

Village of Colfax
Village Board Meeting
Monday, September 24, 2018 @ 7 p.m.
Village Hall
613 Main Street, Colfax, WI 54730

1. Call to Order
2. Roll Call
3. Public Comments – Rand Bates
4. Communications from the Village President
5. Consent Agenda
 - a. Minutes
 - i. Regular Board Meeting Minutes – September 10th, 2018
 - b. Training Request
 - i. Ryan Bauer- Basic Wastewater Certification – October 29, 2018 to November 2, 2018
 - c. Facility Rental - none
 - d. Licenses
 - i. Operator's License – Nicole Gotlibson – Kyle's Market – September 24th, 2018 to June 30, 2019
6. Consideration Items
 - a. Potential Committee to be part of any potential Municipal Building updates
 - b. Fairgrounds Fence Pricing (hand out at meeting)
 - c. Public Works Building Ceiling Pricing (hand out at meeting)
 - d. Tower Park Gazebo Roof Pricing (hand out at meeting)
 - e. Well House Roof Pricing (hand out at meeting)
 - f. Spreading Garden Pricing
 - g. 2019 General Fund Budget Discussions
 - h. Budget Transfers – *if any*
7. Review/Approval – Bills – September 10th, 2018 to September 23rd, 2018
8. Committee/Department Reports – (no action)
 - a. Library Minutes – July and August
 - b. Police Report - August
 - c. 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 – September 10th, 2018

On September 10th, 2018, the Village Board meeting began at 7:00 p.m. at the Village Hall, 613 Main St., Colfax, WI 54730. Members present: Village President Gary Stene, Trustees Halpin, Wolff, M. Burcham and K. Burcham. Excused: Trustees Jensen and Davis. Others Present: Herb Sackalakas with the Colfax Railroad Museum, Rick Johnson, Public Works Director Bates, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

Public Appearances – none.

Commutations from the Village President –none.

Regular Board Meeting Minutes – August 27th, 2018 – A motion was made by Trustee Halpin and seconded by Trustee M. Burcham to approve the minutes from the August 27th, 2018 Regular Board meeting. Voting For: Trustees Halpin, Wolff, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

Joint Board/Personnel Meeting Minutes –September 6th, 2018 – A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the minutes from the September 6th, 2018 Joint Board/Personnel Committee meeting. Voting For: Trustees K. Burcham, M. Burcham, Wolff, Halpin and Stene. Voting Against: none. Motion carried.

Training Request – none.

Facility Rental–Fairgrounds–Connie Gibson–Colfax Homecoming Bonfire–September 11, 2018 – A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the facility use of the fairgrounds for September 11, 2018 and waive the fee. Voting For: Trustees Halpin, Wolff, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

Licenses

Operator’s License – Marisa Prince – A Little Slice of Italy – September 10th, 2018–June 30, 2019 - A motion was made by Trustee Wolff and seconded by Trustee M. Burcham to approve the operator’s license for Marisa Prince for September 10, 2018 to June 30, 2019. Voting For: Trustees Halpin, Wolff, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

Operator’s License – Marian Daniel – A Little Slice of Italy – September 10th, 2018–June 30, 2019- A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the operator’s license for Marian Daniel for September 10, 2018 to June 30, 2019. Voting For: Trustees K. Burcham, M. Burcham, Wolff, Halpin and Stene. Voting Against: none. Motion carried.

Chicken License 2018-2019 – Pamela Moen – A motion was made by Trustee Wolff and seconded by Trustee Halpin to approve the 2018-2019 chicken license for Pamela Moen. Voting For: Trustees Halpin, Wolff, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

Consideration Items

Tin Lizzies Sponsor Request – A motion was made by Trustee Halpin and seconded by Trustee K. Burcham to approve a \$50 donation to the Tin Lizzies. Voting For: Trustees Wolff, M. Burcham, Stene, K. Burcham and Halpin. Voting Against: none. Motion carried.

Public Hearing – Rezone Soo Park – Discussion /Possible Action – A motion was made by Trustee Wolff and seconded by Trustee M. Burcham to approve the recommendation of the Board of Zoning Appeals to zone the Soo Park parcel to B-2- Highway Commercial District, Amusement Park classification. Voting For: Trustees K. Burcham, M. Burcham, Wolff, Halpin and Stene. Voting Against: none. Motion carried.

