

**Village of Colfax  
Village Board Meeting  
Tuesday May 29, 2018 @ 7 p.m. – Regular Board Meeting  
Village Hall  
613 Main Street, Colfax, WI 54730**

1. Call to Order
2. Roll Call
3. Public Comments
4. Communications from the Village President
5. Consent Agenda
  - a. Minutes
    - i. Regular Board Meeting Minutes – May 14, 2018
  - b. Training Request – none
  - c. Facility Rental - none
  - d. Licenses
    - i. Temporary Class “B”/“Class B” Retailer’s License – Russell-Toycon Post #131, American Legion – June 21, 2018 to June 25, 2018 Fair
6. Consideration Items
  - a. Consider any possible Streets Committee Recommendations
  - b. Lagoon Streambank update
  - c. Wastewater – Septic Receiving Rates consideration
  - d. Discuss/Review Attorney agreement
7. Review/Approval – Bills –May 14, 2018 to May 28, 2018
8. Committee/Department Reports – (no action)
  - a. Village Administrator-Clerk-Treasurer Report
9. Closed Session - Motion 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.
  - a. Police Patrol Officer - Performance Evaluation
10. Open Session – Motion to convene into open session to take any action resulting from the closed session.
  - a. Police Patrol Officer - Performance Evaluation
11. 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 – May 14<sup>th</sup>, 2018

On May 14<sup>th</sup>, 2018, the Village Board meeting began at 7:00 p.m. at the Village Hall, 613 Main Street, Colfax, WI 54730. Members present: Village President Gary Stene, Trustees M. Burcham, K. Burcham, Jenson, Wolff, and Halpin. Excused: Trustee Davis. Other Present: Ron Swartz, Police Chief Anderson, Public Works Director Bates, Bruce Franzway, Charlie Owen, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

**Public Comments – none.**

**Communications of the President – none.**

**Organizational Meeting Minutes – April 23, 2018** - A motion was made by Trustee Halpin and seconded by Trustee Jenson to approve the meeting minutes of the April 23, 2018 organizational meeting. Voting For: Trustees Halpin, Wolff, Jenson, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

**Regular Board Meeting Minutes – April 23, 2018** – A motion was made by Trustee Halpin and seconded by Trustee Jenson to approve the minutes from the April 23<sup>rd</sup>, 2018 Regular Board meeting. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Wolff, Halpin, and Stene. Voting Against: none. Motion carried.

### Licenses

**Operator's License –Seth Sikora – A Little Slice of Italy- May 14, 2018 to June 30, 2018** -A motion was made by Trustee Wolff and seconded by Trustee Halpin to approve the operator's license for Seth Sikora, May 14, 2018 to June 30, 2018. Voting For: Trustees Wolff, Halpin, M. Burcham, K. Burcham and Stene. Abstained: Trustee Jenson. Voting Against: none. Motion carried.

**Operator's License –Jalene Amick – Kyle's Market- May 14, 2018 to June 30, 2018** -A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the operator's license for Jalene Amick, May 14, 2018 to June 30, 2018. Voting For: Trustees Stene, Halpin, Wolff, Jenson, M. Burcham and K. Burcham. Voting Against: none. Motion carried.

**Operator's License –Emily Rubenzer- The Blind Tiger- May 14, 2018 to June 30, 2018** -A motion was made by Trustee Halpin and seconded by Trustee Jenson to approve the operator's license for Emily Rubenzer, May 14, 2018 to June 30, 2018. Voting For: Trustees Halpin, Wolff, Jenson, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

### Consideration Items

**Board of Zoning Recommendation – 207 Main Street Variance Request** – A motion was made by Trustee Wolff and seconded by Trustee K. Burcham to approve the request for variance to build an addition onto the primary residence within seven feet from the side-yard setback vs. ten feet at 207 Main Street. Voting For: Trustees Stene, Halpin, Wolff, Jenson, M. Burcham and K. Burcham. Voting Against: none. Motion carried.

**All-Terrain Vehicles trail(s) within Village limits – Eldora Deraad** – The Village Board had an interactive discussion regarding ATV trails in the Village limits. Deraad has done some preliminary research regarding the laws that pertain to trails on roadways with certain speed limits and presented some

literature regarding liability risk is not on the Village, but the driver of the ATV. Reference material provided included the Wis. State Statute 9.852, 2017 Sentate Bill 392, legal comments providing clarifications and a map with potential trail options. Deraad is also working with the Town of Colfax. The Board has recommended the topic to the Public Safety Committee.

