

**Village of Colfax
Village Board
Regular Meeting Agenda
Monday, January 8, 2018
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 – December 11, 2017
 - ii. Personnel Committee Minutes – December 26, 2017
 - b. Training Request
 - c. Facility Rental - none
 - d. Licenses
 - i. Multiple Dogs (Kennel) License – January 1, 2018 to December 31, 2018 – JoAnn Mayfield
 - ii. Temporary Class "B"/"Class B" Retailer's License – January 14, 2018 Event – Colfax Municipal Building Restoration Group
 - iii. Operator's License – January 11, 2018 to June 30, 2018 – Makayla Mattson – Cenex
 - iv. Operator's License – January 11, 2018 to June 30, 2018 – Cheyanne Hawkins – The Blind Tiger
6. Consideration Items
 - a. Old Ice Rink Warming House
 - b. Public Works Building/Cold Storage Garage Door and Frame Repair estimate
 - c. Landfill Monitoring agreement/proposals
 - d. Xcel Energy credit discussion
 - e. Election Inspector Appointment List 2017-2018 approval
7. Review/Approval – Bills – December 11, 2017 – January 7, 2018
8. Committee/Department Reports – (no action)
 - a. Wal-Mart Community Grant Award – Camera purchase
 - b. December 2017 Building Permits
 - c. Colfax Police Department – December 2017 Report
 - d. Colfax Rescue Squad – December 2017 Report
 - e. Colfax Public Library Minutes – October 17, 2017, November 21, 2017, December 19, 2017
 - f. Village Administrator-Clerk-Treasurer Report
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 – December 11, 2017

On December 11, 2017, the Village Board meeting was held at 7:00 p.m. at Village Hall, 613 Main Street. Members present: President Stene, Trustees Halpin, Davis, Wolff, Jenson and Burcham. Excused: Trustee Rihn. Others present included Gareth Shambeau from Ayres Associates, Dennis Werner with Timber Technologies, Director of Public Works Bates, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

Minutes - Regular Board Meeting - November 27, 2017 - A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the Regular Board meeting minutes from November 27, 2017. Voting For: Trustees Halpin, Davis, Wolff, Jenson, Burcham and Stene. Voting Against: none. Motion carried.

Minutes – Audit and Finance Committee Minutes – December 6, 2017 – A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the Audit and Finance Committee minutes from December 6, 2017. Voting For: Trustees Burcham, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

Special Budget Hearing Minutes – December 6, 2017 - A motion was made by Trustee Jenson and seconded by Trustee Wolff to approve the Special Budget Hearing minutes from December 6, 2017. Voting For: Trustees Halpin, Davis, Wolff, Jenson, Burcham and Stene. Voting Against: none. Motion carried.

Training Request

Chief Anderson – Law Enforcement Management Conference – January 16, 2018 to January 18, 2018 – Superior, WI – A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the Law Enforcement Management Conference Training for Chief Anderson, January 16 to January 18, 2018. Voting For: Trustees Burcham, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

Timothy Rundle – Basic General Wastewater – February 5th to 9th, 2018 plus the May test – Chippewa Falls, WI - A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the Basic General Wastewater License class for Tim Rundle February 5th to 9th and the test in May. Voting For: Trustees Burcham, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

Facility Rental – none

Licenses

Twice Blessed Treasurers-Nancy Odom Mouledoux- Secondhand Jewelry Dealer License – A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the 2018 Secondhand Jewelry Dealer License for Twice Blessed Treasurers, Nancy Odom Mouledoux. Voting For: Trustees Wolff, Jenson, Davis, Halpin, Burcham and Stene. Voting Against: none. Motion carried.

Donald & Marcia Henderson – 2018 Mobile Home Park License – A motion was made by Trustee Davis and seconded by Trustee Jenson to approve the 2018 Mobile Home Park License. Voting For: Trustees Halpin, Davis, Wolff, Jenson, Burcham and Stene. Voting Against: none. Motion carried.

Consideration Items

Ice Rink Warming House replacement approval – Timber Technologies Community Enrichment Program – Dennis Werner explained that if the Board approved the plans, the employees would be building the ice rink warming house at Timber Technologies the week of Christmas with an expected delivery date of December 28th or December 29th, 2017. Dennis would communicate date and time with Bates or Niggemann so that the police escort can be scheduled.

A motion was made by Trustee Davis and seconded by Trustee Halpin to approve the plans drawn up by Timber Technologies for the replacement of the current Ice Rink Warming House with the color scheme that has been used at the fairgrounds, bright red and yellow/cream. Voting For: Trustees Halpin, Davis, Wolff, Jenson, Burcham and Stene. Voting Against: none. Motion carried.

Review/Approve Fee Schedules & Ordinances accordingly

Ambulance Fees – A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the fee schedule for the ambulance as discussed in the budget meetings using base rates rather than billing for inventory used during each call. Voting For: Trustees Stene, Halpin, Davis, Wolff, Jenson and Burcham. Voting Against: none. Motion carried.

Sewer Fees – As discussed in the budget meetings, the Sewer Utility has some possible big expenses coming with the Streambank erosion and possible irrigation projects as well as struggling with making a profit each year. So instead of considering the large rate change in the future, the Village is looking at doing small incremental changes. A chart illustrated what an average quarterly bill would see as a result of 3% to 25% rate change. A 3% rate change is expected on average to increase a quarterly bill by one dollar and generate approximately \$2,600 increase in the bottom line for the Sewer Utility.

A motion was made by Trustee Wolff and seconded by Trustee Jenson to approve a 3% rate increase in the Sewer Utility rates. Voting For: Trustees Burcham, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

Village Fees – no changes.

Review/Approval – Bills – November 26, 2017 – December 10, 2017 – A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the November 26, 2017 to December 10, 2017 bills. Voting For: Trustees Burcham, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

Adjourn – A motion was made by Trustee Halpin and seconded by Trustee Davis to adjourn the meeting. A voice vote was taken and all trustees voted to adjourn the meeting at 7:32 p.m.

Gary Stene, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer

Joint Village Board/Personnel Committee Meeting – December 21, 2017

On December 21, 2017, the Village Board/Personnel Committee meeting was held at 5:30 p.m. at the Village Hall, 613 Main Street, Colfax, WI. Members present: Trustees Halpin, Davis, Wolff, Jenson, Burcham and Stene. Absent: Trustee Rihn. Others present included Administrator-Clerk-Treasurer Niggemann. No media was present

Public Appearances –none.

Closed Session – A motion was made by Trustee Halpin and seconded by Trustee Wolff to convene into closed session pursuant to WI Statutes 19.85(1) (c) considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises at 5:32 p.m. regarding:

- a. Public Works Employee Yearly Performance Evaluation
- b. Public Works Director Yearly Performance Evaluation
- c. Rescue Director Yearly Performance Evaluation
- d. Police Chief Yearly Performance Evaluation
- e. Deputy Clerk-Treasurer Yearly Performance Evaluation
- f. Administrator-Clerk-Treasurer Yearly Performance Evaluation
- g. Discuss/consider wages/salaries of Village employees.

A voice vote was taken with all members voting yes.

Open Session – A motion to convene into open session to take any action resulting from the closed session at 7:51 p.m.

- a. Public Works Employee Yearly Performance Evaluation
- b. Public Works Director Yearly Performance Evaluation
- c. Rescue Director Yearly Performance Evaluation
- d. Police Chief Yearly Performance Evaluation
- e. Deputy Clerk-Treasurer Yearly Performance Evaluation
- f. Administrator-Clerk-Treasurer Yearly Performance Evaluation
- g. Discuss/consider wages/salaries of Village employees

The Village Board unanimously agreed to give all forty (40) hour employees a two percent pay increase effective January 1, 2018 except Timothy Rundle and Joshua Shipman as they will have their one-year performance evaluations in February and March, respectively. One thirty hour employee, Samantha Engler, had her one-year performance evaluation and was also granted a two percent pay increase.

Adjourn: A motion was made by Trustee Halpin and seconded by Trustee Wolff to adjourn the meeting at 7:53 p.m. Voting For: Trustees Burcham, Wolff, Davis, Halpin and Stene. Voting Against: none. Trustee Jenson voted in closed session and then had to leave prior to meeting adjournment. Meeting adjourned.

Gary Stene, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer

Village of Colfax

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

January, 2018 to **December 31**, 2018

New or **Renewal**
(check one)

License Application for Multiple Dogs (Kennel) License

\$36.50/year per Kennel, plus \$5.00/animal over twelve (12) animals
(all fees are non-refundable)

(please print)

1. Name of Applicant JoAnn Mayfield
2. Address 204 Viking Dr, Colfax
3. Phone 715-962-4272
4. Number of dogs 4

- No residential unit shall own, harbor or keep in its possession more than a total of three (3) dogs or three (3) cats, or a combined total of six (6) dogs or cats in any residential unit without prior issuance of a kennel license by the Village Board, except that a litter of pups or kittens or a portion of a litter may be kept for not more than ten (10) weeks from birth.
- For additional information, see Village Ordinance Title 7, Licensing & Regulations, Chapter 1, Licensing of Dogs & Cats; Regulation of Animals.