Public Works Interior Roof Repairs – Bates is waiting for a new estimate because it was determined that less of the heating lines and gas lines would need to be removed to have the ceiling work completed.

Gazebo – Paint & Roof – Bates is in the process of getting an estimate to redo the roof of the Gazebo. The Board will be updated during the budget meetings.

Well House Roof – Asphalt or Steel – Bates is also waiting on the estimate for the roof of Well House 1. The Board will consider the cost during the budget meetings.

Fairgrounds – Beer Garden Fence, Bleachers, Pavilion Roof and Siding Update/Discussion/Possible Action - A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the purchase of the bleachers and re-roof the Pavilion. Voting For: Trustees Halpin, Wolff, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

A motion was made by Trustee M. Burcham and seconded by Trustee Halpin to have Bates move forward with getting the walls of the Pavilion painted. Voting For: Trustees Halpin, Wolff, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

The Board will wait for another price estimate on the pillars at the fairgrounds.

Streets – Railroad Ave. (Main St. to Pine St.) etc. – A motion was made by Trustee Halpin and seconded by Trustee Wolff to bid Railroad Avenue from Main Street/Highway 40 to Pine Street for repairs. Voting For: Trustees K. Burcham, M. Burcham, Wolff, Halpin and Stene. Voting Against: none. Motion carried.

Review/Approval – Bills –August 27th, 2018 to September 9th, 2018 – A motion was made by Trustee Halpin and seconded by Trustee M. Burcham to approve the bills for August 27th, 2018 to September 9th, 2018. Voting For: Trustees M. Burcham, Wolff, Halpin, K. Burcham and Stene. Voting Against: none. Motion carried.

Adjourn – All business was complete. Meeting adjourned at 7:45 p.m.

Gary Stene, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer

Meeting / Continuing Education Travel / Meeting Request Form

Name Ryan Bauer Position Public Works Laborer
 Date 9/21/18 Department Public Works
 Estimated Costs \$990.00
 Date(s) of meeting 10/29/18 to 11/2/18 Employee (is) / not required to attend (circle one)

Name of Requested meeting: Basic General Wastewater - Two certifications

How will this improve your ability to perform your job? Allow to prefer job with certifications

What alternatives are there to attending this meeting? (In-house resources, literature review, participation in meetings closer to Eau Claire, etc.) Possibility other dates

How will you share what you have learned with others?. Be able to perform job without assistance/or monitoring.

Please include any additional comments on the back of this form

Expense Estimate:	Requested <u>9-21-18</u>	Approved
Tuition / Registration \$ 370 +50		*Are others attending this meeting names are listed above (If yes, list names)
Mileage / Airfare 170.00		
Lodging 400.00		
*Would like the Registration Fee Miscellaneous pre paid and mailed with your registration		
Total	990.00	
Time Request:	Requested <u>9-21-18</u>	Approved
Number of days absent: <u>5</u>		
From Work Setting		
Vacation <u>-</u>		
Paid Conference Time <u>Yes</u>		
Absent Without Pay (own time) <u>-</u>		
Other		

**A COPY OF THE MEETING DESCRIPTION AND AGENDA
MUST BE ATTACHED TO THIS REQUEST**

Rand Bates
 Supervisor

9-21-18
 Date

Class Schedule 2018/2019

WASTEWATER TRAINING SCHEDULE

WASTEWATER TRAINING CENTER
1200 W. WISCONSIN ST.
MADISON, WI 53706

- Home
- Schedule
- Registration
- Class Locations
- Photo Gallery
- Contact Us
- General Information

