

**Village of Colfax**  
**Village Board Meeting Agenda**  
**Monday, February 11, 2019 @ 7 p.m.**  
**Village Hall**  
**613 Main Street, Colfax, WI 54730**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Communications from the Village President
6. Consent Agenda
  - a. Minutes
    - i. Regular Board Meeting Minutes – January 28<sup>th</sup>, 2019
  - b. Training Request
    - i. Sheila Riemer/Bill Anderson – Advanced Safety Refresher Training – ½ day on March 5, 2019- Elk Mound
    - ii. Don Logslett - Advanced Safety Refresher Training – Full day on March 5, 2019- Elk Mound
  - c. Facility Rental – none
  - d. Licenses - none
7. Consideration Items
  - a. Roosevelt Street Update/Schedule – Lisa Fleming
  - b. Village Hall Elevator Project Fundraising Update and Possible Action – Lisa Bragg-Hurlburt
  - c. Snowmobile Ordinance/Resolution Review
  - d. Future Computer Projects
  - e. Sewer Lift Station Generator Estimate
8. Review/Approval – Bills –January 28<sup>th</sup>, 2019 to February 10<sup>th</sup>, 2019
9. Committee/Department Reports – (no action)
  - a. Colfax Public Library Minutes August through December
  - b. Colfax Rescue Squad Report – January 2019
  - c. Colfax Police Department Report – January 2019
  - d. Administrator-Clerk-Treasurer
10. 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 M. Niggemann - Clerk-Treasurer, 613 Main Street, Colfax, WI (715) 962-3311 by 2:00 p.m. the day 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 – January 28, 2019

On January 28, 2019, the Village Board meeting began at 7:00 p.m. at the Village Hall, 613 Main St., Colfax, WI 54730. Members present: Trustees Halpin, Davis, Wolff, Jenson, K. Burcham, M. Burcham and Stene. Others Present: Herb Sakalaucks Jr., Rick Johnson, Public Works Director Bates, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

### **Pledge of Allegiance**

**Public Comments** – Sakalaucks wanted to give the Village Board an update. He discussed some of the funding that the Colfax Railroad Museum has received as well as some funding that has been requested. The shed has been started, however, due to the weather the project has been put on hold. Sakalaucks also wanted to inform the Board that he is planning the Golden Spike Ceremony for May 1, 2019 and the land transfer must occur before that. He would like to get the developer's agreement complete so we can move forward. Niggemann requested that the developer's agreement concerns be addressed outside the meeting as it is not an agenda item and for Sakalaucks to quickly complete any other updates he has for the Board unrelated to the agreement. Sakalaucks assured the Board that he has been cooperative with the agreement. Stene reminded Sakalaucks that Board did a 180 and voting in favor of the CRM project, however the continued changes and unwillingness to sign the agreement are grounds for the Board to reconsider. Stene encouraged Sakalaucks, that the Board does not want to do anything other than get the land deal done, so please get to that point so we do not need to explore any other options. Sakalaucks thanked the Board and assured them that he also wants the deal complete.

### **Consent Agenda**

**Regular Board Meeting Minutes – January 14<sup>th</sup>, 2019** – A motion was made by Trustee Halpin and seconded by Trustee M. Burcham to approve the January 14<sup>th</sup>, 2019 minutes. Voting For: Trustees Halpin, Davis, Wolff, Jenson, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

### **Training Request**

**Rand Bates – Advanced Safety Refresher Training – February 12, 2019** - A motion was made by Trustee M. Burcham and seconded by Trustee Davis to approve the Advanced Safety Refresher Training for Rand Bates, February 12, 2019. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

**Facility Rental – Auditorium at Village Hall – Bared Feet Co. – February 16, 2019 Dance Performance – Request to have the fee waived** – A motion was made by Trustee Halpin and seconded by Trustee M. Burcham to approve the fee to be waived for the Dance Performance, February 16, 2019. Voting For: Trustees Halpin, Davis, Wolff, Jenson, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

