

**Village of Colfax
Village Board
Regular Meeting Agenda
Monday, November 27, 2017
Colfax Village Hall
7:00 p.m.**

1. Call to Order
2. Roll Call
3. Public Appearances
4. Communications from the Village President
5. Consent Agenda
 - a. Minutes
 - i. Regular Board Meeting Minutes – November 13, 2017
 - ii. Audit and Finance Committee Minutes – November 15, 2017
 - b. Training Request - none
 - c. Facility Rental - none
 - d. Licenses
 - i. Operator's License- November 27 to June 30, 2018 - Gayle R Hayton - Express Mart
6. Consideration Items
 - a. Street Committee Recommendation – 3rd Ave. (West side of Hwy 40/Main Street)
 - b. Zempel Appraisal Service – 2018 Contract
 - c. Hunting Permit Request - Carey Davis
 - d. Water Utility Budget Review
 - e. Sewer Utility Budget Review
 - f. General Fund Budget discussions
7. Review/Approval – Bills –November 13, 2017 – November 26, 2017
8. Committee/Department Reports – (no action)
 - a. Dunn County Bicycle and Pedestrian Plan – Public Open House Tuesday, Dec. 5, 2017 4 pm to 7pm
 - b. MSILT Committee Meeting Minutes – Award notification
 - c. Dunn County/Colfax Tabletop Exercise After-Action Report/Improvement Plan
9. Adjourn

Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Lynn Niggemann, Administrator-Clerk-Treasurer, 613 Main Street, Colfax, WI (715) 962-3311 by 2:00 p.m. the Friday prior to the meeting so that any necessary arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Village Board Meeting – November 13, 2017

On November 13, 2017, the Village Board meeting was held at 7:00 p.m. at Village Hall, 613 Main Street. Members present: President Stene, Trustees Burcham, Rihn, Jenson, Wolff, Davis and Burcham. Others present included Rick Johnson, Police Chief Anderson, Director of Public Works Bates, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

Minutes - Regular Board Meeting October 23, 2017 - A motion was made by Trustee Halpin and seconded by Trustee Rihn to approve the Regular Board meeting minutes from October 9, 2017. Voting For: Trustees Halpin, Davis, Wolff, Jenson, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

Training Request – none

Facility Rental – none

Licenses - none

Town of Colfax Temporary Construction Easement – A motion was made by Trustee Halpin and seconded by Trustee Rihn to approve the Temporary Construction Easement for 810th Street by the Village Dump. Voting For: Trustees Burcham, Rihn, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

Street Privilege/Use Permit – Timber Technologies LLC – A motion was made by Trustee Rihn and seconded by Trustee Wolff to approve the Street Privilege/Use Permit to Timber Technologies LLC to allow empty semis/semi-trailers from Hwy 40 west on Third Ave. and then north onto Cedar Street to the Timber Technology loading parcel and exit on Legion Drive to Hwy 40. Voting For: Trustees Burcham, Rihn, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

Other discussions included looking at the signage to see if there is updating needed and the End Loader or Skid Steer being loaded and traveling down Cedar Street to Fifth Ave. to either Willow Street or Elm Street to Timber Technologies place of business. Should there be a dedicated route? Should Timber Technology travel with loaded equipment? These items will be discussed at a later meeting. The Village realizes that Timber Technology LLC is one of the larger employers and would like to work with them.

Weber Inspections 2018 Contract – A motion was made by Trustee Rihn and seconded by Trustee Davis to approve the 2018 contract for Weber Inspections. Voting For: Trustees Halpin, Davis, Wolff, Jenson, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

Weber inspections will not be changing any rates for 2018 and he has already been issuing the permits electronically to the State so the Village is in compliance.

Bauman Associates Engagement letter for the 2017 Audit – A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the 2017 Audit engagement letter. Voting For: Trustees Halpin, Davis, Wolff, Jenson, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

Water System Alarm and Backup System for the Wells – Bates explained that the monitoring system has been giving false information since June when we had reviewed the estimates for repairs after the low water issue with the wells or tower. L.W. Allen has been here three times since June. Last week, the tower was giving concerning levels and L.W. Allen's service call indicated that the system was programed incorrectly at a previous visit. So as of today, Bates feels that the issue has been corrected. Bates feels that the monitoring system is not an emergency any longer.

A motion was made by Trustee Jenson and seconded by Trustee Rihn to hold off on the monitoring system upgrade until 2018 unless problems continue in 2017, but the phone line should be acted upon now so that it is

ready. Voting For: Trustees Halpin, Davis, Wolff, Jenson, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

Lift Station Boiler Replacement – An estimate has been received from Kelly Heating and Electric to change the heat source from a boiler to forced air. The cost for the new system is \$4,595, the cost for repair for the current system would be approximately \$800 plus the cost for temporary heat of \$300. Bates explained that the lift station has temporary heat. Due to the delay in service and communication from the current vendor, Bates would like to get some estimates from another vendor for a replacement of the lift station Boiler. Action on this item will be put on hold until Bates gets another estimate and opinion.

2018 Health Insurance Renewal Information – Niggemann explained that the Village signed a two year commitment with WEA Trust for coverage in 2017 and 2018. The renewal premium is estimated to be an eight percent increase. No action necessary.

2018 Preliminary Budget – The Village Board reviewed the preliminary budget numbers to discuss any projects or items of concern to allow time to research or look into prior to the next meeting, Audit and Finance Committee scheduled for November 15, 2017 at 6 p.m.

Review/Approval – Bills – October 23, 2017 – November 12, 2017 – A motion was made by Trustee Halpin and seconded by Trustee Jenson to approve the October 23, 2017 to November 12, 2017 bills. Voting For: Trustees Halpin, Davis, Wolff, Jenson, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

Closed Session- A motion was made by Trustee Rihn and seconded by Trustee Halpin to convene into closed session pursuant to WI Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding land purchase consideration at 8:44 p.m. Voting For: Trustees Halpin, Davis, Wolff, Jenson, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

Open Session- The Village Board reconvened into open session at 9:41 p.m. No action was taken, but discussion occurred regarding the East View Development.

Adjourn – A motion was made by Trustee Halpin and seconded by Trustee Davis to adjourn the meeting at 9:43 p.m. Voting For: Trustees Halpin, Davis, Wolff, Jenson, Rihn, Burcham and Stene. Voting Against: none. Motion carried. Meeting Adjourned.