**Emergency Proclamation Week- May 20-26, 2018 – “EMS Strong: Stronger Together”**

The Village Board designated the week of May 20 – 26, 2018 as Emergency Medical Services Week.

**Set the second meeting in May to Tuesday, May 29, 2018 due to Memorial Day falling on Monday – A**

motion was made by Trustee Halpin and seconded by Trustee Jenson to approve the change of the Village Board meeting from May 28, 2018 to May 29, 2018 due to Memorial Day. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Wolff, Halpin and Stene. Voting Against: none. Motion carried.

**Review/Approval – Bills –April 23, 2018 to May 13, 2018 –**

A motion was made by Trustee Jenson and seconded by Trustee M. Burcham to approve the bills for April 23, 2018 to May 13, 2018. Voting For: Trustees Halpin, Wolff, Jenson, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

**Adjourn** – All business was conducted and the meeting adjourned at 8:05 p.m.

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Gary Stene, Village President

Attest: Lynn Niggemann  
Administrator-Clerk-Treasurer

**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: 4-19-18

Town  Village  City of COLFAX County of Dunn

**RECEIVED  
MAY 09 2018**

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.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stat.

at the premises described below during a special event beginning JUNE 21, 2018 and ending JUNE 25, 2018 and agrees to comply with all law, resolution, 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 RUSSELL-TOYCEAN POST #131 AMERICAN LEGION
- (b) Address E 8538 HWY 170, COLFAX, WI 54730  
(Street)  Town  Village  City
- (c) Date organized \_\_\_\_\_
- (d) If corporation, give date of incorporation \_\_\_\_\_
- (e) Names and addresses of all officers:  
 President CHRIS LARSON COMMANDER  
 Vice President GARY SMITH ADJUTANT  
 Secretary \_\_\_\_\_  
 Treasurer \_\_\_\_\_
- (f) Name and address of manager or person in charge of affair: CHRIS LARSON

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

- (a) Street number EAST RAILROAD AVE.
- (b) Lot 1-2A Block ASSESSMENT PLAT P106NW1/4 NW1/4
- (c) Do premises occupy all or part of building? ONE STORY SOLE TYPE W/FENCED IN AREA
- (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: N/A

**3. NAME OF EVENT**

- (a) List name of the event COLFAX FREE FAIR
- (b) Dates of event JUNE 21, 2018 THRU JUNE 24, 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.

RUSSELL-TOYCEAN POST #131  
AMERICAN LEGION  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer Chris Larson  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer Gary Smith  
(Signature/date)

Date Filed with Clerk 5-9-18

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

5-22-18 meeting  
 1:00pm  
 VH

Jon Strand  
 Rand Bates  
 Lynn Niggemann

March 2019 - DNR Permit  
 Lagoon - Phosphorus

Preliminary - Draft

Village of Colfax  
 WWTP Bank Stabilization

Item	Description/Assumptions	Unit	Est. Quantity	ACOE Price	A-1 Bid Unit Price	A-1 Bid Price	Map Color
Rip Rap	R45 riprap, 2-ft. min depth	ton	7500	\$ 514,617.00	\$	\$ 48.00	\$ 360,000.00
Rip Rap Bedding	B2 bedding, 9-in min thick	ton	3000	\$ 40,169.00	\$	\$ 10.00	\$ 30,000.00
Access Road	Assumes a level of effort for this part of work	SY	4000	\$ 121,994.00	\$	\$ 3.00	\$ 12,000.00
Slope Excavation	Clearing of Topsoil, vegetation, & downed trees	CY	5500	\$ 84,824.00	\$	\$ 15.00	\$ 82,500.00
Backfill/Grade Slope	Onsite Material to be used	CY	3500	\$ 31,914.00	\$	\$ 8.00	\$ 28,000.00
Topsoil	Assumed topsoil will be imported.	CY	600	\$ 2,400.00	\$	\$ 25.00	\$ 15,000.00
Seeding		SY	4500	\$ 29,173.00	\$	\$ 15.00	\$ 67,500.00
Access Road Removal	Assumes a level of effort for this part of work	SY	4000	\$ 65,498.00	\$	\$ 4.00	\$ 16,000.00
Haul Road - In-stall	6-in thick, 1.25-in aggregate. Assumes level of effort.	ton	3000	\$ 118,788.00	\$	\$ 15.00	\$ 45,000.00
Haul Road - In-stall	12-in thick, Granular Borrow	CY	4000	\$	\$	\$ 18.00	\$ 72,000.00