### **Licenses –**

**Brett Foyt – Kyle's Market – January 28, 2019 to June 30, 2019** – A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the operator's license for Brett Foyt. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

### **Consideration Items**

**The OCD Foundation – Request for Donation** – Niggemann reminded the Village Board that the OCD Foundation was requesting \$5,000. A motion was made by Trustee Halpin and seconded by Trustee

Wolff to deny the request for \$5,000 to the OCD Foundation. Voting For: Trustees K. Burcham, M. Burcham, Jensen, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

**Dunn County Highway** – A motion was made by Trustee Jensen and seconded by M. Burcham to approve the Dunn County Highway Department 2019 Pavement Surface Evaluation and Rating Agreement. Voting For: Trustees Halpin, Davis, Wolff, Jensen, M. Burcham, K. Burcham and Stene. Voting Against: none. Motion carried.

**HydroCorp Agreement for Industrial, Institutional, Commercial, Misc. Water Users and Multifamily Housing – March 1, 2019 to March 1, 2021- Cross- Connection Control/Backflow Prevention**  
**HydroCorp Agreement for Residential – March 1, 2019 to March 1, 2021- Cross-Connection Control/Backflow Prevention**

A motion was made by Trustee Wolff and seconded by Trustee M. Burcham to approve both agreements with HydroCorp for the Cross-Connection Control/Backflow Prevention Program for the period March 1, 2019 to March 1, 2021. Voting For: Trustees Jensen, Wolff, M. Burcham Davis, K. Burcham, Stene and Halpin. Voting Against: none. Motion carried.

**Bauman Associates – Engagement Letter for 2018 Financial Statements- Tax Increment Districts**  
**Bauman Associates – Engagement Letter for 2018 Financial Statements- Village of Colfax**

A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve both Engagement Letters for the 2018 Audit for the Tax Increment Districts and the Village of Colfax. Voting For: Trustees Stene, Halpin, Davis, Wolff, Jensen, M. Burcham and K. Burcham. Voting Against: none. Motion carried.

**Review/Approval – Bills –January 14<sup>th</sup>, 2019 to January 27<sup>th</sup>, 2019** - A motion was made by Trustee Davis and seconded by Trustee Wolff to approve the bills January 14<sup>th</sup>, 2019 to January 27<sup>th</sup>, 2019. Voting For: Trustees K. Burcham, M. Burcham, Jensen, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

**Adjourn** – All agenda items were completed, and the meeting adjourned at 7:37 p.m.

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Gary Stene, Village President

Attest: Lynn Niggemann  
Administrator-Clerk-Treasurer

## Meeting / Continuing Education Travel / Meeting Request Form

Name Sheila Riemer/Bill Anderson Position Clerk/Police Chief  
 Date 1/31/2019 Department Admin/Police  
 Estimated Costs \$140.00  
 Date(s) of meeting 02//2019 Employees (ARE) not required to attend (circle one)

Name of Requested meeting:

How will this improve your ability to perform your job? Required annual refresher training – Advanced Safety Technology. Access to Exposure and Medical Records, Respiratory Protection Records, Occupational Noise Exposure Records, Medical Services and First Aid and Bloodborne Pathogens.

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

How will you share what you have learned with others? All are required to attend. By using hands on exercises employees are reminded of proper techniques.

Please include any additional comments on the back of this form

Expense Estimate:	Requested 1/31/19	Approved
Tuition / Registration \$ 140.00	*Are others attending this meeting names are listed above (If yes, list names)	
Mileage / Airfare	Lisa Bragg-Hurlburt	
Lodging		
*Would like the Registration Fee Miscellaneous pre paid and mailed with your registration		
Total	\$140.00	
Time Request:	Requested	Approved
Number of days absent: 1/2 day		
From Work Setting 1/2 day		
Vacation na		
Paid Conference Time 1/2 day		
Absent Without Pay (own time) na		
Other		