Counter

Class	Date(s)	Location	Price
Total Nitrogen Removal	September 4, 2018	Plover (Best Western)	\$85
Disinfection	September 5 & 6, 2018	Rice Lake (AmeriVu Inn)	\$165
Ponds, Lagoons & Natural Systems	September 12 & 13, 2018	Tomah (Best Western)	\$165
Basic General Wastewater	September 17 - 21, 2018	Rice Lake (AmeriVu Inn)	\$370
Lab	September 24 & 25, 2018	Green Bay (Best Western)	\$165
Biological Treatment - Suspended Growth	September 26 & 27, 2018	Green Bay (Best Western)	\$165
Basic General Wastewater	October 1 - 5, 2018	Madison (Best Western)	\$370
Collection System	October 8 & 9, 2018	Plover (Best Western)	\$165
Solids Separation	October 10 & 11, 2018	Delafield (Holiday Inn Express)	\$165
Biosolids/Sludge Handling, Processing & Reuse	October 22 & 23, 2018	Madison (Best Western)	\$165
Advanced Wastewater 100	October 24 & 25, 2018	Chippewa Falls (Avalon Hotel)	\$165
Basic General Wastewater	October 29 - November 2, 2018	Plover (Best Western)	\$370
Phosphorus Removal	November 5 & 6, 2018	Chippewa Falls (Avalon Hotel)	\$165
	DNR Exams November 7, 2018		
Septage Haulers Update	December 11, 2018	Ashland (Best Western)	\$80
Septage Haulers Update	December 12, 2018	Rhineland (Quality Inn)	\$80
Septage Haulers Update	December 13, 2018	Portage (tba)	\$80
Septage Haulers Update	January 15, 2019	Delafield (Holiday Inn Express)	\$80
Septage Haulers Update	January 16, 2019	Green Bay (Best Western)	\$80
Septage Haulers Update	January 17, 2019	Plover (Best Western)	\$80
Septage Haulers Update	January 22, 2019	Hayward (tba)	\$80
Septage Haulers Update	January 23, 2019	Osseo (Super 8)	\$80
Septage Haulers Update	January 24, 2019	Dodgeville (Best Western)	\$80
Phosphorus Removal	February 5 & 6, 2019	Madison (Best Western)	\$165
Basic General Wastewater	February 11 - 15, 2019	Chippewa Falls (Avalon Hotel)	\$370
Biosolids/Sludge Handling, Processing & Reuse	February 20 & 21, 2019	Plover (Best Western)	\$165
Advanced Wastewater 100	February 26 & 27, 2019	Green Bay (Best Western)	\$165
Basic General Wastewater	March 11 - 15, 2019	Madison (Best Western)	\$370
Disinfection	March 19 & 20, 2019	Plover (Best Western)	\$165
Basic General Wastewater	April 1 - 5, 2019	Green Bay (Best Western)	\$370
Lab	April 10 & 11, 2019	Madison (Best Western)	\$165
Solids Separation	April 17 & 18, 2019	Chippewa Falls (Avalon Hotel)	\$165
Collection System	April 22 & 23, 2018	Madison (Best Western)	\$165
Biological Treatment - Suspended Growth	April 24 & 25, 2019	Madison (Best Western)	\$165
	April 29 & 30, 2019	Green Bay (Best Western)	\$165

Ponds, Lagoons & Natural Systems			
	DNR Exams May 1, 2019		

- * All classes go from 8:00 am until 3:30 pm.
- * All classes are approved for 6 hours DNR continuing education credits per day.
- * The hotels where the classes are held reserve rooms at a discount rate for students, mention that you are taking the class if you are staying overnight at the hotel.

Village of Colfax

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

Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors

Provisional License New License Renewal License Fee: \$10.00 each application
9-11-17 to 6-30-18 Receipt: 16244

TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 2019, 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.

Answer the following questions fully and completely: (PLEASE PRINT)

NAME Nicole J Gottlibson
FIRST NAME MIDDLE NAME LAST NAME
Telephone Number (715) 704 9335 Email Address Nicole - gottlibson - 2003 @ hotmail.com
Current Address 118 Park Dr. Tr1244 Colfax WI 54730 2
(Street) (City) (Zip Code) (yrs. at address)
Previous Address E6792 City Rd B Colfax WI 54730
(Street) (City) (Zip Code)
Date of Birth 8/18/92 Age 26 now 26
Place of Employment Kyle's Market

POLICE DEPT APPLICABLE OFFENSE CRITERIA

A records check will be conducted for violations of any law or ordinances during the past 10 years that substantially relate to the license applied for. Those convictions are considered by the Village of Colfax in determining whether a license will be granted. You will be notified by the Village of Colfax Police Department if your application is recommended for denial to the Village Board.