\*  
\*  
\*

30% Contingency: \$ 308,768.42 30% Contingency: \$ 218,400.00

Construction: \$ 1,318,145.42 Construction: \$ 874,400.00

Engineering & Design: \$ 178,000.00 Engineering & Design: \$ 122,416.00  
 Const Management: \$ 95,000.00 Const Management: \$ 61,208.00

ACOE Total: \$ 1,591,145.42 Total: \$ 1,058,024.00

\* (97,071) \* (98,500)

\$ 1,494,074.42 \$ 959,524

X 35% X 35%

\$ 522,926.05 \$ 335,833.40 Village

Comments  
 Access Road:  
 Needed due to severe slope in the work area. ACOE has no design basis or quantities and described the access road as being a "Contractor Designed Item".

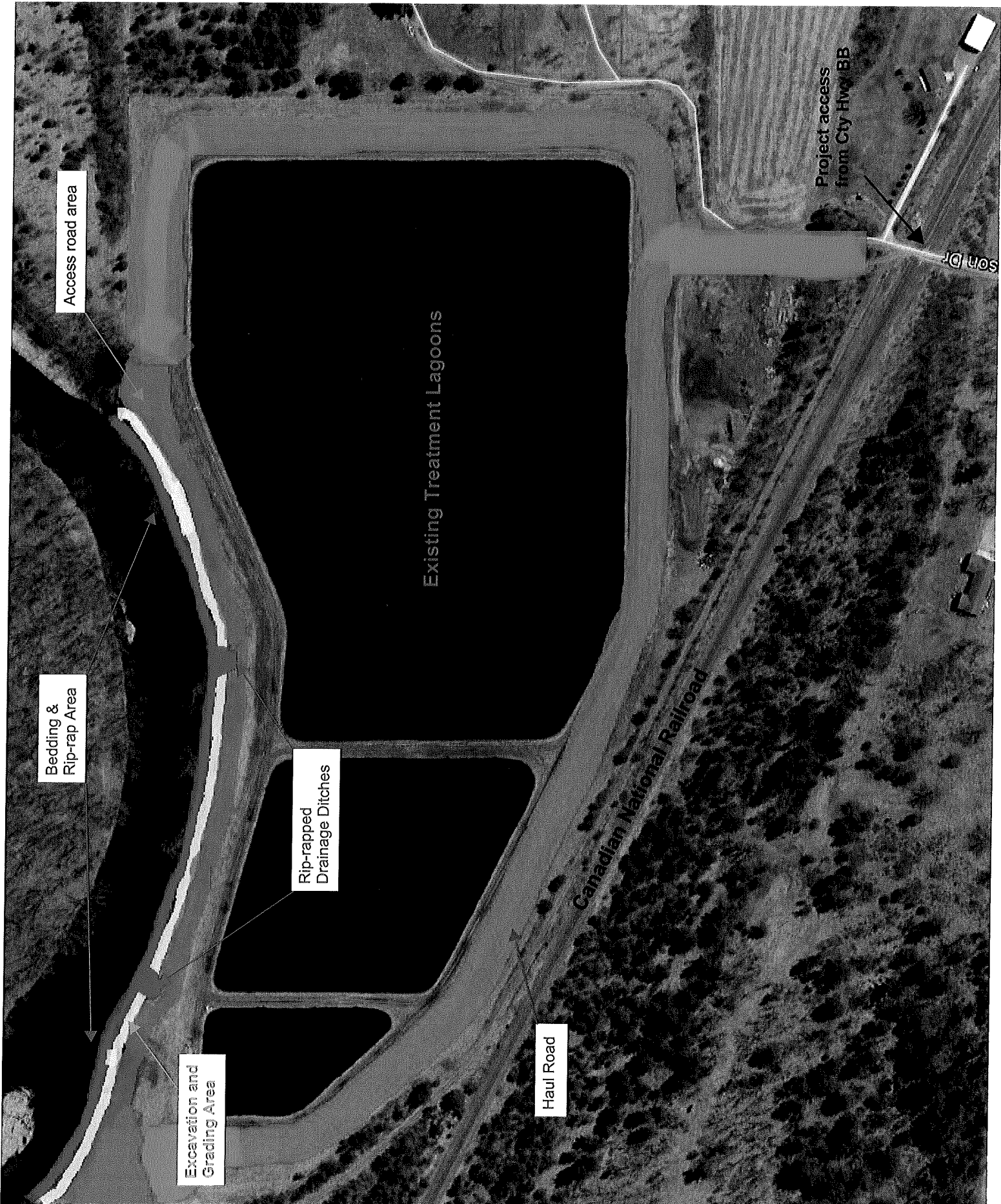
Haul Road:  
 The estimate assumes the haul road is removed. The haul road quantities are defined as a 15-ft wide road that circles the ponds.