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

Lynn Niggemann  
Supervisor

1/31/19  
Date

## Meeting / Continuing Education Travel / Meeting Request Form

Name Don Logslett Position Streets  
 Date 1/31/2019 Department Public Works  
 Estimated Costs \$80.00  
 Date(s) of meeting 02//2019 Employees IS not required to attend (circle one)

Name of Requested meeting:

How will this improve your ability to perform your job? Required annual refresher training – Advanced Safety Technology. Access to Exposure and Medical Records, Respiratory Protection Records, Occupational Noise Exposure Records, Medical Services and First Aid and Bloodborne Pathogens. Excavation Safety, Hazard Communication Safety, Cut-off Saw Safety, Tool Safety, Noise Exposure, Personal Protective Equipment Training, Housekeeping and Operations in Public Way.

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

How will you share what you have learned with others? All are required to attend. By using hands on exercises employees are reminded of proper techniques.

Please include any additional comments on the back of this form

Expense Estimate:	Requested 1/31/19	Approved
Tuition / Registration \$ 140.00	*Are others attending this meeting names are listed above (If yes, list names)	
Mileage / Airfare	Lisa Bragg-Hurlburt	
Lodging		
*Would like the Registration Fee Miscellaneous pre paid and mailed with your registration		
Total	\$140.00	
Time Request:	Requested	Approved
Number of days absent: 1 day		
From Work Setting 1 day		
Vacation na		
Paid Conference Time 1 day		
Absent Without Pay (own time) na		
Other		

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

*Rand Bats*

*2-1-19*

Supervisor

Date

## Lynn Niggemann

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**From:** Mary Matarrese <mmatarrese.astinc@yahoo.com>  
**Sent:** Friday, January 25, 2019 1:40 PM  
**To:** Lynn Niggemann  
**Subject:** Re: Annal Refresher

Hi Lynn -

Yes. These are the topics for the 2019 Annual Refresher Training:

- Access to Exposure and Medical Records
- Respiratory Protection Records
- Occupational Noise Exposure Records
- Medical Services and First Aid
- Bloodborne Pathogens
- Excavation Safety
- Hazard Communication Safety
- Cut-Off Saw Safety
- Tool Safety
- Noise Exposure
- Personal Protective Equipment Training
- Housekeeping
- Operations in Public Way.

The topics are also posted on our website, on the top part of the page with the training schedule too. If you need anything let me know.

Thanks, enjoy a good weekend. Stay warm.

Mary

### Mary Matarrese

Office Administrator

#### Advanced Safety Technology, Inc.

14301 W. Lincoln Avenue

New Berlin, Wisconsin 53151

(262) 796-8605

[www.advancedsafetytechnology.com](http://www.advancedsafetytechnology.com)

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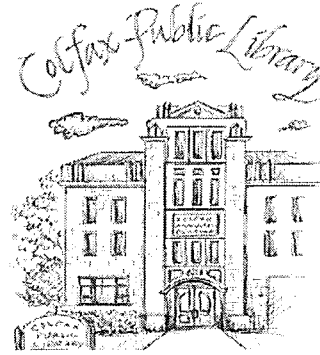
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**From:** Lynn Niggemann <clerktreasurer@villageofcolfaxwi.org>  
**To:** [mmatarrese.astinc@yahoo.com](mailto:mmatarrese.astinc@yahoo.com)  
**Sent:** Friday, January 25, 2019 1:17 PM  
**Subject:** Annal Refresher

Mary~

Colfax Public Library  
613 Main Street  
Colfax, WI 54730



(Date)

Dear \_\_\_\_\_,

The Colfax Public Library, the Colfax Municipal Building Restoration Group, the Colfax Commercial Club, the Village of Colfax, and the Colfax Woman's Club are collaborating on a fund-raising project to improve the Municipal Building we all love.

Our goal is to make the building fully accessible to all, as well as to bring the entire building back into use. A small addition will house an elevator and bathrooms for every level, and the basement will be brought back to life as a versatile community space.