Gary Stene, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer

Audit and Finance Committee Minutes – November 15, 2017

On November 15, 2017, the Audit and Finance Committee met as the Village Board as a whole. The meeting was held at 7:00 p.m. at Village Hall, 613 Main Street. Members present: President Stene, Trustees Halpin, Davis, Wolff, Rihn and Burcham. Excused: Trustee Jenson. Others present included Police Chief Anderson, Director of Public Works Bates, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

Discuss/review preliminary budget – The preliminary budget started with a deficit of \$31,782 with the capital outlay investment of \$63,000. Administrator-Clerk-Treasurer was looking to the Board for suggestions on how to handle the deficit. The Board discussed all categories and then reviewed in more detail how to decrease the expenditures so that the Village does not have to increase taxes. With this mindset, the Board made the following changes:

- Police account 201 – Retirement Benefit decrease by \$1,300, 205- Training/Travel decrease by \$500, 311- Heat decrease by \$750, 405-Maint-Building & Grounds decrease by \$500, 501-Liability Insurance increase by \$500, 502-Property Insurance increase by \$500, 504-Work Comp decrease by \$1,500.
- Fire Protection account 600 – Outside Services decrease by \$1,000.
- Streets account 302- Supplies- General/Small Equipment decrease by \$1,000, 402-Maintenance to Fleet decrease by \$2,500, 606- Outside Service – Storm sewer decrease by \$2,000.
- Street Lighting account 312-Electric – decrease by \$3,000.
- Parks – items discussed get costs for 4' fence around the beer garden, get cost for the Municipal building to side it with red and cream colors (possibly use undesignated funds in 2018), FFA Hog Barn – donate \$1,000 each year for five years beginning in 2018 through 2022.

The net result of the changes still had approximately a \$6,000 shortfall.

The Village President stated that there were a few options available to the Village that he was aware of and Niggemann will contact Ehlers to verify any other options.

- Request a referendum in 2018 which would not help today.
- Use fund balance to cover the shortfall.
- Use some adjustments for debt on the levy worksheet.

What is the Village's maximum levy amount. Then we can work backwards from that point.

Set Public Hearing Date- December 6th, 2017 – All Board members agreed that December 6th, 2017 at 7 p.m. will work for the public hearing.

Adjourn – The Board members were in agreement to adjourn the meeting at 9:55 p.m.

Gary Stene, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer

July 1, 2017 - June 30, 2018
Application for License to Serve Fermented Malt Beverages
and Intoxicating Liquors

Fee - \$10.00

RECEIVED

NOV 06 2017

To the Clerk of the Village of Colfax Wisconsin: Village of Colfax

I hereby apply for a License to serve, from July 1, 2017 to June 30, 2018, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68 (2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State, or Local, affecting the sale of such beverages and liquors if a license be granted to me,

I certify that I am 39 years of age.

Gayle R Hayton
Signature of Applicant

Answer the following questions fully and completely:

Name of Applicant Gayle R Hayton

Address of Applicant 122 Park Dr #120 Colfax WI 54730

Have you been convicted of any felony or of violating any law of the State of Wisconsin or of the United States?

No

Date of such conviction -

Name of Court -

Nature of offense -

Have you been convicted or violating any license law or ordinance regulating the sale of beverages or intoxicating liquors?

NO

Gayle R Hayton
Signature of Applicant

STATE OF WISCONSIN,

Dunn County.

ss.

Gayle Hayton, being first duly sworn on oath says that he is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

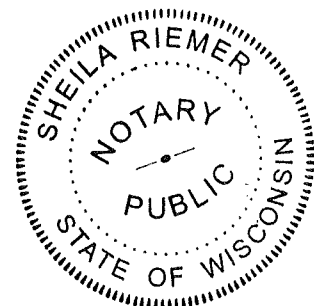
Subscribed and sworn to before me this 6th

day of November 2017

Gayle R Hayton
Applicant sign here

Sheila Riemer
Notary Public, Dunn County, Wis.

my comm. expires
8-27-18



COLFAX POLICE DEPARTMENT

Village of Colfax P.O. Box 417 Colfax, Wisconsin 54730
Supplemental - General License Application

Instructions: Fill in all blanks, if a blank doesn't apply to your situation; fill in with "NA". A \$5.00 Investigation Fee is due to the Village of Colfax when submitting this application. The Investigation Fee does not apply to: fermented beer, liquor, or on-off sale licenses. The fee, if applicable, will be instituted by the Village Clerk. Your receipt of this application will be accepted or denied within 72 hours (3 days) by the Colfax Police Department upon receipt of this application. This form is to be filled out in addition to any others required by the Village of Colfax. Any information on this application found to be false will be grounds for non-approval of this application.

NOTE: If any further explanation is needed, please continue on back of application.

Full Name-First, Middle, Last Gayle Robin Hayton

Business/Organization Name Express mart

Full Prior Names (nicknames, maiden names, etc.) Gayle Robin Hau Jensen

Date of Birth _____ Place of Birth Menomonie Phone 715-309-8924

Sex _____ Race _____ Height _____ Weight _____

Social Security No. _____ Driver's License No. _____

Have you ever been arrested for, or convicted of any laws, including traffic? NO

If yes, list offense, date and place occurring. _____

List prior addresses for the past five years na - at current address
since 2009.

List three personal references, not related to you. Include name, address & phone number

- 1) Angie Swenby _____
- 2) Amanda Hall _____
- 3) Matthew Hall _____

Have you ever been a member of the Military Service? NO Discharge? _____

Education- include name of High School, location, grade completed and any training beyond high school.

Bachelors in Accounting Lakeland College

I certify that I am familiar with the laws, ordinances and regulations, and hereby agree, if granted a license, to obey all provisions of such laws. I further certify that all information included in this application is true, accurate and complete to the best of my knowledge.

Signature Gayle R Hayton Date 11-6-17

Official Use Only-Below This Line

Date Received 11/6/17 Date Approved 11/6/17 Date Denied _____

Researcher CHIEF OF POLICE Approving Officer Signature [Signature]

WISCONSIN

SELLER / SERVER CERTIFICATION

Trainee Name: Gayle Hayton

Date of Completion: 11/04/2017

School Name: 360training.com, Inc.