I understand that because I have more than three (3) dogs at my residence, I must apply for a Kennel License. In submitting this application, I hereby agree to comply with the regulations imposed by the Village of Colfax Code of Ordinances. I understand the information requested on this form will be used by the Village of Colfax in the issuance of a license or processing of a renewal application. I understand the information supplied on this form will become public information when received by the Village of Colfax. I have no intention or agreement to transfer the license to another person or to allow any other entity to operate under the authority of the license. I hereby affirm that the foregoing statements are true and correct to the best of my knowledge and that I agree to comply with all the provisions of the Ordinance under which this license is granted.

JoAnn Mayfield
Signature of Applicant

RECEIVED
DEC 27 2017
Date

Village of Colfax

Office use only

_____ Date Application Received

_____ Date Board Reviewed Application
Approved / Denied
License Number

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 12.9.17

Town [] Village [x] City of Colfax County of Dunn

The named organization applies for: (check appropriate box(es).)

- [] A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
[x] A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 1.14.18 and ending 1.14.18 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) [] Bona fide Club [] Church [] Lodge/Society [] Veteran's Organization [] Fair Association

(a) Name CMBRG

(b) Address P.O. Box 238 Colfax WI (Street) [] Town [x] Village [] City

(c) Date organized 10/2000

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: []

(f) Names and addresses of all officers:

President Troy Knutson PO Box 322 Colfax WI 54730

Vice President

Secretary Marge Hernandez Colfax WI 54730

Treasurer

(g) Name and address of manager or person in charge of affair: Troy Knutson PO Box 322 Colfax WI 54730

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 613 Main street Colfax WI 54730

(b) Lot Block

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: 2nd floor Auditorium

3. NAME OF EVENT

(a) List name of the event The Looney Lutherans

(b) Dates of event January 14, 2018

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer CMBRG (Name of Organization) Troy Knutson (Signature/date) 12.9.17

Officer (Signature/date)

Date Filed with Clerk 12-11-17 Date Reported to Council or Board 1-8-18

Date Granted by Council License No.

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

Fee - \$10.00

RECEIVED

DEC 19 2017

To the Clerk of the Village of Colfax, Wisconsin.

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 18 years of age.

Makayla Mattson

Signature of Applicant

Answer the following questions fully and completely:

Name of Applicant Makayla Mattson

Address of Applicant EQ649 780th Ave 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?

/

Makayla Mattson

Signature of Applicant

STATE OF WISCONSIN,

ss.

Dunn County.

Makayla Mattson being first duly sworn on oath says that she 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 18th

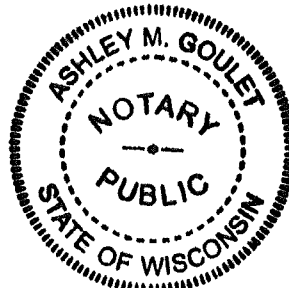
Makayla Mattson
Applicant sign here

day of December, 2017

Ashley M. Goulet

Notary Public, Dunn County, Wis.

Expires 10-23-20



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 Makayla Lee Mattson

Business/Organization Name Cenex

Full Prior Names (nicknames, maiden names, etc.) /

Date of Birth _____ Place of Birth _____ Phone _____

Sex _____ Race _____ Height _____ Weight _____

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

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 /

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

- 1) Chuck Brown W8227 Cty RD M Colfax WI 54730
- 2) Gayle Brown W8227 Cty RD M Colfax WI 54730
- 3) Sue Hagen S Cty RD M Colfax WI 54730

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.
Colfax High School, Colfax, WI, 11th grade

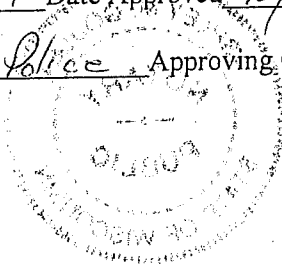
I certify that I am familiar with the laws, ordinances and regulations, and hereby agree, if granted a license, to obey all provisions of such laws. I further certify that all information included in this application is true, accurate and complete to the best of my knowledge.

Signature Makayla Mattson Date 12/14/2017

Official Use Only-Below This Line

Date Received 10/19/17 Date Approved 12/30/2017 Date Denied _____

Researcher CHIEF OF POLICE Approving Officer Signature [Signature]



WISCONSIN SELLER / SERVER CERTIFICATION

Trainee Name: Makayla Mattson

School Name: 360training.com, Inc.

Date of Completion: 12/14/2017

Certification #: WI-71514

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

 learn²
serve

Corporate Headquarters
6801 N Capital of Texas Hwy, Suite 150
Austin, TX 78731
P: 877.881.2235

July 1, 2017 - June 30, 2018
Application for License to Serve Fermented Malt Beverages
and Intoxicating Liquors Fee - \$10.00

To the Clerk of the Village of Colfax Wisconsin:

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 22 years of age.

Cheyenne Hawkins
Signature of Applicant

Answer the following questions fully and completely:

Name of Applicant Cheyenne Hawkins

Address of Applicant 619 W. Canal St. Chippewa Falls WI 54729

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 X

Name of Court X

Nature of offense X

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

X

Cheyenne Hawkins
Signature of Applicant

STATE OF WISCONSIN,

ss.

Dunn County.

Cheyenne Hawkins, 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 19th

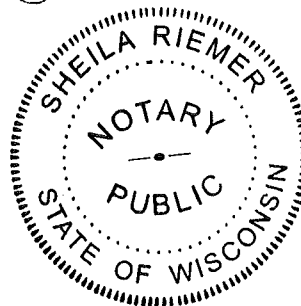
Cheyenne Hawkins
Applicant sign here

day of December 2017

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 Cheyenne Marie Hawkins

Business/Organization Name The Blind Tiger

Full Prior Names (nicknames, maiden names, etc.) _____

Date of Birth _____ Place of Birth _____ Phone _____

Sex _____ Race _____ Height _____ Weight _____

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

Have you ever been arrested for, or convicted of any laws, including traffic?
 If yes, list offense, date and place occurring. X

List prior addresses for the past five years 8544 Hwy X CF,
7211 5th Ave EC, Tolaw. Cuba st CF.

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

- 1) Nick Anderson
- 2) Jess Cutler
- 3) Alyssa Johnson

Have you ever been a member of the Military Service? Discharge? _____

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

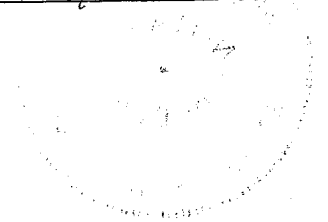
I certify that I am familiar with the laws, ordinances and regulations, and hereby agree, if granted a license, to obey all provisions of such laws. I further certify that all information included in this application is true, accurate and complete to the best of my knowledge.

Signature [Handwritten Signature] Date 12-19-17

Official Use Only - Below This Line

Date Received 12/19/17 Date Approved 12/20/17 Date Denied _____

Researcher Colfax Police Approving Officer Signature [Handwritten Signature]



OPERATOR'S LICENSE

NO. 1491

\$ 2.50

WHEREAS, The local governing body of the (City - Town - Village) of Wheaton
County of Chippewa, Wisconsin, has, upon application duly made, granted and authorized
the issuance of an "Operator's" License to Cheyanne Hawkins

AND WHEREAS, the said applicant has paid the treasurer the sum of \$ 2.50 as required by local
ordinances, and has complied with all requirements necessary for obtaining a license:

Now Therefore, An "Operator's" License, pursuant to Sections 125.32(2) and 125.68(2) of the Wisconsin Statutes, and
local ordinances, is hereby issued to said applicant.

FOR THE PERIOD ending June 30, 2018 Year

(Corporate Seal)

Given under my hand and the corporate seal of
the (City - Town - Village) of Wheaton
County of Chippewa, State of Wisconsin,
this 4th day of August 2017 Year

Mark A. Christensen

Clerk

**Village of Colfax
Advertisement for Closed Bid
Old Ice Skating Rink Warming Building**

Sealed bids labeled "Old Ice Rink Warming Building" will be accepted at Village Hall, Clerk's Office, 613 Main Street, PO Box 417, Colfax WI 54730 through Monday, January 22, 2018 at 10:00 a.m. CST, at which time the bids will be publicly opened and read.

The Ice Skating Rink Warming Building is located at the Tom Prince Memorial Park (Softball fields), E8485 State Rd 170, Colfax, WI 54730 where you can see the building in person or there are photos posted on the Village of Colfax website, www.villageofcolfaxwi.org under the News/Events tab.

The bid needs to state: bid amount, date the building will be paid for, date the building will be moved off Village property (no later than 3 p.m. on January 31, 2018). The bidder is responsible for any cost associated with loading, transportation and/or any permits required to transport the building. If the building is damaged while loading or while being transported, the Village of Colfax is not responsible. The building is being offered "as is".

The Village of Colfax reserves the right to accept or reject any or all bids, to waive any informality and to accept the bid deemed most advantageous to the Village.

Lynn M. Niggemann
Administrator-Clerk-Treasurer

Messenger: January 17, 2018

Post at local stores, banks, gas stations, etc. by January 10th, 2018

Ask the Library to post ad on their Facebook page by January 10th, 2018

Post on the Village website with photos by January 10th, 2018

Richard Jenson
Artistic Drywall and Remodel
805 East Railroad Avenue
Colfax, WI 54730
715-505-1826

Submitted for: Village of Colfax
Project: DPW Overhead Door

Cost Estimate

Repair damage to overhead door on the DPW building. Repairs will include replacing trim, soffit pan, damaged tin and door track.