Recommendation Approve Deny William J. Fisher 09/04/2018
(Chief of Police or designated staff Signature) (Date)

STATE OF WISCONSIN/ DUNN COUNTY

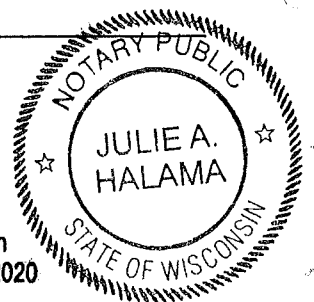
The above named applicant, being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license: that all the statements made by applicant are true.

x Nicole Gottlibson
Signature of Applicant

Subscribed and sworn before me this 8th day of August, 20 18.

Julie A. Halama
(Signature of Notary Public)

Julie A Halama
Notary Public, State of Wisconsin
My Commission Expires June 20, 2020



Date Received: 8-31-18 Date to the Board: 9-24-18 Approved or Denied

Fairgrounds

Beer Garden Fence

Materials with delivery -	\$2,600
Labor	<u>\$1,800</u>
Total	<u>\$ 4,445</u>

Public Works

Ceiling Pricing

Take down and reinstall inferred tub heater, spiral as needed and gas line.	\$5,400
Repair shop ceiling. Steel will be removed and reinstalled. Broken 2x4's will be replaced and other 2x4's will be refastened.	<u>\$3,450</u>
Total	<u>\$8,850</u>

Tower Park

Gazebo Roof

Materials – Steel	\$723
Labor	<u>\$860</u>
Total	<u>\$1,583</u>

Well House 1 Roof

Materials	\$1,205
Labor	<u>\$960</u>
Total	<u>\$ 2,165</u>

Spreading Garden Cost Estimate for 35' x 45' area

Edging – \$18.99 for 40' = 8 rolls needed = \$152

160 linear feet around the paver section
36 linear feet for paver trail entrance
90 linear feet for the two trails (north and south)

Corner edger -2.99 *20 = \$60

Fabric – \$35.99 for 12.5' x 27.5' folded roll = \$108
35'x45' = 1575 sq. ft. – need three rolls

Pavers bricks 4" x 8" \$1.57/sq. ft. – 190 sq. ft. = \$300
Pavers- trail entrance 90 Sq. ft.
Pavers – Gathering area 100 sq. ft.

Trail Paths-Blue Color – North and South 200 sq. ft. = 100

River Rock all except the Trails and skidsteer work = 1,500

TOTAL PROJECT \$2,220

Plus cost for shrubs/plants/etc. est. \$ 500

Benches (4) – Tower Park benches style est. \$400 to \$800

19-9-24-18

N00°00'30"E 69.29

49.24

20.0

889°31'36"W

35'

100 ft²

90 ft²

100 ft²

45'