Non-federal grant possibilities

Otto Bremer Foundation -

Dunn County

DNR



Access road area

Bedding & Rip-rap Area

Excavation and Grading Area

Rip-rapped Drainage Ditches

Existing Treatment Lagoons

Haul Road

Canadian National Railroad

Project access from Cty Hwy BB

son Dr

To be considered:

Meeting on May 22, 2018, Rand, Lynn and Jon Strand . . . it was recommended that the Village of Colfax charge \$25/load and \$10/1,000 gallons of septage. This will only be allowed upon Rand's approval.

Information below is from Jon Strand, CBS Squared used to determine the rates above:

Septage receiving rates do vary greatly depending on plant and location.

Chippewa Falls

\$25/load

Holding tanks \$9.80/1000 gallons

Septic Tanks \$7.18/1000 gallons

Superior

\$13.75/ load

Holding tanks \$14.43/1000 gallons

Septic tanks \$50.50/1000 gallons

Turtle Lake

Waiting on info.

Cornell

Stopped taking septage

Grafton

\$5/load

Holding tanks \$7.50/1000 gallons

Septic tanks \$45.00/1000 gallons

Oconomowoc

\$21.42/load

Holding tanks \$6.54/1000 gallons

Septic tanks \$44.01/1000 gallons

Madison

\$0/load

Holding tanks \$4.01/1000 gallons

Septic tanks \$21.70/1000 gallons

Jon Strand, PE, Project Manager

CBS Squared, Inc. 770 Technology Way, Chippewa Falls, WI 54729

Direct: 715.861.7428 Mobile: 715.829.7979

# Agenda Item → Attorney agreement

## Special Village Board Meeting – June 12, 2017

On June 12 2017, a Special Village Board meeting was held at 5:30 p.m. at the Village Hall, 613 Main Street, Colfax, WI. Members present: President Stene, Trustees Halpin, Davis, Burcham, Schieber and Wolff. Excused: Trustee Rihn. Others present included Police Chief Anderson, Administrator-Clerk-Treasurer Niggemann and Leann Ralph with the Messenger.

### Review proposals from attorneys –

Each attorney's office was asked to give a short presentation about their firm and services and then open it up for questions.

5:30 p.m. Weld Riley. Steve Weld and Anders Helquist were the representatives that attended. They have local offices in Menomonie and Eau Claire. Their rate was \$160 per hour plus mileage at the IRS rate. There are other fees for specialized areas such as litigation and personnel issues.

5:50 p.m. Nelson & Lindquist S.C. Autumn Lindquist, Andrew Nelson and Ashley Herd attended the meeting. Their office is located in Hudson. Their rate was \$200/hour, but they do not charge for travel time, mileage, copies and insurance costs.

6:10 p.m. Rodli, Beskar, Neuhaus, Murray & Pletcher, S.C. Cathy Munkittrick and Roy O'Sullivan attended the meeting. The office is located in River Falls. The proposed fees would be billed at \$185/hour; travel time is billed and mileage is billed at the IRS rate. Specialized matters are billed at \$275/hour.

6:30 p.m. Bakke Norman Law Offices. Deanne Koll and Jason Brasch attended. They have a Menomonie office as well as other locations. The fee schedule is \$185/hour. The specialized rates are normally between \$275 and \$300.