TOTAL COST: \$1500.00 for labor plus cost of materials

Total cost to be paid as follows: \$500.00 deposit and remaining balance at time of completion.

All checks to be made out to Richard Jenson.

Any alterations or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate.

Respectfully submitted,

Richard D. Jenson
Artistic Drywall & Remodel

ACCEPTANCE OF ESTIMATE

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENTS WILL BE MADE AS OUTLINED ABOVE.

DATE: _____ SIGNATURE: _____

SIGNATURE: _____
Richard D. Jenson

Colfax Clerk Treasurer

From: Brian Kent <bkent@sehinc.com>
Sent: Wednesday, December 06, 2017 9:18 AM
To: Colfax Clerk Treasurer
Cc: Randy Bates
Subject: Village of Colfax_2018 and 2019 Landfill Monitoring
Attachments: PSA Letter Agreement_Colfax LF 2018-2019.pdf

Please find attached SEH's proposal to continue landfill monitoring and reporting services at the Colfax Landfill during 2018 and 2019.

Randy- Please note I added an optional scope of work and fee should the Village choose to start collecting additional samples to justify a reduction in monitoring frequency. If you have any questions, please do not hesitate contacting me. Thanks much for the continued opportunity to assist the Village with the work!

(See attached file: PSA Letter Agreement_Colfax LF 2018-2019.pdf)

Brian L. Kent, CHMM | Principal
Senior Project Manager
SEH | 329 Jay Street, Suite 301 | La Crosse, WI 54601
608.498.4844 direct | 715.456.4621 cell | 888.908.8166 fax
www.sehinc.com
SEH—Building a Better World for All of Us™

Agreement for Professional Services

This Agreement is effective as of January 1, 2018, between Village of Colfax (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Environmental Monitoring at Colfax Landfill 2018/2019.

Client's Authorized Representative: Lynn Niggemann

Address: 613 Main Street
Colfax, WI 54730

Telephone: 715.962.3311 **email:** ClerkTreasurer@villageofcolfaxwi.org

Project Manager: Brian L. Kent

Address: 329 Jay Street Suit 301
La Crosse, WI 54601

Telephone: 608.498.4844 **email:** bkent@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 07.14.16), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

Consultant will provide equipment, labor, analyses, and reporting for monitoring of four groundwater monitoring wells at the landfill and two private wells located down gradient of the landfill. Environmental monitoring will be conducted as specified in the Wisconsin Department of Natural Resources' (WDNR) April 12, 2002 Expedited Plan Modification Acknowledgement letter and as summarized on the attached Table 1. The results of the monitoring will be reported in accordance with s. NR 507.26 Wisconsin Administrative Code. Please note that the private well located at E8016 State Road 17 has not been sampled for several years as access has been denied.

OPTIONAL

It is Consultant's understanding that the Client may wish to pursue in the future a reduction in environmental monitoring frequency from semi-annual to annual. Our experience with other similar sites suggests that such a reduction would likely be reviewed favorably by the WDNR. However, our experience suggests that the WDNR will likely require a minimum of 4 rounds of samples be collected from all site monitoring wells for select heavy metals including arsenic, boron, cadmium, chromium, lead and nickel. Should the Client wish to initiate this additional monitoring, a separate OPTIONAL cost item is provided below for your consideration.

Schedule: We will begin our services upon receiving a signed copy of this agreement. The duration of this agreement is 2018-2019 calendar years.

Payment: The fee for 2018 and 2019 is \$6,700 including expenses and equipment. Consultant will complete the above described scope of services for a fee of \$3,350 per year. Consultant will invoice the Village of Colfax \$1,500 in April and \$1,850 in October of each year. This price will be in effect through December 2019, at which time we will contact you to renew this contract or negotiate any further work. This fee estimate assumes the fee for subcontracted laboratory analytical services do not increase by greater than five percent each year, until the completion of this agreement.

Should the Client choose to proceed with the additional OPTIONAL metals analysis, the proposed fee presented above would be increased by \$300 per event, or \$600 per year. Accordingly, Consultant will invoice the Village of Colfax \$1,800 in April and \$2,150 in October of each year. This price will be in effect through December 2019, at

which time we will contact you to renew this contract or negotiate any further work. As authorization to include the additional OPTIONAL testing, circle YES below and initial.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None

p:\aet\colfax\common\2018-2019 cost est\psa letter agreement_colfax lf 2018-2019.docx

Short Elliott Hendrickson Inc.

Village of Colfax

By: _____

By: _____

Jerry Doriott

Title: Client Service Manager

Title: _____

INCLUDE OPTIONAL SCOPE OF WORK? YES or NO (Please circle one and initial)

Exhibit A-2
to Agreement for Professional Services
Between Village of Colfax (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 1, 2018

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

p:\aet\colfax\common\2018-2019 cost est\exhibit a2.docx

**Table 1
Site Monitoring Schedule**

Sample Location	Parameter	Method	Parameter ID	Sample Interval	
					Long Term
Monitoring Wells MW-1 (001), MW-2 (002), MW-3 (003), MW-3A (004)	Water Elevation	Water Level Indicator	04189	SA	March and September
	Temperature	Thermometer	00010	SA	
	Specific Conductance	pH/Conductance Meter	00094	SA	
	pH	pH/Conductance Meter	00400	SA	
	Odor, Color, Turbidity	Visual Observation	1,2,3	SA	
	Total Hardness, filtered		22413	SA	
	Dissolved Chloride		00941	SA	
	Total alkalinity, filtered		39036	SA	
	VOCs	EPA SW846 8260/8021		A	
	Private Wells Mrdutt (202), Canfield (201),	VOCs	EPA SW846 524.2		A
Notes: A = Annual SA = Semi-Annual Revised 01/12 by:MFR Checked by:BLK					

CBS Squared Inc.

Agreement for Professional Services

This agreement is effective as of December 27, 2017 between Village of Colfax, 613 Main Street, PO Box 417, Colfax, WI 54730-0417 (Client), and CBS Squared, Inc. (Consultant).

This letter agreement describes the understanding of project, scope, schedule, and payment conditions for Consultant's work on the Project described in the scope of services below.

SCOPE: Consultant understands that the Client is requesting landfill engineering services for calendar years 2018-2019 monitoring. CBS Squared will provide monitoring of four groundwater wells at the landfill and two private wells located down gradient of the landfill. We will conduct the monitoring in accordance with the WDNR April 12, 2002 Expedited Plan Modification Acknowledgement letter.

PAYMENT: Our services will be provided during the 2018-2019 calendar years. Our total fee for 2018 and 2019 is \$6,580. Our fee assumes that subcontracted laboratory analytical services do not increase more than 5% each year.

We can also provide additional metals analysis sampling and analysis at \$600 for each year (\$1,200 total 2018-2019) which can be used by the Village to request a future reduced monitoring schedule from WDNR.

If additional services are required or requested, the Consultant will submit an estimate of additional costs prior to commencement of the proposed work. No additional work will be performed until the amendment has been approved and signed by the Consultant.

The payment method, basis, frequency and other special conditions are set forth below:

Hourly Basis

The Client and Consultant agree as to the hourly basis for payment for services provided by Consultant. The Client will be invoiced per the attached Rate Table for personnel. The Rate Table may be amended from time to time by mutual written agreement between the parties. Monthly charges for services shall be based on Consultant's Rate Table for personnel for applicable employees plus charges for expenses and equipment as agreed upon between the parties. Consultant shall be paid monthly for work performed.



Expenses

The following items represent reimbursable expenses by Consultant's employees or professional consultants on behalf of the Client providing the same are required to perform the work contracted for and shall be paid for as described in the Agreement.

1. Transportation and travel expenses (mileage).
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expenses connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, reports, plan and specification reproduction expenses.
6. Postage, handling, and specific delivery services.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. Any sales tax or use tax (excluding specifically income tax) levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project, including but not limited to, additional project specific insurance requirements.
11. The cost of special consultants or technical services (not already included in contracted fees) as required. The cost of sub-consultant services shall include actual expenditure plus 10% markup for the cost of administration and associated insurance.

Equipment Utilization

The utilization of specialized equipment, including automation (survey equipment, reproduction equipment etc.), is recognized as benefiting the Client. The Client, therefore, agrees to pay the reasonable cost for the use of such specialized equipment on the project.

Consultant invoices will contain detailed information regarding the use of specialized equipment on the project when it is to be reimbursed by the Client. Charges will be based on the standard rates for the equipment published by Consultant.

AGREEMENT SUMMARY: This Agreement for Professional Services, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant within this document. The Agreement for Professional Services (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party, within fifteen (15) calendar days of notification by either party.

The contract is between the following representatives:

Client's Representative: Lynn Niggemann, Administrator / Clerk

Address: Village of Colfax, 613 Main Street, PO Box 417, Colfax, WI 54730-0417

Telephone: 715.962.3311 e-mail: clerktreasurer@villageofcolfaxwi.org

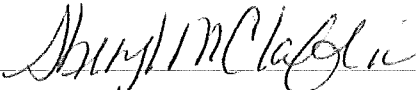
Project Manager: Jon Strand, PE

Address: CBS Squared Inc, 770 Technology Way, Chippewa Falls, WI 54729

Telephone: 715.861.5226 email: jstrand@cbssquaredinc.com

CBS Squared, Inc.