Certification # WI-69770



I, _____
certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



Corporate Headquarters
13801 Burnet Rd., Suite 100
Austin, Texas 78727
P: 800-442-1149

Street Project 2018

Date: November 15, 2017

3rd Av. Cofax, WI

32 Ft. Wide

Estimator: DJP

330 Ft. Long

Total Estimate: \$164,870.00

DESCRIPTION	UNITS	APPROX. QUANTITY	UNIT PRICE	TOTAL PRICE
<u>WATERMAIN</u>				
Water Main Construction Cost				\$28,250.00
20% Contingency				\$5,650.00
Engineering				\$5,650.00
TOTAL ESTIMATED WATERMAIN COST				\$39,550.00
<u>SANITARY SEWER</u>				
Sanitary Sewer Construction Cost				\$22,720.00
20% Contingency				\$4,540.00
Engineering				\$4,540.00
TOTAL ESTIMATED SANITARY SEWER COST				\$31,800.00
<u>STREET CONSTRUCTION</u>				
Street Construction Cos				\$66,800.00
20% Contingency				\$13,360.00
Engineering				\$13,360.00
TOTAL ESTIMATED STREET CONSTRUCTION				\$93,520.00
Construction Subtotal			\$	117,770.00
20% Contingency Subtotal			\$	23,550.00
Design and Construction Engineering Subtotal			\$	23,550.00
***PROJECT TOTAL ***			\$	164,870.00



PUBLIC WORKS IMPROVEMENT
OPINION OF PROBABLE CONSTRUCTION COST

Street Project 2018
3rd Av. Cofax, WI
Estimator: DJP/GJS

32 Ft. Wide
486 Ft. Long

Date: November 21, 2017

Total Estimate: \$234,460.00

DESCRIPTION	UNITS	APPROX. QUANTITY	UNIT PRICE	TOTAL PRICE
<u>WATERMAIN</u>				
Water Main Construction Cost				\$42,710.00
20% Contingency				\$8,540.00
Engineering				\$8,540.00
TOTAL ESTIMATED WATERMAIN COST				\$59,790.00
<u>SANITARY SEWER</u>				
Sanitary Sewer Construction Cost				\$34,900.00
20% Contingency				\$6,980.00
Engineering				\$6,980.00
TOTAL ESTIMATED SANITARY SEWER COST				\$48,860.00
<u>STREET CONSTRUCTION</u>				
Street Construction Cost				\$89,870.00
20% Contingency				\$17,970.00
Engineering				\$17,970.00
TOTAL ESTIMATED STREET CONSTRUCTION				\$125,810.00
Construction Subtotal			\$	167,480.00
20% Contingency Subtotal			\$	33,490.00
Design and Construction Engineering Subtotal			\$	33,490.00
***PROJECT TOTAL ***			\$	234,460.00

ZEMPEL APPRAISAL SERVICE

Property Tax Services
(715) 839-8618
Phone & Fax

Barbara L. Zempel
Assessor

W 4499 Langdell Road
Eau Claire, WI 54701-9575

November 14, 2017

Lynn Niggemann
Administrator-Clerk-Treasurer
Village of Colfax
P.O. Box 417
Colfax, WI 54730

RE: 2018 Maintenance Assessment Agreement

As we discussed, a signed copy of the 2018 Maintenance Assessment Agreement is enclosed. The fee has remained the same at \$800 per month. The \$800 fee was established in 2014.

The village is required to have an assessment ratio of +/- 10% from 100% once in every five year period. The village met this requirement in 2015. The 2018 agreement is for a standard maintenance assessment.

I look forward to continuing to serve as assessor for the Village Colfax. Contact me if you wish to have me attend a board meeting or have any questions.

Sincerely,



Barbara Zempel
Zempel Appraisal Service

Enclosure

2018 MAINTENANCE ASSESSMENT AGREEMENT

VILLAGE OF COLFAX, DUNN COUNTY, WISCONSIN

I, Barbara L. Zempel, will conduct the 2018 maintenance assessment for the Village of Colfax for a sum of \$9,600.

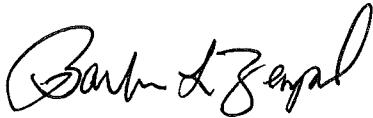
All mileage is included in the agreed sum. The Village shall furnish all postage, forms, maps, and supplies necessary for the assessments. Any supplies furnished shall be billed at cost.

One day of Board of Review and one Open Book Session is included in the base sum. This assessment agreement shall include all mobile home and personal property valuations for 2018.

The municipality shall have 30 days to accept this agreement.

Monthly payments of \$800 shall be due and payable on the first of each month for 12 months with the first payment due on January 1, 2018.

Respectfully submitted this 14th day of November, 2017.



Barbara L. Zempel
Zempel Appraisal Service

The above agreement and terms are accepted this _____ day of _____, 2017.

Village President

Village Clerk

Village of Colfax

Box 417 - Colfax, Wisconsin 54730 - Phone 715-962-3311
Fax 715-962-2221

Gary Stene, President
Lynn Niggemann, Administrator-Clerk-Treasurer

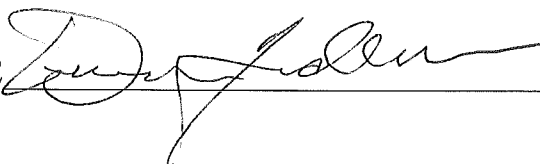
CHIEF WILLIAM ANDERSON
P.O. BOX 417 613 MAIN STREET
COLFAX, WI 54730

VILLAGE OF COLFAX HUNTING PERMIT

I Carey Davis AM REQUESTING PERMISSION TO
HUNT WITHIN THE VILLAGE LIMITS ACCORDING TO ORDINANCE 11-2-1(i). I AGREE TO
FOLLOW ALL RULES AND REGULATIONS REGARDING THIS PERMIT. I UNDERSTAND THE
VILLAGE CAN REVOKE THIS PERMIT IF VIOLATIONS OCCUR.

NAME Carey Davis DOB 06/14/1959
ADDRESS 122 Park Dr Lot 101 Colfax WI PHONE 715-505-5336

SIGNATURE  DATE 11/14/17

CHIEF OF POLICE SIGNATURE  DATE 11/14/2017

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 11/13/2017 From Account:
Thru: 11/26/2017 Thru Account:

Check Nbr	Check Date	Payee	Amount
74267	11/15/2017	24-7 TELCOM	353.96
74268	11/15/2017	ACA TREE SERVICE, LLC	100.00
74269	11/15/2017	ALFRED HITCHCOCK MYSTERY MAGAZINE	34.97
74270	11/15/2017	ASIMOV'S SCIENCE FICTION	34.97
74271	11/15/2017	CHARTER COMMUNICATIONS	230.06
74272	11/15/2017	CHILSON'S CORNER MOTORS	625.80
74273	11/15/2017	COLFAX CHEVROLET	88.32
74274	11/15/2017	COLFAX MESSENGER	921.09
74275	11/15/2017	COMMAND CENTRAL	570.00
74276	11/15/2017	COMMERCIAL TESTING LAB	572.50
74277	11/15/2017	DONS SWEEPER SERVICE/DON LOGSLETT	2,100.00
74278	11/15/2017	DUNN ENERGY COOPERATIVE	101.00
74279	11/15/2017	EBSCO INFORMATION SERVICES	1,397.57
74280	11/15/2017	EXPRESS MART	707.72
74281	11/15/2017	FIRST SUPPLY LLC-EAU CLAIRE	272.30
74282	11/15/2017	GEORGE ENTZMINGER	100.00
74283	11/15/2017	HAWKINS, INC.	2,350.00
74284	11/15/2017	HUEBSCH	138.26
74285	11/15/2017	INDIANHEAD FEDERATED LIBRARY SYSTEM	1,067.24
74286	11/15/2017	LINCOLN CONTRACTORS SUPPLY, INC	92.00
74287	11/15/2017	MEDPRO MIDWEST GROUP	20.00
74288	11/15/2017	MIDAMERICA BOOKS	125.65
74289	11/15/2017	MISSISSIPPI WELDERS SUPPLY CO.	134.10
74290	11/15/2017	MODERN MARKETING	273.10
74291	11/15/2017	NELLESSEN CONCRETE	15,250.00
74292	11/15/2017	QUILL CORP.	91.96
74293	11/15/2017	SENN BLACKTOP, INC	136.95
74294	11/15/2017	SPECTRUM	22,142.00
74295	11/15/2017	SYNERGY COOPERATIVE	1,892.55
74296	11/15/2017	UHS PREMIUM BILLING	984.04
74297	11/15/2017	VIKING DISPOSAL, INC	120.00
74298	11/15/2017	WEA INSURANCE TRUST	8,905.76
74299	11/15/2017	WI SCTF	63.62