SPREAD

BLO

885.1

166

164

ft

0.59 ft

111

164

166

168

170

172

174

176

178

180

182

184

186

188

190

192

194

196

198

200

202

204

206

208

210

212

214

216

218

220

222

224

226

228

230

232

234

236

238

240

242

244

246

248

250

252

254

256

258

260

262

264

266

268

270

272

274

276

278

280

282

284

286

288

290

292

294

296

298

300

302

304

306

308

310

312

314

316

318

320

322

324

326

328

330

332

334

336

338

340

342

344

346

348

350

352

354

356

358

360

362

364

366

368

370

372

374

376

378

380

382

384

386

388

390

392

394

396

398

400

402

404

406

408

410

412

414

416

418

420

422

424

426

428

430

432

434

436

438

440

442

444

446

448

450

452

454

456

458

460

462

464

466

468

470

472

474

476

478

480

482

484

486

488

490

492

494

496

498

500

502

504

506

508

510

512

514

516

518

520

522

524

526

528

530

532

534

536

538

540

542

544

546

548

550

552

554

556

558

560

562

564

566

568

570

572

574

576

578

580

582

584

586

588

590

592

594

596

598

600

602

604

606

608

610

612

614

616

618

620

622

624

626

628

630

632

634

636

638

640

642

644

646

648

650

652

654

656

658

660

662

664

666

668

670

672

674

676

678

680

682

684

686

688

690

692

694

696

698

700

702

704

706

708

710

712

714

716

718

720

722

724

726

728

730

732

734

736

738

740

742

744

746

748

750

752

754

756

758

760

762

764

766

768

770

772

774

776

778

780

782

784

786

788

790

792

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 9/10/2018 From Account:
Thru: 9/23/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
75002	9/10/2018	WI SCTF	16.73
75004	9/14/2018	AIR COMMUNICATIONS OF WI	261.50
75005	9/14/2018	ALL SEASON TIRE PROS	1,967.62
75006	9/14/2018	BOBCAT PRO	260.00
75007	9/14/2018	BOUND TREE MEDICAL, LLC	1,019.17
75008	9/14/2018	CARLTON DEWITT	1,391.62
75009	9/14/2018	CEDAR CORPORATION	2,998.30
75010	9/14/2018	CHARTER COMMUNICATIONS	243.80
75011	9/14/2018	CHIPPEWA VALLEY DOOR COMPANY LLC	430.00
75012	9/14/2018	COMMERCIAL TESTING LAB	366.00
75013	9/14/2018	DALE LOGSLETT	75.00
75014	9/14/2018	DEMCO INC	80.27
75015	9/14/2018	DIGGERS HOTLINE	33.60
75016	9/14/2018	DUNN ENERGY COOPERATIVE	102.00
75017	9/14/2018	EXPRESS MART	639.59
75018	9/14/2018	GEORGE ENTZMINGER	100.00
75019	9/14/2018	HAWKINS, INC.	1,183.18
75020	9/14/2018	HUEBSCH	94.90
75021	9/14/2018	KYLES MARKET	13.17
75022	9/14/2018	LISA BRAGG-HURLBURT	41.04
75023	9/14/2018	MEDPRO MIDWEST GROUP	130.50
75024	9/14/2018	MID-AMERICAN RESEARCH CHEMICAL	150.58
75025	9/14/2018	PITNEY BOWES INC	67.65
75026	9/14/2018	QUILL CORP.	293.69
75027	9/14/2018	SUNDSTROMS PIT PUMPING	450.00
75028	9/14/2018	SYNERGY COOPERATIVE	814.51
75029	9/14/2018	TAINTER MACHINE	145.00
75030	9/14/2018	THE BULK BOOK STORE	1,961.75
75031	9/14/2018	USBORNE & KANE MILLER BOOKS	2,067.90
75032	9/14/2018	VIKING DISPOSAL, INC	120.00
75033	9/14/2018	WATER CARE SERVICES	31.50
75034	9/14/2018	WATER TOWER CLEAN & COAT, INC	2,800.00
75035	9/14/2018	WEA INSURANCE TRUST	8,866.82

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 9/10/2018 From Account:
Thru: 9/23/2018 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	19,561.34
Total Expenditure from Fund # 200 - RESCUE/AMBULANCE	6,349.36
Total Expenditure from Fund # 610 - WATER FUND	4,988.53
Total Expenditure from Fund # 620 - SEWER FUND	1,431.53
Total Expenditure from all Funds	32,330.76



**Regular Meeting of
The Colfax Public Library Board
July 17, 2018**

President Krista Ottinger called the meeting to order at 5:30 p.m.

Attendance

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

- Mark Halpin moved to accept the agenda. Gary Stene seconded the motion. Unanimously approved by the Board.

Public forum: N/A

Approval of Minutes

- Mark Halpin made a motion to approve the minutes of the regular meeting of June 19, 2018. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.
- Gary Stene made a motion to approve the minutes of the special joint meeting of June 19, 2018. Mark Halpin seconded. In discussion, Eve Suckow expressed her surprise that the basement was not a part of the original drawing from Cedar Corp. Eve also had some concerns about the six restroom being planned and if that many are really necessary. The group discussed the possibility of having one or two unisex restrooms on each floor instead of specific male or female restrooms. It still isn't clear as to the size of the planned restrooms. The motion was unanimously approved by the Board.