Village of Colfax

By: 

By: _____

Title: Sheryl Claflin, President

Title: Lynn Niggemann, Administrator/Clerk

Exhibit 1 – Rate Table

Exhibit 2 – Expense Rate Table



The logo for CBS squared, Inc. features the lowercase letters 'cbs' in a serif font, followed by a superscripted '2'. Below the text is a stylized graphic of a road or path leading towards a city skyline with three buildings.

Your Project Solutions Start Here

CBS squared, Inc

Employee Rates Table 2018

<u>Employee Title</u>	<u>Billable Rate</u>
Senior Project Manager	\$155/hr
Project Manager	\$139/hr
Senior Professional Engineer	\$139/hr
Professional Engineer	\$118/hr
Staff Engineer	\$85/hr
Senior Architect	\$139/hr
Architect	\$118/hr
Project Leader	\$ 85/hr
Lead Designer	\$107/hr
Designer	\$97/hr
Senior Technician	\$91/hr
Technician	\$67/hr
Administrative Assistant	\$65/hr
Senior Professional Land Surveyor	\$118/hr
Professional Land Surveyor	\$107/hr
Survey Crew Chief	\$80/hr
Survey Crew Assistant	\$65/hr
Planner/Specialist	\$102/hr
Account Assistant	\$63/hr
Student Engineer	\$53/hr
Field Assistant	\$32/hr

Note: All rates based on Fiscal Year 2018.

770 Technology Way
Chippewa Falls, WI
54729

info@cbssquaredinc.com

cbssquaredinc.com



CBS Squared, Inc. Expense Rate Table 2017

Schedule of Direct Cost Items:	Cost
<u>Items</u>	
Employee Vehicle Mileage	Current Federal rate
Overnight per diem (lodging and meals)	Current Federal rate
Meals only per diem(breakfast, lunch & dinner)	Current Federal rate
Breakfast	Current Federal rate
Lunch	Current Federal rate
Dinner	Current Federal rate
GPS equipment	\$30 per hour
Geodimeter/Total Station equipment	\$25 per hour
Postage/Shipping (at cost)	\$0.49 per letter (or actual cost of shipping)
Copies/reproduction	\$0.15 per letter, \$0.20 per tabloid and \$1.50 per large sheet media (or actual cost of reproductions)
Rebar (property Irons - Survey)	\$2.00 each
Research and Data Base Reports & access fees	actual cost
Historic maps, research, aerials & photographs	actual cost
Plat Recording fees	actual cost
ATV rental	\$100/day
Boat rental	\$100/day



MAILING ADDRESS	ACCOUNT NUMBER	DUE DATE
COLFAX VILLAGE OF PO BOX 417 COLFAX WI 54730-0417	52-4208261-9	01/03/2018
	STATEMENT NUMBER	STATEMENT DATE
	572840933	12/12/2017
		CREDIT AMOUNT
		-\$22,923.24 CR

QUESTIONS ABOUT YOUR BILL?

See our website: xcelenergy.com
 Email us at: Customerservice@xcelenergy.com
 Please Call: 1-800-481-4700
 Hearing Impaired: 1-800-895-4949
 Fax: 1-800-311-0050
 Or write us at: XCEL ENERGY
 PO BOX 8
 EAU CLAIRE WI 54702-0008

ACCOUNT BALANCE

Previous Balance	As of 10/31	\$3,703.12
Payment Received	Auto Pay 12/01	-\$3,501.27 CR
Balance Forward		\$201.85
Current Charges		-\$24,073.04 CR
Other Recurring Charges		\$1,145.75
Non-Recurring Charges / Credits		-\$197.80 CR
Amount Due		-\$22,923.24 CR

PREMISES SUMMARY

PREMISES NUMBER	PREMISES IDENTIFIER	PREMISES DESCRIPTOR	CURRENT BILL
302153854	E8480 STATE ROAD 170	SEWER PLANT	\$569.08
302488174	117 S MAIN ST	WELL HOUSE #3	\$458.94
302540529	626 MAIN ST	STREETLIGHT 1	-\$10,749.07 CR
302602519	613 MAIN ST	VILLAGE HALL	\$409.33
302628373	1022 UNIVERSITY AVE	STREET 2	-\$3,117.35 CR
302693516	600 UNIVERSITY AVE	STREETLIGHT 3	-\$8,163.87 CR
302999858	103 W 5TH AVE	WATER TOWER	\$322.55
303001483	E8485 STATE ROAD 170	BALL FIELD/WARMING HSE	\$51.43
303222961	904 HIGH ST	WELL HOUSE 2	\$297.98
303481856	831 RAILROAD AVE	FAIR GROUNDS	\$90.90
303491925	613 MAIN ST	WELL HOUSE 1	\$360.74
303680950	118 5TH AVE	STREETLIGHT 4	-\$5,215.35 CR
304117628	614 E RAILROAD AVE	RESCUE-DPW	\$611.65
Total			-\$24,073.04 CR

RETURN BOTTOM PORTION WITH YOUR PAYMENT • PLEASE DO NOT USE STAPLES, TAPE OR PAPER CLIPS

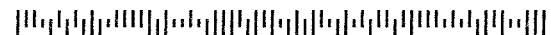


ACCOUNT NUMBER	DUE DATE	CREDIT AMOUNT	AMOUNT ENCLOSED
52-4208261-9	01/03/2018	-\$22,923.24 CR	Credit Do Not Pay

No payment will be deducted this month through your automated bank payment plan.

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

COLFAX VILLAGE OF
 PO BOX 417
 COLFAX WI 54730-0417



XCEL ENERGY
 P.O. BOX 9477
 MPLS MN 55484-9477

Election Inspector Appointment 2017 – 2018

Joyce Bates (Democrat)

Kathy Mitchell (Unaffiliated)

Diane Hodgson (Unaffiliated)

Katherine Rieder (Unaffiliated)

Ruth Hill (Unaffiliated)

Kathy Dunbar (Independent)

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 12/11/2017 From Account:
Thru: 1/07/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
UHC	12/29/2017	UHS PREMIUM BILLING	984.04
74331	12/15/2017	CHARTER COMMUNICATIONS	230.06
74332	12/15/2017	COLFAX MESSENGER	279.00
74333	12/15/2017	COMMERCIAL TESTING LAB	371.50
74334	12/15/2017	CUSTOM WOODWORK & BUILDING SUPPLY, INC	290.00
74335	12/15/2017	DUNN CO HIGHWAY DEPT	3,003.00
74336	12/15/2017	DUNN COUNTY REGISTER OF DEEDS	57.00
74337	12/15/2017	DUNN ENERGY COOPERATIVE	90.00
74338	12/15/2017	EXPRESS MART	670.41
74339	12/15/2017	FIRST SUPPLY LLC-EAU CLAIRE	116.48
74340	12/15/2017	GEORGE ENTZMINGER	100.00
74341	12/15/2017	HAWKINS, INC.	1,173.15
74342	12/15/2017	HENRY SCHEIN	129.46
74343	12/15/2017	HILL TRUCKING	400.40
74344	12/15/2017	HUEBSCH	126.06
74345	12/15/2017	HYDROCORP	496.00
74346	12/15/2017	IMAGE TREND	480.00
74347	12/15/2017	JOHNSON TRAILER CO.	2,745.00
74348	12/15/2017	JOLENE ALBRICHT	20.62
74349	12/15/2017	L.W. ALLEN, LLC	3,502.10
74350	12/15/2017	MCMT	185.25
74351	12/15/2017	PITNEY BOWES INC	67.65
74352	12/15/2017	QUILL CORP.	108.00
74353	12/15/2017	SYNERGY COOPERATIVE	691.10
74354	12/15/2017	VIKING DISPOSAL, INC	154.00
74355	12/15/2017	VIKING ELECTRIC SUPPLY	86.60
74356	12/15/2017	WATER CARE SERVICES	31.50
74357	12/15/2017	WEA INSURANCE TRUST	8,866.82
74358	12/15/2017	ZEP SALES & SERVICE	133.89
74359	12/29/2017	24-7 TELCOM	24.95
74360	12/29/2017	BREMER BANK	15.00
74361	12/29/2017	CENTURY LINK	170.05
74362	12/29/2017	CITY OF MENOMONIE	400.00

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 12/11/2017 From Account:
Thru: 1/07/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
74363	12/29/2017	COLFAX SCHOOLS	4,529.38
74364	12/29/2017	E.O. JOHNSON	210.00
74365	12/29/2017	GRAINGER	39.82
74366	12/29/2017	HUEBSCH	65.69
74367	12/29/2017	JOLENE ALBRICHT	22.43
74368	12/29/2017	KELLY HEATING & ELECTRIC	1,478.45
74369	12/29/2017	LBR ELECTRIC	1,172.72
74370	12/29/2017	QUILL CORP.	206.96
74371	12/29/2017	SHEILA RIEMER	52.19
74372	12/29/2017	SHORT ELLIOT HENDRICKSON	1,800.00
74373	12/29/2017	TRACTOR CENTRAL	10,149.00
74374	12/29/2017	WELD RILEY	376.95
74375	12/29/2017	ZEP SALES & SERVICE	170.50
74376	12/29/2017	COLFAX CHEVROLET	42,409.00
AFLAC	12/28/2017	AFLAC	421.02
EFTPS	12/15/2017	EFTPS-FEDERAL-SS-MEDICARE	5,406.69
EFTPS	12/28/2017	EFTPS-FEDERAL-SS-MEDICARE	5,585.22
WIDOR	12/15/2017	WI DEPARTMENT OF REVENUE	880.76
WIDOR	12/28/2017	WI DEPARTMENT OF REVENUE	908.34
WIETF	1/03/2018	WI DEPT OF EMPLOYEE TRUST FUNDS	5,161.45
AMAZON	12/15/2017	AMAZON.COM	1,722.02
BREMER	12/12/2017	CARDMEMBER SERVICE	1,374.55
CHARTER	12/28/2017	CHARTER COMMUNICATIONS	538.32
WIDCOMP	12/15/2017	WISCONSIN DEFERRED COMPENSATION	255.00
WIDCOMP	12/28/2017	WISCONSIN DEFERRED COMPENSATION	255.00
VERIWIRE	12/16/2017	VERIZON WIRELESS	270.61
Grand Total			111,661.16

Wal-Mart Grant

Colfax Clerk Treasurer

From: Chief William Anderson <cpd501@colfaxpd.net>
Sent: Friday, October 27, 2017 2:32 PM
To: 'Colfax Clerk Treasurer'
Subject: FW: IN CAR QUOTE PRO-VISION

\$2500.