11/22/2017 12:22 PM

Reprint Check Register - Quick Report - ALL

Page: 2
ACCT

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 11/13/2017 From Account:

Thru: 11/26/2017 Thru Account:

Check Nbr	Check Date	Payee	Amount
74300	11/15/2017	WILLIAM ANDERSON	28.33
74301	11/20/2017	DUNN COUNTY CLERK	50.00
74302	11/21/2017	STRUCTURES UNLIMITED, LLC	7,995.00
EFTPS	11/16/2017	EFTPS-FEDERAL-SS-MEDICARE	5,450.95
WIETF	11/15/2017	WI DEPT OF EMPLOYEE TRUST FUNDS	5,438.54
AMAZON	11/20/2017	AMAZON.COM	1,348.55
WIDCOMP	11/16/2017	WISCONSIN DEFERRED COMPENSATION	255.00
VERIWIRE	11/18/2017	VERIZON WIRELESS	262.31
Grand Total			82,826.17

Colfax Clerk Treasurer

From: Megan Will <mwill@wcvrpc.org>
Sent: Monday, November 13, 2017 9:08 AM
To: townofcolfax@centurytel.net; todclerk@gmail.com; sjpickerign@gmail.com; dclrentals@gmail.com; townofgrant.dunn@gmail.com; hayrivertownship@hotmail.com; staceyre@wwt.net; lesliehulbert@att.net; clerk@townofnewhavenwi.com; lorisudbrink@hotmail.com; beckyrichardson59@hotmail.com; clerktownofredcedar@gmail.com; townofrockcreek@wwt.net; sctown@chibardun.net; barb.bartlett51@gmail.com; shermanclerk@live.com; springbrookclerk@wwt.net; townofstanton@centurytel.net; tainter@townoftainter.org; tiffanytownkatie@yahoo.com; kppickerign@wwt.net; svarnes@chibardun.net; dar.boyceville@cltcomm.net; clerktreasurer@villageofcolfaxwi.org; hotsuep@hotmail.com; pat@elkmound.org; knappclerk@baldwin-telecom.net; bkhuset@chibardun.net; vwheeler@charter.net; clauersdorf@menomonie-wi.gov
Subject: Dunn County Bicycle and Pedestrian Plan Open House
Attachments: Dunn County Open House Flyer.pdf

Dunn County Municipalities,

The West Central Wisconsin Regional Planning Commission is working to create the county's bicycle and pedestrian plan. The plan will cover a number of aspects, including bicycle routes and trails, and will focus on goals such as safety, connectivity, health, economic development and tourism in the county. Public input is essential to the success of this plan.

We are hosting an interactive open house on Tuesday, December 5th at 4 to 7 p.m. in Menomonie for the public at the County Community Services Building in Room 54 on U.S. Highway 12 East. We are hoping to have turnout from across the county. In addition to the open houses, there is quick online survey and an online mapping activity. Please help us to spread the word about the open house and other public input activities by doing the following:

1. Print and post the attached open house flyer on community bulletin boards.
2. Include information about the open house on your municipality website, including a newsfeed or calendar.
3. Post the following link to the plan website on your town, village, or city's Facebook or Twitter feed:
3countybikeandped.wordpress.com/public-input-and-open-house/
4. Notify your board and council members about the event or any other community members or organizations who may be interested.

Thank you for your time and cooperation to ensure this county project is a success. If you can have questions or comments, please contact Ann Schell (aschell@wcvrpc.org) or Megan Will (mwill@wcvrpc.org) at the West Central Wisconsin Regional Planning Commission (715-836-2918).

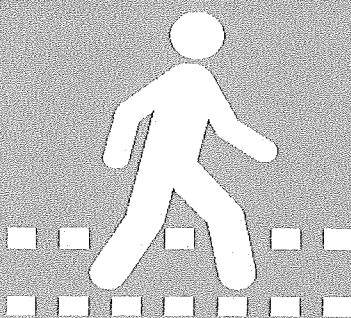
Sincerely,

Megan E. Will, Associate Planner
West Central Wisconsin Regional Planning Commission
800 Wisconsin Street, Suite D2-401, Mail Box 9
Eau Claire, WI 54703-3606
715-836-2918, Ext. 25

Posted at V.H., Post office,
Laundry mat, website.

DUNN COUNTY

bicycle and pedestrian plan



Date:

Tuesday, December 5th

Time:

4:00 PM to 7:00 PM

Short Presentation at 5:00 PM

Where:

Community Services Building,
Room 54,
U.S. Hwy 12 E., Menomonie, WI

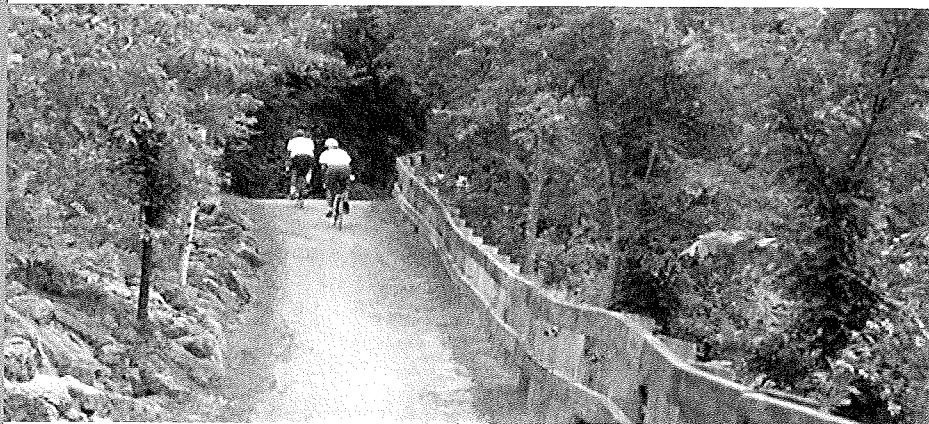
Contact:

Please Contact Ann Schell, Senior
Transportation Planner
(aschell@wewrpc.org) or Megan Will,
Associate Planner
(mwill@wewrpc.org) at the
West Wisconsin Regional Planning
Commission (715-836-2918) with
any questions.