July 1, 2017 to July 1, 2018

A motion was made by Trustee Halpin and seconded by Trustee Burcham to recommend hiring Weld Riley as the Village attorney for a one year term. Voting For: Trustees Burcham, Schieber, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

**Adjourn:** All business has been completed and the meeting is adjourned at 6:53 p.m.

\_\_\_\_\_  
Gary Stene, Village President

Attest: Lynn Niggemann  
Administrator-Clerk-Treasurer



POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 5/14/2018 From Account:  
Thru: 5/28/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
74719	5/15/2018	ALPHA MEDICAL EQUIPMENT, INC.	115.80
74720	5/15/2018	BOUND TREE MEDICAL, LLC	228.42
74721	5/15/2018	CARLTON DEWITT	1,195.70
74722	5/15/2018	CBS SQUARED, INC	1,246.41
74723	5/15/2018	CHARTER COMMUNICATIONS	238.93
74724	5/15/2018	CITY OF MENOMONIE	200.00
74725	5/15/2018	COLFAX WOMEN'S CLUB	300.00
74726	5/15/2018	COMMERCIAL TESTING LAB	181.00
74727	5/15/2018	COMPUTER INTEGRATION TECHNOLOGIES	2,636.00
74728	5/15/2018	DAKOTA SUPPLY GROUP	56,653.26
74729	5/15/2018	DALE WELLS	208.52
74730	5/15/2018	DUNN COUNTY SOLID WASTE DIVISION	1,447.55
74731	5/15/2018	DUNN ENERGY COOPERATIVE	82.00
74732	5/15/2018	EXPRESS MART	680.74
74733	5/15/2018	FREEDOM FLAG & POLE	247.95
74734	5/15/2018	GEORGE ENTZMINGER	100.00
74735	5/15/2018	HAWKINS, INC.	2,132.82
74736	5/15/2018	HUEBSCH	131.38
74737	5/15/2018	INDIANHEAD FEDERATED LIBRARY SYSTEM	651.12
74738	5/15/2018	MEDPRO MIDWEST GROUP	239.15
74739	5/15/2018	MENARDS-EAU CLAIRE	105.71
74740	5/15/2018	MID-AMERICAN RESEARCH CHEMICAL	1,011.68
74741	5/15/2018	MODERN MARKETING	255.85
74742	5/15/2018	NATES TOWING & REPAIR	765.74
74743	5/15/2018	ONE SOURCE IMAGING	146.40
74744	5/15/2018	QUILL CORP.	221.41
74745	5/15/2018	RANDY BATES	200.00
74746	5/15/2018	SYNERGY COOPERATIVE	856.96
74747	5/15/2018	VIKING DISPOSAL, INC	120.00
74748	5/15/2018	WATER CARE SERVICES	31.50
74749	5/15/2018	WEA INSURANCE TRUST	8,866.82
EFTPS	5/17/2018	EFTPS-FEDERAL-SS-MEDICARE	6,261.78
AMAZON	5/21/2018	AMAZON.COM	1,542.92

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 5/14/2018 From Account:  
Thru: 5/28/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
CHARTER	5/28/2018	CHARTER COMMUNICATIONS	550.78
WIDCOMP	5/17/2018	WISCONSIN DEFERRED COMPENSATION	255.00
VERIWIRE	5/16/2018	VERIZON WIRELESS	348.66
		Grand Total	90,457.96

**Administrator-Clerk-Treasurer  
May 25, 2018 meeting**

**Meter Project**

The Public Works is about 96.5% complete with the residential meter change out. The reading software has been installed onto the computers at Village Hall. We have a phone that has been set up specifically for reading meters. The representative from Dakota Supply Group did some initial training on Wednesday, May 23, 2018. Rand was able to process his first electronic meter read as part of the training. During the reading process, Rand was able to contact a few people that the meter system indicated had high water alerts.

**CIT** – I had a phone conference with CIT mid-week. They will be back to Colfax to finish the project within the next few weeks depending upon availability. I am hoping by next board meeting, the project is complete.

**Board of Review meeting** – REMINDER - The Board members are required to attend this meeting and it is required to be a minimum of two hours. The date for this meeting is Thursday, May 31, 2018 from 5:30 p.m. to 7:30 p.m.

**HCA Asset Management/MPIC** has processed a physical appraisal on the Village buildings for insurance purposes. They have provided a detailed appraisal. If anyone would like an electronic copy of the report, please let me know.

I am hoping to get some of the other meetings for Monday, June 4 and Wednesday, June 6, 2018. Please let me know your availability and any agenda items.