This is the cheaper video camera system I sent to Keith- this is supposed to be a very good system as well (and not the \$6000 system)

From: Haylie Hanks [mailto:haylie.hanks@provisionusa.com]
Sent: Wednesday, October 18, 2017 9:13 AM
To: colfaxpd
Subject: IN CAR QUOTE PRO-VISION

QUOTE # MASQ7016

PRO-VISION® HD In-Car Video System Features:

- Rugged Solid State Design
- 5 YEAR System Warranty
- LIFETIME SDXC Card Warranty
- 1080p True HD Video Quality
- 360 Degree HD Vehicle Coverage
- Complete Evidence Management Solution
- Integrated GPS Mapping
- 8 Camera Capable in 1080p HD
- Remote Live Video Viewing
- System Health Monitoring
- Unbeatable Value

PRO-VISION® HD In-Car Video System Benefits:

- **Reliable**
...No moving parts or hard drive to fail
- **Simple**
...Automated Wireless File Transfer
- **Affordable**
...Cost less than any other comparable system

The following is pricing for your specific application:

(2 Camera) PRO-VISION® HD In-Car Video System Includes:

- DVR-808CLE 1080p HD In-Car Video Base KIT Plus
- Solid State HD DVR (Included in DVR-808CLE)
- Forward Facing HD Camera (Included in DVR-808CLE)
- Wide Angle Night Vision Interior Camera (Included in DVR-808CLE)
- 128 GB Class 10 SDXC Memory Card (Included in DVR-808CLE)
- GPS Antenna (Included in DVR-808CLE)
- Lockable Cage (Included in DVR-808CLE)
- 20ft HD Cable (Included in DVR-808CLE)
- 2 10ft HD Cables (Included in DVR-808CLE)
- 15ft LAN Cable (Included in DVR-808CLE)
- Enhanced Event Marker Button (Included in DVR-808CLE)
- 2.4 GHz Wireless Microphone Transmitter (Included in DVR-808CLE)
- 2.4 GHz Wireless Microphone Receiver (Included in DVR-808CLE)
- Lapel Microphone (Included in DVR-808CLE)
- Leather Belt Pouch (Included in DVR-808CLE)
- Software & Guides (Included in DVR-808CLE)

Purchase Price per Unit: \$2,685.00

SecuraMax™ Video Management Pricing:

SMX-5YR...SecuraMax 100GB Cloud Storage - 5 Year Plan
Monthly Fee per Device: \$40
FREE WIRELESS FILE TRANSFER WITH SMX



Haylie Hanks
REGION MANAGER
LAW ENFORCEMENT GROUP

PRO-VISION® Video Systems

T: 800.576.1126
F: 616.583.1522
www.provisionusa.com

SEEING IS SAFETY®

CONFIDENTIALITY NOTICE: This electronic transmission and any attachment hereto are the private confidential property of the sender, and the materials are privileged communications intended solely for the receipt, use, benefit, and information of the intended recipient indicated above. If you are not the intended recipient, you are hereby notified that any review, disclosure, copying, distribution, or the taking of any other action in reliance on the contents of this electronic transmission is strictly prohibited, and may result in legal liability on your part. If you have received this e-mail in error, please notify the sender immediately by replying to this email, by telephone at 800-576-1126 or by fax at 616-583-1522.

Wisconsin Division of Safety and Buildings Wisconsin Stats. 101.63, 101.73	VILLAGE OF COLFAX UNIFORM BUILDING PERMIT APPLICATION	Application No. <div style="font-size: 1.5em; font-weight: bold;">2017-21</div> Parcel No.
--	--	---

PERMIT REQUESTED Constr. HVAC Electric Plumbing Erosion Control Other: _____

Owner's Name <i>Cary Hill</i>	Mailing Address <i>231 W Railroad Ave, Colfax, WI 54730</i>	Tel. <i>715-962-4407</i>
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert#	Mailing Address
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert#	Mailing Address
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert#	Mailing Address
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert#	Mailing Address

PROJECT LOCATION Lot area _____ Sq. ft. _____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E (or) W

Building Address: *231 W Railroad Ave.* Subdivision Name: _____ Lot No.: _____ Block No.: _____

Zoning District(s): _____ Zoning Permit No.: _____ Setbacks: Front _____ ft. Rear _____ ft. Left _____ ft. Right _____ ft.

1. PROJECT	3. OCCUPANCY	6. ELECTRICAL	9. HVAC EQUIPMENT	12. ENERGY SOURCE
<input checked="" type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other: <i>Roof on Barn</i>	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other: <i>Retaining Wall</i>	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<input type="checkbox"/> Forced Air Furnace <input type="checkbox"/> Radiant Basebd/ Panel <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central Air Cond. <input type="checkbox"/> Other: _____	Fuel Nat Gas LP Oil Elec Solid Solar Space Htg <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Water Htg <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. AREA INVOLVED	4. CONST. TYPE	7. FOUNDATION	10. SEWER	<input type="checkbox"/> Dwelling unit has 3 kilowatt or more in electric space heating equipment capacity. 13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet, "Total Building Heating Load" on WIScheck report)
Unfin. _____ Sq Ft Bsmt _____ Sq Ft Living Area _____ Sq Ft Garage _____ Sq Ft Deck _____ Sq Ft	<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd: <input type="checkbox"/> WI UDC <input type="checkbox"/> U.S. HUD <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement	<input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Treated Wood <input type="checkbox"/> Other: _____	<input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit No.: _____	
	5. STORIES	8. USE	11. WATER	14. EST. BUILDING COST
	<input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement	<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: _____	<input type="checkbox"/> Municipal Utility <input type="checkbox"/> Private On-Site Well	\$ <i>6,000.00</i>

I agree to comply with all applicable codes, statutes, and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the last ply. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

APPLICANT'S SIGNATURE *Mary Hill* **DATE SIGNED** *12-8-17*

APPROVAL CONDITIONS This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. See attached for conditions of approval.

New Roof on Barn & Retaining Wall

Municipality Number of Dwelling Location: 1 7 1 1 1

FEES:	PERMIT(S) ISSUED	PERMIT ISSUED BY:
Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other \$ _____ Total \$ <i>10,000</i>	<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control	Name <u>George Entzminger</u> Date <u>12-8-17</u> Tel. <u>715-962-4402</u> Cert No. _____

WILLIAM J. ANDERSON
CHIEF OF POLICE

PHONE (715) 962-3136
FAX (715) 962-4357

COLFAX POLICE DEPARTMENT

PO BOX 417, 613 MAIN ST.

COLFAX, WI 54730

DECEMBER 2017 MONTHLY POLICE REPORT

CALLS FOR SERVICE: 44

TRAFFIC STOPS: 14

- ASSIST OTHER AGENCY: 1
 - 2 CAR ACCIDENT
- WARRANT: 2
 - BOTH FOR FAILURE TO APPEAR
- AMBULANCE ASSIST: 3
- CIVIL: 2
 - DISPUTE OVER CELLPHONE
 - DISPUTE OVER VEHICLE
- 911 HANGUP/MISDIAL: 1
- BURGLARY: 1
 - TO A RESIDENCE- 2 ARRESTS
- ANIMAL COMPLAINT: 1
 - DOG AT LARGE- OWNER CITED
- SUSPICION: 2
 - SUSPICIOUS JUVENILES IN AREA OF DOLLAR STORE
 - UNKNOWN SUBJECT AT ANIMAL HOSPITAL

- OVT: 1
 - RESTRICTED PARKING HOURS
- JUVENILE: 3
 - CHECK WELFARE
 - THREATS AT SCHOOL
 - THREATS AT PARK
- DISORDERLY: 2
 - ARGUMENT AT GAS STATION
 - DISORDERLY FEMALE AT TAVERN- CITED
- OPEN DOOR: 1
 - RESIDENCE
- PUBLIC RELATIONS: 2
 - GAMES AT SCHOOL

- FRAUD: 2
 - FRUADULENT CHECKS PASSED
 - FRAUDULENT ACCOUNT OPENED
- THEFT: 1
 - MEDICATIONS
- LOST / FOUND: 2
 - 1 LOST WALLET, 1 LOST CHECKBOOK
- DAMAGE TO PROPERTY: 3
 - DAMAGE TO BUSINESS- 1 ARRESTED
 - DAMAGE TO CAR
 - DAMAGE TO LIGHT POLE