PUBLIC OPEN HOUSE

we need your input!

**Please join us for an interactive
public open house and share your
thoughts and concerns about
walking and bicycling in
Dunn County.**



You can also share your thoughts and
ideas by participating in a quick **online
survey** or online **mapping activity**. Learn
more by visiting the project website at
3countybikeandped.wordpress.com
or scanning the QR code to the right.



MSILT COMMITTEE MEETING MINUTES

10:00am 11/06/2017, Dunn County Public Works - Highway Division

All committee members present. Randy Eide (City of Menomonie), Don Rose (V. of Boyceville) and Mark Levra (V. of Elk Mound)

Motion made by Levra, seconded by Eide to appoint Don Rose chairman of the committee.
Motion passed on voice vote

The MSILT committee had 5 projects submitted & 1 MSID application. Program cap allows for a maximum of 4 MSILT projects. The MSILT funding amount is \$57,053.08.

The committee discussed and reviewed the MSILT projects submitted and past awards (see attached). After discussion, motion by Rose, second by Eide to award the following projects:

City of Menomonie \$18,000.00

Village of Knapp \$18,000.00

Village of Boyceville \$10,526.54

Village of Colfax \$10,526.54 - Roosevelt

Motion passed on voice vote.

- (1) MSID application was submitted by the Village of Boyceville, and the committee discussed and reviewed the MSID application. After discussion, motion by Eide, second by Levra to submit the application to the DOT. Motion passed on a voice vote.

The meeting adjourned.

Meeting minutes by Dustin S. Binder

MSI PROGRAM DUNN COUNTY

Town	92-93	94-95	96-97	98-99	00-01	2002-2003	2004-2005	2006-2007	2008-2009	2010-2011	2012-2013	2014-2015	2016-2017	2018-2019	TOTAL
BOYCEVILLE	\$ 6,134.00	\$ 4,597.00	\$ 4,581.50	\$ 6,250.00	\$ 8,448.80	\$ 7,678.08	\$ 13,431.25	REJECTED	\$ 18,444.23	REJECTED	\$ 18,450.66	\$ 12,000.00	\$ 14,861.91	\$ 10,526.54	\$ 123,403.97
COLFAX	\$ 6,000.00	\$ 5,198.40	\$ 4,581.50	\$ 7,900.00	\$ 8,448.80	\$ 7,678.08	\$ 13,431.25	REJECTED	\$ 18,444.23	REJECTED	\$ 18,450.66	\$ 12,000.00	\$ 14,861.91	\$ 10,526.54	\$ 125,521.37
DOWNING	\$ 4,395.00	\$ 4,437.50	\$ 4,581.50	\$ 15,047.00	\$ 8,448.80	\$ 7,678.08	REJECTED	REJECTED	\$ 9,444.23	REJECTED	\$ 12,000.00	\$ 12,000.00	\$ 14,861.92	REJECTED	\$ 54,396.08
ELK MOUND	\$ 6,134.00	\$ 4,597.00	\$ 4,581.50	\$ 15,047.00	\$ 8,448.80	\$ 7,678.08	REJECTED	REJECTED	\$ 9,444.23	REJECTED	\$ 12,000.00	\$ 12,000.00	\$ 14,861.92	REJECTED	\$ 116,850.13
KNAPP	\$ 4,302.00	\$ 4,597.00	\$ 4,581.50	\$ 15,047.00	\$ 8,448.80	\$ 7,678.08	REJECTED	REJECTED	\$ 9,444.23	REJECTED	\$ 12,000.00	\$ 12,000.00	\$ 14,861.92	REJECTED	\$ 16,974.64
MENOMONIE	\$ 6,134.00	\$ 4,597.00	\$ 4,581.50	\$ 15,047.00	\$ 8,448.80	\$ 7,678.08	REJECTED	REJECTED	\$ 9,444.23	REJECTED	\$ 12,000.00	\$ 12,000.00	\$ 14,861.92	REJECTED	\$ 103,128.00
RIDGELAND	\$ 4,597.00	\$ 4,597.00	\$ 4,581.50	\$ 8,250.00	\$ 7,250.00	\$ 7,678.08	REJECTED	REJECTED	\$ 8,000.00	REJECTED	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 18,000.00	\$ 77,783.63
WHEELER	\$ 4,597.00	\$ 4,597.00	\$ 4,581.50	\$ 8,250.00	\$ 7,250.00	\$ 7,678.08	REJECTED	REJECTED	\$ 8,000.00	REJECTED	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 18,000.00	\$ 50,856.58
TOTALS	\$33,095.00	\$37,818.30	\$ 36,652.00	\$ 52,494.00	\$ 54,494.00	\$ 53,746.56	\$ 53,725.00	\$ 54,215.20	\$ 55,332.69	\$ 52,658.24	\$ 52,401.32	\$ 52,936.27	\$ 52,085.74	\$ 57,053.08	\$ 698,712.40 checks

2018-2019 Entitlement Funds = \$57,053.08

Dunn County/Colfax ***Tabletop Exercise-17***

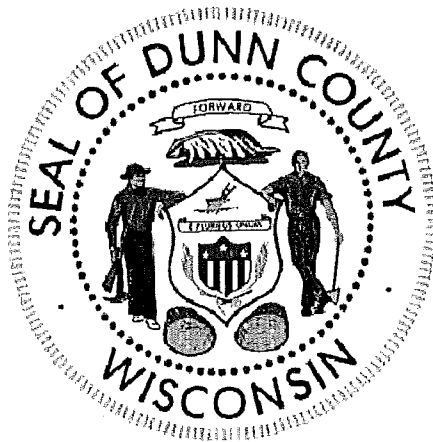
Exercise Date
July 25, 2017

After-Action Report/Improvement Plan

Publication Date
October 2, 2017

Prepared By:

Melissa Gilgenbach
Dunn County Emergency Management Director
715-231-2982



Executive Summary

The purpose of the Dunn County/ Colfax Tabletop Exercise-17 is to improve Planning, Mass Search & Rescue Operations, and Operational Coordination as core capabilities by involving Dunn County and the Village of Colfax agencies in a simulated Tornado event that impacts Dunn County and the Village of Colfax, WI.