Approval of Bills

- As the Board reviewed the June expense report, the director shared that a computer was purchased to replace one that was smoking. Krista Ottinger suggested that we could possibly donate our used computers. Lisa explained that there are some concerns that patron information could possibly be collected by a subsequent owner. Lisa will look into

the possibility of donating computers. Olivia Landon made a motion to approve the June bills. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Director's Report

- Building remodeling project update
 - Rita from Cedar Corp. toured the building with Lisa, Troy Knutson (CMBRG), and Lynn Niggemann.
 - Rita would like to meet with the group one more time before she begins sketching the project. Cedar Corp. will need more time to update its estimate for creating the architectural drawing for the remodeling project.
 - Lisa will be attending the next Village Board meeting, July 23rd, to participate in a brief discussion about the project. She encouraged other Board members to attend.
- IFLS hold fulfillment system
 - The director shared negative feedback from patrons about the new hold system with IFLS. This issue has been added to the Director's Council meeting on July 21st, with the possibility of another vote on the topic.
 - After further discussion, Lisa will put out a suggestion box to find out what materials patrons are interested in.
- Summer programs
 - The Teen Book Club has been averaging six teens each week.
 - The Little Readers has averaged four kids per session. Parents have expressed their appreciation.
 - We had over 80 children at our first Summer Reading program.
 - The library has experienced a noticeable increase in the use of the library computers for AR quizzes.
- Donations
 - The library received a \$100 donation from Woods Run, over \$70 from Diane Hodgson, and about \$33 from various visitors to our booth at the fair.
 - Lisa expressed that she has noticed a lot of goodwill, generosity, and volunteers helping out our library and its staff.
- Technology
 - A new computer was purchased to replace a broken one at the library.
- Partition for computer area
 - Dale Logslett is building the partition to separate the computer area from the children's area. It should be finished by the end of July.
- TEACH grant
 - Lisa is revisiting the idea of connecting to fiber optic through a TEACH grant. She has asked someone to do a site visit so we could have an estimate of installation costs.

Monthly Reports

- Mark Halpin, Village Board Representative: No report.
- Gary Stene, County Board Representative: No report.
- Lori Halpin, School Representative: No report.

Current Business

Review of draft budget for 2019

- After some discussion with the Village Administrator, Lisa modified the library budget to include some reductions from the 2018 budget.
- The primary areas reduced are staffing, capital equipment, and CDs/audiobooks.
- The primary areas increased are supplies expense and professional cleaning expenses.

Discussion about working with the Colfax Municipal Building Restoration Group (CMBRG) for building improvements.

- Krista Ottinger suggested choosing an amount that we would be willing to spend for our share of the architectural drawings.
- Board members discussed whether the Village would be willing to support this effort by distributing the expense equally amongst three groups: the library, CMBRG, and the Village).
- Lori Halpin made a motion to pay up to \$3,000 for our portion of the cost for the architectural drawings. Gary Stene seconded the motion. Unanimously approved by the Board.
- Two Board members shared that they would be able to attend the next Village Board meeting, along with Lisa, to participate in the discussion.

Coat/Winter Gear Collection

- We could have an annual coat drive here at the library. There is storage space in our closet upstairs until it was time to distribute them. The distribution could be done in the hallway using coat racks.

Review of library policies:

- The Board discussed the fifth chapter entitled “Hiring a Library Director.”
- Eve Suckow asked about the requirement of certifications for the director. Lisa shared that we have money in the budget for her basic certifications. IFLS will provide opportunities for further training.

- Eve asked about the director's responsibilities when it comes to the upkeep up the building and grounds. Lisa explained how she works with the Village when it comes to issues with the building or grounds.

Closed Session

- Gary Stene moved that the Board go into closed session to prepare a performance evaluation for the Library Director. Mark Halpin seconded the motion. Unanimously approved by the Board.
- The Board discussed giving a percentage raise to Lisa Bragg-Hurlburt for her outstanding work this past year.
- Gary Stene moved that we go out of closed session at 7:44 p.m. Mark Halpin seconded the motion. Unanimously approved by the Board.

Gary Stene moved to resume open session at 7:45 p.m. Mark Halpin seconded the motion. Unanimously approved by the Board.

Mark Halpin moved to give a percentage raise to Lisa Bragg-Hurlburt for her outstanding work this past year. Gary Stene seconded the motion. Unanimously approved by the Board.

The next meeting will be August 21, 2018 at 5:30 p.m.

Meeting was adjourned at 7:48 p.m.

Lori Halpin, Secretary



**Regular Meeting of
The Colfax Public Library Board
August 21, 2018**

President Krista Ottinger called the meeting to order at 5:30 p.m.

Attendance

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

- Mark Halpin moved to accept the agenda. Gary Stene seconded the motion. Unanimously approved by the Board.

