.75%. We will need \$28,000 to do the rollover and it will be just under \$50,000 per year. It will give Johnson some time to work with the Clean Water Project to see if we can recoup any of the money. The Army Corp of Engineers did say they overstated the cost of the project and will be reimbursing some of the money, but are unsure of the amount. Johnson will be contacting them every 15 days to keep up on the situation. Bates stated we can still apply to the Clean Water Funding for that amount year after year. Johnson stated she will continue to contact who we need to but it will take time. We do have to restructure the debt, there is no choice on that matter. A motion was made by Trustee Jenson and seconded by Trustee Rud adopt resolution 2024-26 to restructure the debt on the ponds project due to Dairy State Bank in the amount of \$539,650. Voting For: Trustees Davis, Rud, Jenson, Stene, Best and Prince. Voting Against: None. Motion carried.

Trustee Stene made a motion to have Johnson contact all the Senators and Congressmen in our district to explain our situation and ask for help. Johnson stated she would need Bates help to make sure everything is in order and included. Trustee Jenson asked if it needed to be a motion, Johnson stated it did not, but Trustee Stene wanted it on record to make sure it would get done. It was not seconded. Motion fails.

**Debt servicing for street projects-Oak, Balsam and Maple-** Not all information was available. Johnson suggested tabling until she was able to collect all information. A motion was made by Trustee Jenson and seconded by Trustee Stene to table the debt servicing for street projects. A voice vote was taken with all members voting in favor. Motion carried.

**Assigning Park Management duties to Brett Sajdera-** Bates wanted the Board to know he is opposed to this, stating it does absolutely nothing for the department. Trustee Best stated that at the Parks meeting they wanted someone looking over things so we can keep up on things that need to be fixed in a timely matter. We have playground equipment that needs repaired, and until he brought it up, no one had said anything about it. The whole idea is to have someone concentrate on just Parks to catch some of the problems. Bates stated that is what we have now, it is everyone’s responsibility, no one has a “title”. Hopefully from here out everyone will be paying closer attention to things that need repair before it’s too far gone. After much discussion the Board decided that for safety and concern for the community the Public Works department need to work on being more aware and bring matters to the Board or Committee if needed to ensure the jobs are getting done by prioritizing and do it and not put it off. No action

**Adjourn** – A motion was made by Trustee Jenson and seconded by Trustee Rud to adjourn the meeting at 8:50 p.m. A voice vote was taken with all members voting in favor. Meeting Adjourned.

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Jeff Prince, Village President

Attest: \_\_\_\_\_  
Carrie Johnson, Administrator-Clerk-Treasurer