The Dunn County/ Colfax Tabletop Exercise-17 is designed to evaluate the local Emergency Responders ability to respond to a severe weather event that will affect Dunn County and the Village of Colfax. The Dunn County/ Colfax Tabletop Exercise-17 will evaluate the newly revised Village Emergency Operations Plan. The focus of the exercise is to evaluate the local responder's ability to provide essential services under less than normal conditions and to manage and coordinate activities that could affect the Village of Colfax, WI in Dunn County.

Exercise Scenario:

This tabletop exercise will simulate an F-3 tornado in the Village of Colfax located in Dunn County. The tornado will touch down and travel through the community and the local Colfax Free Fair. It will cause severe damage at many locations, damaging structures and causing wide spread power outages, in addition to debris blocking roadways from structures and tree damage. The storm will also impact those people, vendors, and animals at the Colfax Free Fair. The effects of the storm will cause the Village of Colfax Emergency responders to activate their newly revised EOP.

At the completion of the exercise, participants discussed the outcome of the exercise and identified numerous strengths & areas for improvement in how participant agencies could perform their emergency plans & procedures to implement the core capability activities in response to the scope of scenario challenges. These identified strengths & areas for improvement are captured in this After Action Report (AAR) and document suggested corrective actions for improvement.

Strengths:

In general the core capability strengths identified in this exercise were:

- Good representation from different agencies from the Village of Colfax and Dunn County.
- The fact the Village of Colfax and Dunn County have an updated plan.
- There is a willingness to work together.
- The group agreed that this was a good exercise.

Areas for Improvement:

In general, the areas for improvement identified in this exercise were:

- Discuss developing local training for Emergency Responders and Dunn County agencies on Who can activate the Village of Colfax Emergency Plan and what their roles and responsibilities are during the activation.
- Discuss developing future exercises that will emphasize the activation of the Village of Colfax Emergency Plan.

- Discuss developing additional training on Code Red Alert system; how to activate the system and how to develop the needed message to go out during the alert.
- Discuss developing additional exercises that will include the roles and responsibilities of the command staff, establishing a Command structure, and the operation of the ICP (Incident Command Post) and the Staging areas.
- Discuss additional ICS training for new staff from all agencies to include ICS-300, ICS-400, ICS402, ICS-EOC Interface.
- Discuss developing a Functional Exercise, in the future, as a follow-up to this exercise.

Comments received from the exercise participants, and exercise facilitators supported that the Dunn County/ Colfax Tabletop Exercise-17 was highly successful in assessing participant agencies strengths & areas for improvement to operate within the Tornado scenario operational challenges.

Exercise Overview

Exercise Name:

Dunn County/ Colfax Tabletop Exercise-17

Exercise Time/Date/Location:

July 25, 2017/ 6:30pm to 8:30pm/ Colfax High School 601 University Ave, Colfax, WI 54730

Purpose of Exercise:

The Dunn County/ Colfax Tabletop Exercise-17 is designed to evaluate the local Emergency Responders ability to respond to a severe weather event that will affect Dunn County and the Village of Colfax. The Dunn County/ Colfax Tabletop Exercise-17 will evaluate the newly revised Village Emergency Operations Plan. The focus of the exercise is to evaluate the local responder's ability to provide essential services under less than normal conditions and to manage and coordinate activities that could affect the Village of Colfax, WI in Dunn County.

This tabletop exercise will simulate an F-3 tornado in the Village of Colfax located in Dunn County. The tornado will touch down and travel through the community and the local Colfax Free Fair. It will cause severe damage at many locations, damaging structures and causing wide spread power outages, in addition to debris blocking roadways from structures and tree damage. The storm will also impact those people, vendors, and animals at the Colfax Free Fair. The effects of the storm will cause the Village of Colfax Emergency responders to activate their newly revised EOP.

The exercise will be NIMS-compliant incorporating the use of an Incident Command structure to manage the event and the Homeland Security Exercise and Evaluation Program (HSEEP).

An exercise planning team was formed to determine the scope, agenda, target audience, and objectives of the exercise. The exercise planning team developed an exercise scenario based on the design criteria and the exercise objectives identified by the group.

EPCRA Credit [No]

EHS/HS Name:

CAS #

Core Capabilities-Exercise Objectives:

Core Capability	Exercise Objectives
Planning	Discuss the ability of Dunn County and the Village of Colfax Emergency Responders to establish, utilize, and apply newly revised plans that are in place and identify other areas where planning needs to occur for activation in the Village of Colfax for a severe weather event.
Mass Search & Rescue Operations	Discuss the Dunn County/ Village of Colfax Emergency responder's ability to manage Fire operations, search & rescue operations, and scene assessment of the Village of Colfax during a simulated tornado incident.
Operational Coordination	Discuss the ability of the Village of Colfax Emergency Responder agencies to direct, coordinate, and control emergency response activities using the Incident Command System.

Scenario Hazard or Threat:

A tornado that will affect Dunn County and the Village of Colfax, WI.

Sponsoring Agencies:

Dunn County

Exercise Point of Contact:

Name: Melissa Gilgenbach

Agency: Dunn County Emergency Management Director

Phone: 715-231-2982

E-mail: mgilgenbach@co.dunn.wi.us

Participating Organizations:

Local Village of Colfax Fire Dept.
 Village of Colfax Police Dept.
 Colfax Rescue/EMS
 Village of Colfax Administration
 Colfax Fair Board
 Colfax Area Nursing Home
 Colfax Public Schools
 Colfax Public Works

County Dunn County Emergency Management
 Dunn County 911 Center
 Dunn County Sheriff's Office
 Dunn County First Responders

State WEM Regional Director
 WEM Exercise Officer

Total Number of Exercise Participants: [29]

Analysis of Exercise Core Capability Performance

Aligning exercise objectives and core capabilities provides a consistent taxonomy for evaluation that transcends individual exercises to support preparedness reporting and trend analysis. Table 1 includes the exercise core capabilities with associated overall performance ratings (P, S, M, or U) as evaluated in the exercise.

Table 1-Summary of Core Capability Performance

#	Core Capability Performance	Performed without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to be Performed (U)
1	Planning		S		
2	Mass Search & Rescue Operations		S		
3	Operational Coordination		S		
Rating Definitions Performed without Challenges (P) Objectives were effectively performed and conducted in accordance with applicable plans, procedures and laws. Performed with Some Challenges (S) Objectives were achieved and conducted in accordance with applicable plans, procedures and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.					

The following section provides detailed analysis of the performance related to each of the exercise Core Capabilities and associated exercise objectives, highlighting strengths and/or areas for improvement for each Core Capability

Core Capability-1-Planning

Description- Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

Objective: Discuss the ability of Dunn County and the Village of Colfax Emergency Responders to establish, utilize, and apply newly revised plans that are in place and identify other areas where planning needs to occur for activation in the Village of Colfax for a severe weather event.