Colfax Rescue

December and 2017 Yearend Report

December Municipalities Responded To:

Village of Colfax	8
Township of Colfax	1
Village of Elk Mound	4
Township of Elk Mound	5
Township of Otter Creek	1
Township of Sand Creek	6
<u>Township of Grant</u>	<u>2</u>

Total **27**

December Receiving Facilities:

Mayo Clinic Health System Eau Claire	9
Mayo clinic Health System Menomonie	2
Mayo Clinic Health System Bloomer	2
Hospital Sisters Health System Sacred Heart	2
Hospital Sisters Health System St Joes	2
<u>No Transport/Cancelled</u>	<u>10</u>

Total **27**

December Financials

Billed Out \$24,384.21

Collected \$11,111.64

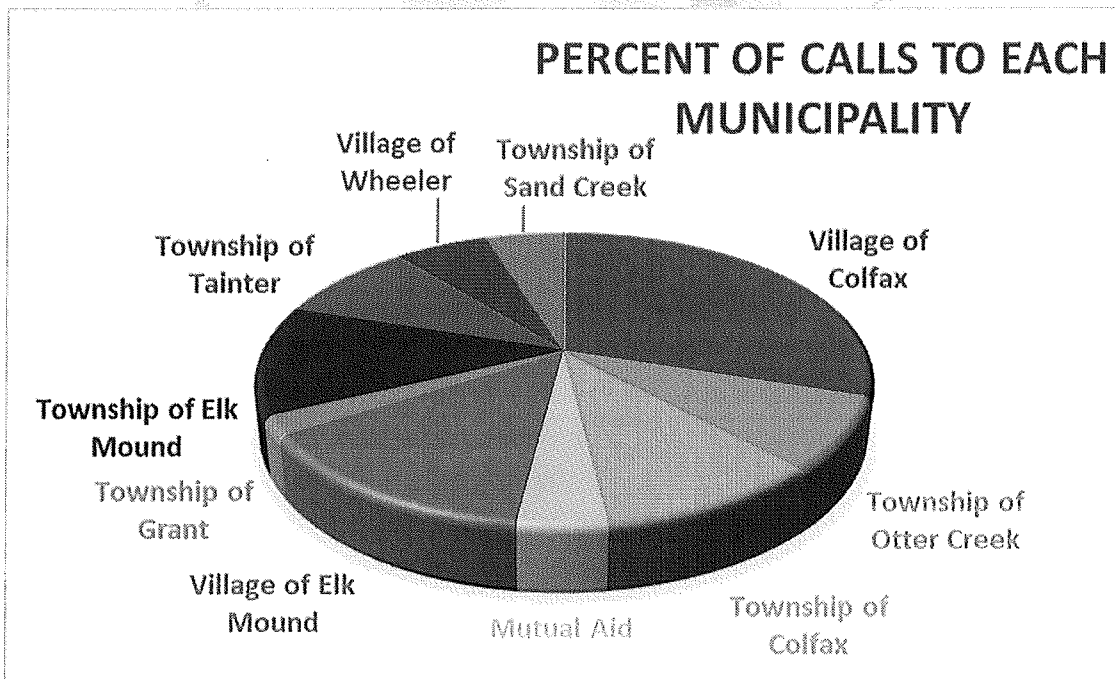
CRS Notes:

- December 15 Colfax Women's Club recognized first responders from the area. There was a good turnout but was somewhat affected by Christmas programs and recitals keeping people away from recognition instead spending family time. So, to the women's club **THANK YOU!**
- December meeting was a Christmas Party with a training game mixed in for a very fun educational night.
- Lynn and myself submitted a grant to Dunn Energy for personal floatation devices. If we receive this grant we can submit the remainder to our Workers Comp Insurance for a grant which would amount to free floatation devices.
- Don used vacation time during December and was not in the office a lot, but was checking in periodically with Lynn, staff and emails.
- Tim Swenson resigned his 30-hour position effective December 31, 2017.
- The thirty hour position was posted with the deadline being Jan 2, 2018 we have not received any applicants.
- I have been asked to discuss EMS as a career choice and what being an EMT is like with the Advanced Biology classes at Colfax High School. I will be at the school the afternoon of January 5th.
- I have two grants to write during the month of January. The first one is the FEMA fire grant I think this grant will be for self-loading stretchers, keeping our long-range goal of EMT safety in mind. The second one will be to the Dunn County Community grant for CPR mannequins. Our newest mannequins are about 18 years old and the oldest is probably forty years old.

2017 Year End

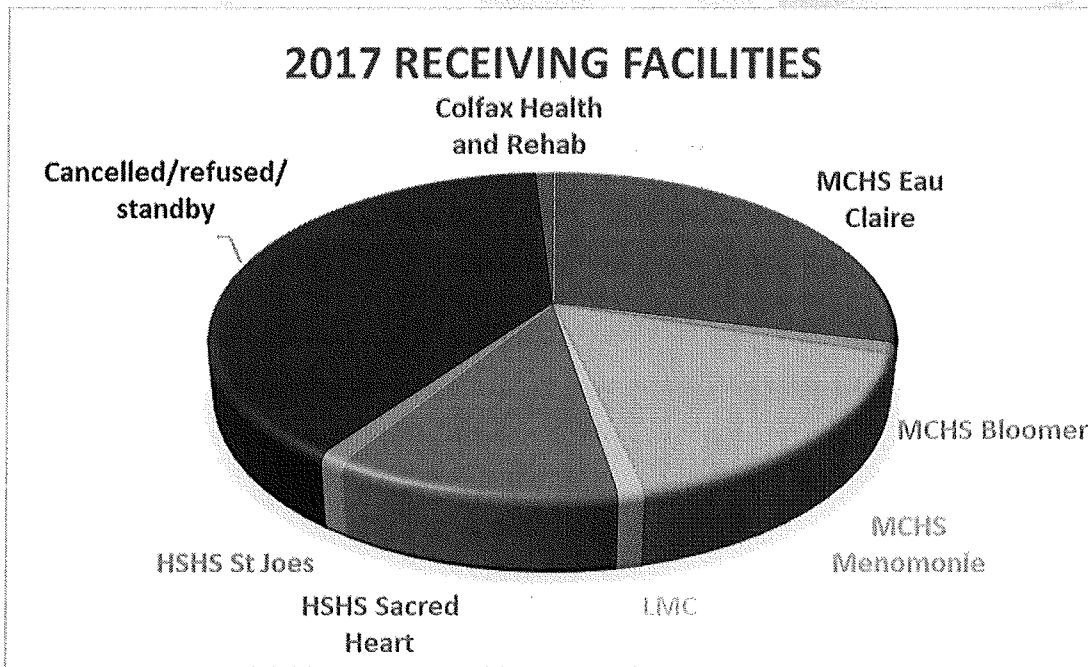
Municipalities Responded To:

Village of Colfax	128	30%
Township of Colfax	43	10%
Village of Elk Mound	60	14%
Township of Elk Mound	49	12%
Village of Wheeler	26	6%
Township of Otter Creek	34	8%
Township of Sand Creek	21	5%
Township of Tainter	38	9%
Township of Grant	8	2%
Mutual Aid	18	4%
Total	425	100%



Receiving Municipalities:

MCHS Eau Claire	121	28%
MCHS Menomonie	70	16%
MCHS Bloomer	12	>1%
HSHS Sacred Heart	48	11%
HSHS St Joes	2	>1%
LMC	3	>1%
Colfax Health and Rehab	1	>1%
Cancelled/Refused/Standby/etc.	163	38%



Top Dispatch Reasons 2017

Standby	56	Altered	16	Sick Person	12
Falls	52	Abdominal Pain	15		
MVC	42	Back Pain	12		
Breathing Difficulty	28	Seizure	12		
Chest Pain	20	Unresponsive	12		

Financial Unaudited 2017

Billed Out	\$368,228.70
Collected	\$181,933.55
Collection Rate	49%

One benchmark to use in evaluating collection with ems is collection rate. One of the most accurate approaches compares gross charges (before contractual allowances and bad debt) to the actual cash receipts. Under this approach, a collection rate between 45 and 60 percent is a realistic expectation. **

International City/County ICMA management Association IQ Report 5 Volume 37 Number 5 2005

**Regular Meeting of
The Colfax Public Library Board
October 17, 2017**

Interim President Sarah Teele called the meeting to order at 5:32 p.m.

Attendance

- Members present: Sarah Teele, Mark Halpin, Krista Ottinger, and Library Director Lisa Bragg-Hurlburt
- Members not present: Gary Stene, Lori Halpin, Nancy Baumgartner
- Non-members present: Olivia Langdon, Eve Suckow

Quorum: A quorum has been established.

Open meeting law: We are in certification of compliance with the open meeting law.

Approval of Agenda

- Mark Halpin moved to accept the agenda. Krista Ottinger seconded the motion.

Public forum: N/A

Board Membership Voting

- Proposal to add Olivia Langdon (village) and Eve Suckow (township) to the Library Board. Mark Halpin makes a motion to approve both as board members. Sarah Teele seconded. Unanimously approved by the board.

Approval of Minutes

- Krista Ottinger made a motion to approve the minutes of September 6th, 2017. Mark Halpin seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Mark Halpin made a motion to approve the September bills. Sarah Teele seconded the motion. Unanimously approved by the Board.