Public forum: N/A

Approval of Minutes

- Gary Stene made a motion to approve the minutes of the regular meeting of July 17, 2018. Olivia Landon seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Gary Stene made a motion to approve the July bills. Lori Halpin seconded the motion. Unanimously approved by the Board.

Director's Report

- Summer at the Library
 - We had a busy, productive summer at the library with good attendance. One program had 200 children attend, with an average of 74 children and 32 adults over the summer. Parents and grandparents volunteered their time and treats. There were monetary donations for the children's programming, as well.
 - Jolene Albricht purchased a number of the raffle prizes in memory of her son. The library also gave away some new books.

- Our circulation increased 21% from July 2017 to July 2018. The use of the school's AR program has increased this summer, so this may have contributed to the increase, along with the summer programming.
- Little Readers Program
 - The attendance waned over the course of the summer, so next summer the program will be on Monday evenings only.
- Teen Book Club
 - The attendance has dwindled over the course of the summer; however, Lisa still finds value in the program.
- Municipal Building Renovation Project
 - On July 23rd, Lisa, Troy Knutson, and a few members of the two groups presented the elevator project plans to the Village Board.
 - Eric Turner from the Dunn County Economic Development Corporation connected Lisa with Brenda Heinen of the USDA. There may be grant money available for us and our project. Brenda looked carefully at our circulation and patron information and, based on that, we may qualify for up to 15% of our equipment costs. This could include the elevator, bathroom fixtures, and the door. We may also be eligible for a low-interest loan.
 - On August 8th and 15th, Lisa and Troy met with representatives of Cedar Corp.
 - There was some discussion by the trustees about the number of restrooms necessary for the project. Gary Stene suggested that the number of restrooms that are required, according to Cedar Corp., seems excessive. Krista Ottinger suggested that Lisa could check with the Mabel Tainter to find out about their situation.
 - The drawings should be available for our next meeting.
 - To add the basement renovation, the cost for the drawings will be increased to \$3,000. Cedar Corp, estimates total project costs of \$750,000 to \$900,000. This amount would include a contingency amount.
 - Lisa talked to Lynn Niggemann and they decided that it might be better to find out about any grants before we take our needs to the public. Olivia Landon suggested that we could also look into possible grants related to ADA.
 - Krista Ottinger shared her concerns about the astronomical costs of the project and how much they increased after adding the basement renovation. Gary Stene explained how some of this cost may include dealing with asbestos or similar situations.
 - Gary Stene suggested creating a GoFundMe page. Troy Knutson has been talking about this, as well. Krista Ottinger and Lisa reminded the group that we can go down this road as soon as we get our plans in place.
 - Lisa has been talking to people about joining a Friends of the Library group.

- Lisa shared that she has been thinking of holding a book sale because she has received so many donated books.
- Holds Policy
 - The Director's Council met on July 20th. They discussed the new holds policy, but they did not take another vote on the topic.
 - The MORE administrator, Lori Roholt, made an adjustment to the program so that our librarians will be able to see which books are more in demand.
- Missoula Children's Theater
 - Twenty-three children participated in the production, with about 200 people attending over the course of the weekend.
- Staff Reviews
 - Lisa gave staff members their reviews. The staff received pay increases to stay in line with other library staff in the area. Sheila Williams is planning to retire, but will consider being a substitute employee in the future. Jolene may be interested in picking up some of these hours, but we would still need to find someone to fill the remaining shifts. There was some discussion about how Jolene's increase in hours might affect benefit costs. Lisa will check on this.
- A woman came in and talked to Lisa about making tote bags that we could use for fundraising. She dropped off several bags.

Monthly Reports

- Mark Halpin, Village Board Representative: No report.
- Gary Stene, County Board Representative: No report from the County Board. Gary shared that he has been talking to Bill Yingst, Superintendent of Schools, to start coordinating one weekend during the summer to combine all of our Colfax summer celebrations. All of the community groups, including the library, could work together instead of doing their own things.
- Lori Halpin, School Representative: School is starting next week with two days of orientation. On the Tuesday during the following week, we will have the K-8 open house. Lisa will be having a table near the principal's office to offer services and highlight the partnership between the school and the public library.