Observation:

The participants of the exercise discussed the fact that they had a current Colfax Emergency Operations Plan and would have activated it for this event. The Village Board President discussed getting information and make decisions for the impacted community.

The participants discussed how they would activate the Village of Colfax Emergency Operations Plan to support the Emergency Response. From this discussion people talked about Declaring Disaster Declaration for Village of Colfax. WEM Regional Director clarified what agencies could make a declaration and what some of the benefits would be for those agencies; could also have disaster declaration for the Village, each township, and at the county level.

In the discussion participants were familiar with understanding Who was the person “In-Charge” and had the authority to tell people what to do during the operations of the Village Plan. The Village Board President assumed the overall responsibility for the Village of Colfax and the Colfax Fire Dept. assumed the role of Incident commander on scene.

The participants discussed how they would merge with the Dunn County Emergency Plan. Each group would declare a local state of emergency. There was some discussion when resources for Village of Colfax were tapped out, that they would contact Dunn County (through the Dunn County EOC) for assistance. When local and county resources are exhausted, Dunn County could request assistance through the State.

The participants discussed developing a plan to transport, house, and assist those citizen in-need from the Village of Colfax after a disaster or Emergency. They would make a request for the American Red Cross for assistance after the disaster. School could be utilized as a shelter or reception center. Colfax EMS discussed using triage transport to send patients through to hospitals. Use MABAS for requesting ambulances for transport.

The participants discussed the need to develop a plan for the accountability of staff & others after a major incident in their community. The Village Board President indicated the need to search until everyone is accounted for.

From the discussion it was noted that the Village had a good Municipal Emergency Operations Plan, but more people needed to know about what their roles and responsibilities are during an Emergency or Disaster.

The Colfax Free Fair staff had a good plan to observe the severe weather as it approached and how to notify the public at the fair if needed.

The staff from the local Colfax Area Nursing Home explained what the Nursing Home would do with the notification of severe weather and if their building was struck what would happen.

It was noted that they should take this exercise to the next level in the future, with a functional exercise to further test the capabilities of the Village of Colfax and Dunn County.

Strength Area(s):

- Village of Colfax Emergency Responders/Officials and Dunn County Responders made appropriate decisions throughout the exercise for response and life safety.
- It brought the key players together to test their capabilities.
- There was good discussion and interaction during the exercise.
- Impressed with how the agencies all worked together.
- This was a good exercise!

Improvement Area(s):

1. Discuss developing local training for Emergency Responders and Dunn County agencies on Who can activate the Village of Colfax Emergency Plan and what their roles and responsibilities are during the activation.
2. Discuss developing a drill on the activation and operation of the Village of Colfax EOC.
3. Discuss developing training on how to write a Disaster Declaration for Village of Colfax.

4. Discuss developing a drill on who can and what is involved in the Declaring Disaster Declaration for Village of Colfax.
5. Discuss developing future exercises that will emphasize the activation of the Village of Colfax Emergency Plan.

Core Capability 2- Mass Search & Rescue Operations

Description: Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

Objective: Discuss the Dunn County/ Village of Colfax Emergency responder's ability to manage Fire operations, search & rescue operations, and scene assessment of the Village of Colfax during a simulated tornado incident.

Observation:

The participants of the exercise recognize this event as a Search & Rescue operations and request additional resources to assist in victim care and extrication. The Village of Colfax called upon Dunn County, then State if needed. Dunn County Sheriff's Department indicated the need to send out search parties, but need to get roads open first. Some discussion on using the MABAS Box Card for Life Safety by Fire/EMS. Later in exercise, discussed requesting DNR Incident Management Team.

In the exercise the participants discussed the need to establish an isolation perimeter to isolate the area and deny entry; there was discussion on determining what routes would be available due to trees down and live power lines. Some question of what was dangerous on the derailed train, Indicated need to set up quadrants, EMS/1st responders for search and rescue.

The group discussed the ability to initiate the initial public information message of protective actions. Some discussion on National Weather Service Watches and Warnings. When NWS tornado warning, sirens were activated, (public needs to tune in to local radio or TV station for more information) public advised to take shelter from storm. Colfax Free Fair officials discussed use of microphone at fair band shell to inform fair attendees. Very little discussion on the County Code Red Alert system or the development of the message that goes with the alert.

The participants of the exercise discussed coordinating information about the areas to be searched, locations of victims, unsafe structures or areas. Law Enforcement out in various locations, EMS setting up quadrants, discussion on public safety as a priority. The Fire Dept. discussed using the MABAS Box Cards for search & rescue, triage and transport, and the use of Incident Command system to coordinate everything.

The group discussed coordinating information between all the responding agencies (Village, Public Works, County Highway, Sheriff Dept., etc.) on open or blocked roadways, need for resources (street sweepers, Electric Company, Etc.). Dispatch use of "I Am Responding". Toned out utility companies (gas, electric). Village Public Works discussed obtaining additional resources such as end loaders, fork lifts, street sweepers, and could possibly utilize farmers with equipment if needed. Would send out resources only when it was determined to be safe by the utility companies. Law Enforcement discussion on use of Map to map the open and closed roadways. Use of County EOC to obtain resources was discussed later in exercise, including paper maps and utilize GIS for

mapping. The group discussed using Facebook and other Social Media forms to get the information out to the public.

The participants discussed the continuing to assess the situation, and review/evaluate hazard and response information as it pertains to the safety of all emergency response persons on the scene and responding. Dispatch toned out utility companies (gas/electric). Discussed safety issues with downed power lines, debris, flat tires. When there was the train derailment, dispatch would contact hotline to send out crews. Village of Colfax Board Chair decision to send message to public to stay put, safety first. Village Public Works won't send out resources until power/utility companies are there and it is safe. Discussion on calling upon the State's Incident Management Team.

Dunn County and the Village of Colfax, throughout the exercise, demonstrated their ability to manage Fire operations, search and rescue operations and scene assessment of the Village of Colfax during a simulated tornado incident. Life safety was always a priority. Incident Command was set up early in exercise to coordinate search and rescue and all other operations needed during this incident. Activation of MABAS box cards was utilized. There was discussion on Disaster Declaration by appropriate officials. Village and County discussed and requested appropriate staff and resources as needed, but would not send out units until the scene was safe. Decision was made to activate the Village of Colfax and Dunn County EOC. Also good discussion on calling upon Incident Management Team as a resource.

Strength Area(s):

- Agencies were monitoring the situation before tornado occurred. (EMS-ambulance taken out of station to another location, Law Enforcement moved to different areas of Dunn County).
- Life safety was the number one priority throughout exercise.
- Use of MABAS Box Card was activated for Life Safety.
Requested resources as needed, but would not send out until scene was safe.
- The ability of agencies to work together and their professionalism was shown throughout the exercise. There was a lot of good discussion.