Director's Report

- Willem Gebben has resigned from the board, leaving a township vacancy.
 - Eve Suckow and Olivia Langdon have both stepped up and are willing to serve, and will fill both his and Julia's spots. New members voted in earlier in meeting.
- Lisa, through various helpers, has tracked down a college volunteer to help out with the Teen Book Club! She will be sitting in for a few weeks and will soon lead the high school group, or the whole group if it is not split into high school and middle school ages (split

will occur if numbers allow). There was actually a second volunteer who was not accepted at this time (not enough work).

- Story Time has been going well, with great attendance!
- The library will be working with the Commercial Club and the CMBRG to host a Halloween party, including games, snacks, stories, a costume contests and a movie marathon upstairs (*Scared Shrekless*, *Toy Story Terror*, and *Hocus Pocus*.) Lisa has obtained a \$100 grant from Woods Run to help with expenses, and the Messenger helped by advertising for half the normal costs. Already 7 volunteers are signed up.
- There was a data breach in the IFLS system. In-route has been discovered, FBI is involved, and steps are being taken to ensure future and present security.
 - Directors will soon vote on whether or not to exclude drivers' license numbers from library accounts.
- Lisa has been pursuing an adult literacy program to offer to the Colfax community through the library. There is curriculum and a network of trained volunteers available from WestCap, but Literacy Chippewa Valley has a Dunn County branch and has several different curriculums based on need, and a good sized staff and trained volunteer army. They have an excellent website where Lisa has learned about what they offer. Lisa would like to put out feelers in the community to see if there are any needs that can be met through these programs that we could host at the library. More to come...
- Directors recently decided to change the way fines work for inter-library loan. Soon (spring 2018) fines will be assessed according to the fee schedule of the checking-out library, not the owning library (the library of origin).
 - Discussion of fines and how libraries are approaching them recently (fine forgiveness programs, moving away from punitive consequences). Lisa tries very hard to not be a bill collector, and to encourage library use as much as possible, and Colfax doesn't see many abuses of the system.

Monthly Reports

- Mark Halpin, Village Board representative: Nothing to report this month
- Gary Stene, County Board representative: Not in attendance
- Lori Halpin, school representative: Not in attendance

Current Business

- There was an internet incident involving pornographic content being viewed at the library, which has provoked an internet filter discussion and discussion of internet policies by the board.
 - Lisa has looked into filtering options and opinions, as well as policy possibilities.
 - EC is the only MORE library that has filters (and only in their children's department), so there is no precedent for filtering out computers.
 - Colfax **Schools** use two filtering/monitoring systems (one pay and one free (ITALC))
 - Discussion of additional research into library policies in other places

- We currently have a sign forbidding offensive content, but it has not been in the policies. Discussion of making the rules and the policies consistent, whatever we decide.
 - Opinions shared on whether or not filters are appropriate for a public library
 - Discussion of filtering programs and policy changes to exclude pornography: pros and cons. Discussion of freedom of information, rights, censorship, privacy, and our role as a public library.
 - Discussion tabled for further investigation, and we will postpone voting until we are all a bit more educated and more of us are present.
 - All board members are asked to look into things a little bit to familiarize themselves with library roles and responsibilities regarding inappropriate internet content access.
 - Lisa will further research the technical aspects of options with IFLS gurus, and will look into getting someone here from IFLS who has dealt with other libraries on this, to talk to us and help us to see our options more objectively.
 - As soon as possible, Lisa will install a large mirror behind the rear-facing computers, as a small (and hopefully obvious) deterrent to questionable internet practices.
-
- Overall Policy Updates – Tabled for this month.
 - Lisa would like to internally adjust some portions of library budget to reflect and address shortfalls and excesses.
 - Shortfall in Phone/Internet budget (due to faster internet service now), and Employee Travel budget is greater than it needs to be. Proposal to move \$650 from Employee Travel to Phone/Internet.
 - Proposal to move \$500 from CD budget to Outside Services budget.
 - Proposal to move \$2500 from Professional Assistance Wage to Employee Trust Fund
 - Proposal to move \$1200 from Professional Assistance Wage to Director's Savings Plan.
 - Discussion of Programming budget, to see if we need more there.
 - Lisa thinks we are OK for this year, and next year's budget should be adequate.
 - Rehash of last month's discussion of ebooks and kindles.
 - Krista Ottinger motioned to approve all 4 internal adjustments, Mark Halpin seconded, Unanimously carried by the Board.

The next meeting will be on Tuesday, November 21st at 5:30 p.m.
(Meetings going forward will be on the 3rd Tuesday of each month, as there were no objections to the change and it allows Sarah Teele to continue to serve.)

Meeting was adjourned at 7:14 p.m.

Krista Ottinger (filling in for Lori Halpin, Secretary)

Regular Meeting of The Colfax Public Library Board November 21, 2017

Interim President Sarah Teele called the meeting to order at 5:32 p.m.

Attendance

- Members present: Sarah Teele, Mark Halpin, Krista Ottinger, Olivia Landon, Gary Stene, Nancy Baumgartner, and Library Director Lisa Bragg-Hurlburt
- Members not present: Eve Suckow, Lori Halpin,
- Non-members present: LeAnn Ralph, John Thompson (IFLS)

Quorum: A quorum has been established.

Open meeting law: We are in certification of compliance with the open meeting law.

Approval of Agenda

- Mark Halpin moved to accept the agenda. Gary Stene seconded the motion.

Public Forum

- LeAnn would like to thank Lisa for the marvelous Halloween party, and her part in making it happen.
- Written comment from Jordan Teele regarding last month's incident, read aloud by Sarah Teele.

Approval of Minutes

- (Olivia's last name is Landon, not Langdon. Noted for future minutes.)
- Gary Stene made a motion to approve the minutes of October 17th, 2017. Mark Halpin seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Mark Halpin made a motion to approve the October bills. Olivia Landon seconded the motion. Unanimously approved by the Board.

Director's Report

- Programming: Great attendance for recent storytelling and Halloween events, and plans for additional cooperative events for December: Holiday "Truth Be Told" edition on Dec 3rd, Christmas party and movie showing on December 16th. Lots of excitement coming!
- November: *Food for Fines* is on
- Teen Book Club well-attended, but we lost out college volunteer, so Lisa is looking for another.
- Story Time going well, and Jolene is also going to Head Start with her program each month.
- Director's Council Meeting:
 - No more collection of drivers' license numbers and IFLS is deleted all existing lds from accounts.
 - Loaning/Lending Library rules will change in the spring (as discussed last month), and also will switch to local priority for holds.

Monthly Reports

- Mark Halpin, Village Board representative: Nothing to report this month
- Gary Stene, County Board representative: Nothing to report this month
- Lori Halpin, school representative: Not in attendance

Current Business

- Internet Policies and Filtration
 - John Thompson from IFLS was our special invited guest, to consult on internet policy. He helped us wade through all that needs to be considered when developing our rules and policies.
 - Main discussion topic was porn on library computers, and the protection of other patrons (especially children) from offensive materials.
 - Currently: Our policies are very general, and do not specifically prohibit porn on library computers. The posted computer rules, however, do list specific items, including full or partial nudity, as prohibited. Recent incidents have sparked a discussion on whether or not the library should be clarifying their policies or taking measures to prevent pornography from being accessed.
 - Legal considerations:
 - Adult porn is not illegal, and is a protected freedom of expression. Whether or not it is acceptable in the public forum of the library is up to the board.
 - Child porn is illegal, so we do not need to spell that out. Illegal is illegal, and we prohibit illegal activities. 'Nuf said.
 - It is a felony to expose a child to pornography (WI Statute 948.11).
 - We do not receive federal funding, so we don't have to follow certain requirements.
 - When a child is in school, parents turn responsibility for their children over to the school. That is not the case with a library. We should be sure to have an unattended child policy in place that lays this out.
 - When considering how specific to be in what is appropriate and inappropriate, we need to remember that the definition of porn is very tricky, and forbidding it, or using specific language, opens us up to liability when we attempt to limit viewing.
 - Collection Development Decisions are not the same as Censorship. Librarians use their discretion when considering what materials to include in the collection, while also striving to uphold freedom of speech and freedom of expression.
 - General Statements
 - It is Lisa's general sentiment that the Colfax librarians have worked very hard to create a safe and warm environment here, and that we don't have a very seedy patronage. She prefers to take a positive approach in general, and recognize that 99.8% of the experiences in the library are positive.
 - The recent incident was an isolated event, and we don't want to create policy/change the way we do things based on isolated events or in a reactionary way.
 - We don't want to involve ourselves in the definition of pornography, or open ourselves up to the liability that comes with that.
 - Acknowledgement that we are currently operating in very tight quarters, and physically removing the computer area from children's spaces is not possible. This presents logistical issues when protecting children from passive computer viewing that many other libraries don't have to deal with.