Current Business

- 2019 Budget
 - Lisa explained some of the changes that she had made to the budget since last month. The county subsidy decreased significantly this year, so budget numbers had to be tightened.

- There was some discussion about the improved relationship between the library and the Village Board and the community. Lisa shared that she is planning to attend a future Village Board meeting to explain her budget numbers.
- Gary Stene moved to approve the 2019 budget. Mark Halpin seconded the motion. Unanimously approved by the Board.
- Trustee Essential, Chapter 7: The Library Board and Library Personnel
 - Eve Suckow asked about the process to compare the salaries of similar positions in similar libraries. Lisa listed a large number of libraries that she uses to compare salaries. She also talks with Lynn Niggemann to make sure that salaries are in line with Village employees.
 - Krista Ottinger asked Lisa if our Board/Director dynamic is appropriate. Lisa replied that she feels supported by the Board and values its opinions.
 - Eve Suckow asked if the library has developed employee job descriptions and related information. Lisa responded that this information is in our Personnel Policy binder. Krista Ottinger continued by suggesting that we should have IFLS review these materials to make sure they are in compliance. Lisa will follow up on this. Lisa will also talk to Lynn Niggemann in order to compare materials with those of the Village.
 - Eve Suckow asked if we are paying for all continuing education costs for staff members, including mileage. Lisa replied that we are budgeting for this.

The next meeting will be September 18, 2018 at 5:30 p.m.

Meeting was adjourned at 7:22 p.m.

Lori Halpin, Secretary

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

AUGUST 2018 MONTHLY POLICE REPORT

CALLS FOR SERVICE: 64

TRAFFIC STOPS: 19

- ASSIST OTHER AGENCY: 4
 - Suicidal Subject
 - Theft from Barron County Business
 - Harassment (Eau Claire)
 - Broken down vehicle

- DISORDERLY: 3
 - Disorderly female
 - Father / Son confrontation at business
 - Disorderly male at business

- ASSIST AMBULANCE: 4

- BURNING COMPLAINT: 1
 - Fire in yard possibly burning prohibited materials

- THEFT: 1
 - Gas drive off

- SUSPICION: 5
 - People possibly trespassing in vacant apartment
 - Unknown male subject in yard
 - Unknown female by others vehicles
 - Subjects on rail road tracks
 - Noises heard- unfounded possible burglar

- DAMAGE TO PROPERTY: 2
 - Smashed windshield
 - Broken window

- OPEN DOOR: 3
 - Colfax schools x 2
 - Open door at business

- ESCORT: 2
 - Ex to former residence for belongings x 2

- PUBLIC RELATIONS: 2

- BURGLARY: 1
 - To shed- subject arrested

- ANIMAL COMPLAINT: 4
 - Possible animal abuse
 - Dog at large
 - Several cats at large
 - Dog inside business

- CIVIL: 4
 - Child Custody
 - Possible restraining order violation
 - Landlord / tenant problems
 - Eviction notice

- JUVENILE: 1
 - Disorderly 13 year old

- HARASSMENT: 1
 - Harassment on social media

- WELFARE CHECK: 4
 - Elderly female x 2
 - Intoxicated female x 2

- LOST / FOUND: 1
 - Found wallet

- PUBLIC HEALTH: 2
 - Flea concern
 - Fallen debris

Administrator-Clerk-Treasurer
September 21, 2018

Health Insurance – Renewal premiums increase of 3.9%, no plan design changes. I am waiting for some numbers from another carrier to double check that we are getting a decent price.

Budget meetings – Due to some training that I received late notice on, I will not be able to have a budget meeting prior to the Board meeting. I hope to pass out some revised budget sheets for departments and hope to have a budget meeting on October 1st, 2018 from 6 pm to 8 pm. Then we can discuss the follow up budget meetings either being the Mondays that we do not have Board meetings or every Monday with the Board meeting nights starting at 5:30 p.m.

Public Works – Rand, Anne and I have interviewed three of the ten candidates on Monday and Tuesday, the 17th and 18th. The job was offered to Ryan Bauer and he accepted the job. He was able to start already on Wednesday. Rand plans to invite him to the Board meeting to introduce him.

Police Department – Kurt Devroy has accepted the full time officer position. I will check to see if he can stop by on Monday to also meet the Board for those of you who may not have met him yet.

“Where has September gone?” is the question of the day!