Improvement Area(s):

1. Discuss developing additional training on Code Red Alert system; how to activate the system and how to develop the needed message to go out during the alert.
2. Discuss developing drills that emphasize the development of the initial emergency messages need to be sent out to warn the public after an Emergency or Disaster happens.
3. Discuss developing training on how to develop a written message to be used in the Facebook and other Social Media forms.

Core Capability-3-Operational Coordination

Description-Conduct incident response and recovery operations using the Incident Command System to establish and maintain a unified and coordinated operational structure and process that supports performance/support of needed core capabilities.

Objective: Discuss the ability of the Village of Colfax Emergency Responder agencies to direct, coordinate, and control emergency response activities using the Incident Command System.

Observation:

The participants discussed establishing an Incident Command structure to manage the incident. The group agreed the first Officer on scene was the Incident Commander. The Fire Department and the Sheriff later discussed establishing Unified Command.

The Command group discussed establishing incident objectives for this incident.

- Life Safety and the accountability of the public.
- Search and Rescue operations.
- Communication to the public.

In the exercise the Command group discussed establishing the location of the Incident Command Post (ICP) and staging area(s). Fire Department set up two staging areas early in the exercise on both the north and south. There was some discussion on where the Incident Command Post (ICP) would be, because there were a number of options for them to look at. There was a good discussion on this topic. It was noted that they could also consider using Fire Hall/rescue center as ICP. Some discussion on the fact they may have to move to a safer location if needed. School would most likely be used as a shelter.

The group discussed how they were going to manage requesting mutual aid resources as necessary for operations, Search & Rescue, and onsite incident management. The used of the MABAS box cards was identified throughout exercise. Also activation of Village EOC and Dunn County EOC to obtain resources. Village Public Works also obtaining resources such as front end loaders, forklifts, street sweepers to manage debris when safe to do so. Also discussed requesting DNR Incident Management Team for assistance.

The participants discussed their plan to establishing communication with the local Village, County, and Mutual Aid agencies. Through ICS system. After activation of the Dunn County EOC, requests for resources would be funneled through the EOC. Discussion on using the Public Information Officer (PIO) with the County to coordinate and get information out to the public.

The participants discussed the need to establish a personnel accountability system for those Emergency Responders on-scene for this incident. This should include Public Works, etc. More training is needed in this area.

The Colfax Free Fair staff did identify a command struck and had a good plan for those events that would severely affect the safety of the public at the fair.

The staff from the local Colfax Area Nursing Home discussed their command structure and how they would respond to the threat of the resident of the Nursing Home.

Suggestion by a participant to get more Incident Command System (ICS) training offered for Dunn County responders and public officials. Examples would be ICS-300, ICS-400, ICS402, ICS-EOC Interface.

Strength Area(s):

- Good cooperation among the responder agencies to coordinate and control the emergency response activities.
- Good use of MABAS box cards for mutual aid and resources.

Improvement Area(s):

1. Discuss developing a Communications Plan to be used with the MABAS card system.
2. Discuss developing additional exercises that will include the roles and responsibilities of the command staff, establishing a Command structure, and the operation of the ICP (Incident Command Post) and the Staging areas.
3. Discuss additional ICS training for new staff from all agencies to include ICS-300, ICS-400, ICS402, ICS-EOC Interface.
4. Discuss developing a Functional Exercise, in the future, as a follow-up to this exercise.
5. Discuss reviewing and updating the new Village of Colfax Emergency Plan to update the items identified in this exercise as needed additional development.

Appendix A-Improvement Plan (IP)

This IP has been developed for Dunn County for the Dunn County/ Colfax Tabletop Exercise-17 conducted on July 25, 2017

Core Capability	Objective	POETE	Improvement Action	Action POC	Start-End Date
Planning	Discuss the ability of Dunn County and the Village of Colfax Emergency Responders to establish, utilize, and apply newly revised plans that are in place and identify other areas where planning needs to occur for activation in the Village of Colfax for a severe weather event.	Training	Discuss developing local training for Emergency Responders and Dunn County agencies on Who can activate the Village of Colfax Emergency Plan and what their roles and responsibilities are during the activation.	Dunn County EM office	First quarter of next year
		Exercising	Discuss developing a drill on the activation and operation of the Village of Colfax EOC.	Dunn County EM/Colfax Village	First quarter of next year
		Training	Discuss developing training on how to write a Disaster Declaration for Village of Colfax.	Village of Colfax	First quarter of next year
		Exercising	Discuss developing a drill on who can and what is involved in the Declaring Disaster Declaration for Village of Colfax.	Village of Colfax and Dunn County EM	First quarter of next year
		Exercising	Discuss developing future exercises that will emphasize the activation of the Village of Colfax Emergency Plan.	Village of Colfax/Dunn county EM	First quarter of next year
Mass Search & Rescue Operations	Discuss the Dunn County/ Village of Colfax Emergency responder's ability to manage Fire operations, search & rescue operations, and scene assessment of the Village of Colfax during a simulated tornado incident.	Training	Discuss developing additional training on Code Red Alert system; how to activate the system and how to develop the needed message to go out during the alert.	Dunn County EM	First quarter of next year
		Exercising	Discuss developing drills that emphasize the development of the initial emergency messages need to be sent out to warn the public after an Emergency or Disaster happens.	Dunn County EM/Village of Colfax	First quarter of next year

Core Capability	Objective	POETE	Improvement Action	Action POC	Start-End Date
Mass Search & Rescue Operations Continue		Training	Discuss developing training on how to develop a written message to be used in the Facebook and other Social Media forms.	Dunn County EM/ Sheriff's Dept/Village of Colfax	First quarter of next year
Operational Coordination	Discuss the ability of the Village of Colfax Emergency Responder agencies to direct, coordinate, and control emergency response activities using the Incident Command System.	Planning	Discuss developing a Communications Plan to be used with the MABAS card system.	MABAS Director Quentin	First quarter of next year
		Exercising	Discuss developing additional exercises that will include the roles and responsibilities of the command staff, establishing a Command structure, and the operation of the ICP (Incident Command Post) and the Staging areas.	Dunn County EM and Village of Colfax	First quarter of next year
		Training	Discuss additional ICS training for new staff from all agencies to include ICS-300, ICS-400, ICS402, ICS-EOC Interface.	Dunn County EM and Village of Colfax	First quarter of next year
		Exercising	Discuss developing a Functional Exercise, in the future, as a follow-up to this exercise.	Dunn County EM	First quarter of next year
		Planning	Discuss reviewing and updating the new Village of Colfax Emergency Plan to update the items identified in this exercise as needed additional development.	Village of Colfax	First quarter of next year