- However we word our policies and the posted computer rules (and any other postings), they should line up as much as possible. Also, disciplinary actions need to line up with the above.
 - John suggests we address our Behavioral Policies in total, to be clear as to what steps are to be taken in the event of any policy violation.
- Internet Filter Discussion
 - Per John, no filter is perfect.
 - Per several board members, filters create tremendous hassles, blocking all sorts of things that shouldn't be blocked.
 - There is very little precedent for filters in public libraries. IFLS only has one library that employs internet filters (Eau Claire, and only in their Youth Services Area).
 - Side question of adequate antivirus and protective measures on our computers: Yes, we are up to date and safe with the proper software.
 - Much discussion of the pros and cons of filtration
 - Motion by Gary Stene that we *not* consider the installation of internet filters on library computers. Mark Halpin seconded. Unanimously approved by the Board.
- Computer Usage Policy
 - Delineating what is and is not appropriate is a slippery slope.
 - Where do you draw the line? Where does interpretation come in?
 - Most libraries go for a fairly generic wording for inappropriate content, choosing not to get into specifics on what is and is not OK, but leaving it to librarian discretion of reasonable expectations.
 - Possible wording, from Middleton Public Library: "Examples of inappropriate uses include, but are not limited to, the following: Sending, receiving, or displaying text or graphics which may reasonable be construed by library staff as offensive to the public and inappropriate in a library setting." They then go on to list further legal and damage issues.
 - Board settled on rewording the policies already in place, following the lead of libraries like Middleton, above. No specific content will be called out as inappropriate.
 - Also possible: Like Madison, leaving the specific internet policies out of the policy handbook, but referencing the posted Computer and Internet Usage Rules, so that rules can change without a change to the policies.
 - Computer and Internet Usage Rules need to updated no matter what, being sure to exclude specific language not supported by the policies (full or partial nudity).
 - Inclusion of reference to WI Statute 948.11
 - Current Rulesheet will be posted as the desktop background on all of the public computer stations. We could also make them an agreement that people sign off on when opening an internet browser, but this may be more difficult. Lisa will check with Kris on options available to us without further cost.
 - Consensus that friendly verbage would be preferable, appealing to the best in everyone.
- Board appears to agree that installing the round security mirror above the rear-facing workstations would be a desirable deterrent option, keeping people aware that they are not browsing in private.
 - John suggests it may give a false sense of security, or even present a liability issue.
 - Lisa will check with village attorney on potential liability, and go ahead with having the mirror moved if no concerns are present.
- Question on whether it would be possible to disable computer speakers on all but one workstation, and still have headphone jacks operational. Lisa will check with Kris on this possibility.

- General Policies

- We need to replace the copyright policy posting near the photo copier. Lisa will take care of this.
- John suggests we overhaul the format of our policies, break the manual up into different policy documents, and eliminate some material that shouldn't be included in the official policies. John suggested Middleton and Reedsburg as having exemplary manuals that we could compare to and borrow language from. Madison also does a good job of handling computer policy. The DPI site provides quick access to a number of policy manuals statewide.
 - Lisa will tackle this, and Krista volunteers to help in the effort. Proposed changes will be emailed to board along with other library's policies that were referenced, hopefully to be addressed and voted on next month.
 - We still need to address the other proposed changes to the policy manual (from October's meeting. These changes will be incorporated at the same time as the format and language overhaul.
- Policies should be on website once overhauled.

- Presidential Vacancy

- Sarah Teele is the interim president, but we have not taken steps to elect a new president since Julia's departure. Sarah would like to see the vacancy filled and suggested Krista and Olivia as potential nominees. Mark suggests putting a vote on next month's agenda, and Lisa will check with members to see who is willing to serve if elected.

The next meeting will be on Tuesday, December 19th at 5:30 p.m.

Meeting was adjourned at 7:06 p.m.

Respectfully submitted by Krista Ottinger
(anxiously awaiting the return of Secretary Lori Halpin)

**Regular Meeting of
The Colfax Public Library Board
December 19, 2017**

Acting President Sarah Teele called the meeting to order at 5:33 p.m.

Attendance

- Members present: Sarah Teele, Gary Stene, Lori Halpin, Nancy Baumgartner, Krista Ottinger, Olivia Landon, and Library Director Lisa Bragg-Hurlburt
- Members not present: Mark Halpin
- Non-members present: N/A

Quorum: A quorum has been established.

Open meeting law: We are in certification of compliance with the open meeting law.

Approval of Agenda

-
- Gary Stene moved to accept the agenda. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Public forum: N/A

Approval of Minutes

- Gary Teele made a motion to approve the minutes of November 21, 2017. Olivia Landon seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Lori Halpin made a motion to approve the November bills. Krista Ottinger seconded the motion. Unanimously approved by the Board.

Director's Report

- Christmas in Colfax party was last weekend.
 - About 125 people attended, but it could have been more - a good showing.
 - The piano music upstairs was a big success.
 - Nan Wallace and her family donated their time and money. There were other donations of money, as well.
- The convex mirror will be moved by the Village employees soon.
- The Village attorney, Mr. Anders, has proposed certain language for our new policies.
 - The attorney made a positive comment about our computer use sign-in form.
- The Dunn County Board of Supervisors has officially approved our 2018 budget and will be forwarding \$77,074.65 the library.

- Regarding 2018 2% staff increases, the Village Administrator suggested that we should approve this as a board.
 - Gary Stene made a motion to approve the 2% increase for all hourly staff in 2018. Lori Halpin seconded the motion. Unanimously approved by the Board.
- Stacy from Literacy Chippewa Valley has been contacted regarding literacy opportunities that we could tap into to help support the literacy of our patrons, including GED training and ESL support.
- We acquired a new paperback spinner display.
- Lisa will continue to work with the YA book club until another college student is available to lead it.

Monthly Reports

- Mark Halpin, Village Board representative: N/A
- Gary Stene, County Board representative: The County Board election will be this coming April. There will be a new County Board chairman.
- Lori Halpin, school representative: Posters for the teen book club have been displayed in the middle and high schools. School will be on holiday break starting on Friday.
- Personnel Committee: N/A

Current Business

- Library circulation internet behavior policies
 - The Village attorney marked up the policies that had already been revised.
 - One change was to include language that the library assumes no responsibility for the content viewed on the internet.
 - The Board spent time reviewing the policies and the attorney's suggestions. Modifications were made to the documents to further clarify the policies.
 - Sarah Teele suggested that a header and footer be added to the policy documents to show revision dates and initials of person making revisions.
 - Lisa will show the revised documents to the attorney for feedback.
 - Lisa will ask John Thompson from IFLS about possible solutions to protect children from inappropriate images on computer monitors. The Board will continue to consider options, including privacy screens.
- Nominations for Library Board President
 - Krista Ottinger and Sarah Teele were both nominated for Board President.
 - Krista Ottinger has been voted in as Board President.

The next meeting will be January 16th at 5:30 p.m.

Meeting was adjourned at 7:54 p.m.

Lori Halpin, Secretary

Administrator-Clerk-Treasurer Report

January 4, 2018

Hope everyone had a wonderful Holiday Season!

Plan Commission meeting – January meeting will be scheduled to discuss the East View Development.

Property Committee meeting – January meeting will be scheduled to discuss options regarding the Nursing Home, East View Development, etc. Future plans for the Village.

New Water Meters – We will be beginning the planning process for the new meters during early March. The plan is to install meters beginning in April 2018.

2017 Audit Dates – February 12, 13 and 21, 2018.

CIT – Computer Information Technology – scheduled tentatively for February 8 and February 9, 2018 – installation of server.

Water/Sewer Truck & Street Truck have been delivered. The equipment is being installed. Hope to have them soon.

Police Truck – Date of Deliver is still unknown. Bill checks in with them every week or so.

Ice Rink Warming House – Timber Technologies delivered the new Ice Rink Warming House on Wednesday, January 3,, 2018. It looks wonderful. Go take a look!

Elections information

Some information regarding elections terms/offices related to the terms:

Local - Partisan Offices include County Clerk, County Treasurer, Sheriff, Coroner, Clerk of Circuit Court, Register of Deeds, and Surveyor.

Local - Non-Partisan Offices include County Executive, County Supervisor, County Comptroller, **municipal offices**, and school district offices.

State - Partisan Offices include Governor, Lieutenant Governor, Attorney General, Secretary of State, State Treasurer, State Senator, Representative to the Assembly, and District Attorney.

State - Non-Partisan Offices (Justice of the Supreme Court, Court of Appeals Judge, Circuit Court Judge, and State Superintendent of Public Instruction)

Federal - Federal Offices include United States Senator, Representative in Congress, President of the United States.

2018 Election Dates:

2018 Spring Primary

Time: 02/20/2018 - 7:00am - 8:00pm

Location: Statewide

State offices to be elected include Court of Appeals Judge and Circuit Court Judge.

2018 Spring Election

Time: 04/03/2018 - 7:00am - 8:00pm

Location: Statewide

State offices to be elected include Court of Appeals Judge and Circuit Court Judge.

Local offices:

* Three Village of Colfax Trustees - Nomination papers turned in: Carey Davis and Mark Halpin. There will be two names on the ballot for three Trustee positions.

* County – District 5 – County Supervisor

2018 Partisan Primary

Time: 08/14/2018 - 7:00am - 8:00pm

Location: Statewide

Partisan Primary for the November 6, 2018 General Election.

Offices on the ballot are Governor, U.S. Senator, U.S. Representative, odd-numbered Wisconsin State Senate seats, and all Wisconsin Assembly seats.

2018 General Election

Time: 11/06/2018 – 7:00am – 8:00pm

Location: Statewide

Offices on the ballot are Governor, U.S. Senator, U.S. Representative, odd-numbered Wisconsin State Senate seats, and all Wisconsin Assembly seats.