It would mean a lot to us if you would consider making a donation to our building fund. We would like to start work in 2020, and our project estimate is \$700,000. We need donations of every size, but hope you will consider a larger donation in memory of loved ones or simply as an investment in the community. We are open to the idea of installing commemorative or donor plaques around the building.

### **Colfax Public Library is a strong and growing presence in Colfax.**

Founded by the Woman's Club over 100 years ago, Colfax Public Library remains a dynamic and relevant information center and gathering spot for the community. As part of the MORE library system, our patrons have access to over a million constantly-updated library materials through courier delivery.

According to the Library's 2017 Annual Report, we have 1,346 active library users (367 from the village and 979 from the surrounding townships). Patrons visited us 14,716 times in 2017, used our public computers 5,383 times and checked out 27,615 books and movies. In addition, our patrons checked out 2,240 electronic materials and use our free public Wi-Fi regularly. 2,160 people attended our programs (this includes book clubs, Summer Reading, author visits, and children's parties). Yes, this little hometown library is still going strong!

### **The Colfax Municipal Building is the historical gem of the downtown.**

Built of locally quarried sandstone in 1915, the Municipal Building is easily the tallest building on Main Street in Colfax, and a handsome landmark in the community. It's on the National and Wisconsin Register of Historic Places.

Over the years, many important community functions have been performed here. It's been the site of concerts, dances, plays, church services, baptisms, and at least one wedding. There have been movies, roller skating, and Pinewood Derbies. Clubs met, dinners were served, and blood drives were held. When the local school was remodeled, classes were conducted here. When a deadly tornado struck the town, the building became a lifesaving shelter and infirmary. At one point the basement even served as the Village's Senior Center.

Wouldn't it be wonderful to see the Municipal Building serving as this kind of a community center once again? The work has already begun!

Since 1998, the Municipal Building has had a dedicated restoration group who have brought about many improvements, most notably the beautiful renovations of the upstairs auditorium. Likewise, the Village has done its part to address water issues, update the electrical work, and maintain the building through the years. The Elevator Collaboration Project is the exciting next step in restoring the Municipal Building to the hub of village life that it once was.

The building is actively used to this day, more and more with each improvement. Besides housing the Library, the Colfax Municipal Building is home to the Village Administration offices, police department, election-time voting, and the village History Room. In recent years, there has been a revival of cultural programming in the newly renovated upstairs; there have been movie nights, concerts, story-telling hours, as well as children's theater and other community events.

**The Colfax Public Library and Colfax Municipal Building Restoration Group have worked together with an engineering firm to come up with an architectural plan for the project.**

Conceptual drawings for the Elevator Collaboration Project can be found on the Library's website at [www.colfaxpubliclibrary.org](http://www.colfaxpubliclibrary.org). Paper copies of the drawing are attached.

The scope of the project includes an elevator, bathrooms for each floor, an improved entrance to the building, and a basic finishing of the basement so it is usable again. The elevator will be installed at the back of the building to preserve the historical façade in the front. It will operate from the basement all the way to the auditorium on the second



floor. The basement will be finished with basic flooring, ceiling, and walls so that it can function as a versatile community room once again. Folding chairs and tables in the basement could be used for meetings, gatherings, lunches, classes, or library programs where a larger open space is needed.

**A designated fund has been set up through the Village for the project.**

Money deposited into this account has Village oversight and can only be used for the Elevator Collaboration Project. It is set up so we can keep record of contributions from specific individuals and groups. Links to a "donate" button that connect to this safe account may be found online:

[www.colfaxpubliclibrary.org](http://www.colfaxpubliclibrary.org)

<https://www.facebook.com/ColfaxPublicLibrary>

<http://www.colfaxwicmbrg.org/>

[www.villageofcolfax.org](http://www.villageofcolfax.org)

[www.colfaxcommercialclub.com](http://www.colfaxcommercialclub.com)

Donations can also be made in person at the Colfax Public Library or the Village Administration office. Checks can also be mailed directly to:

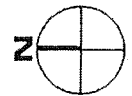
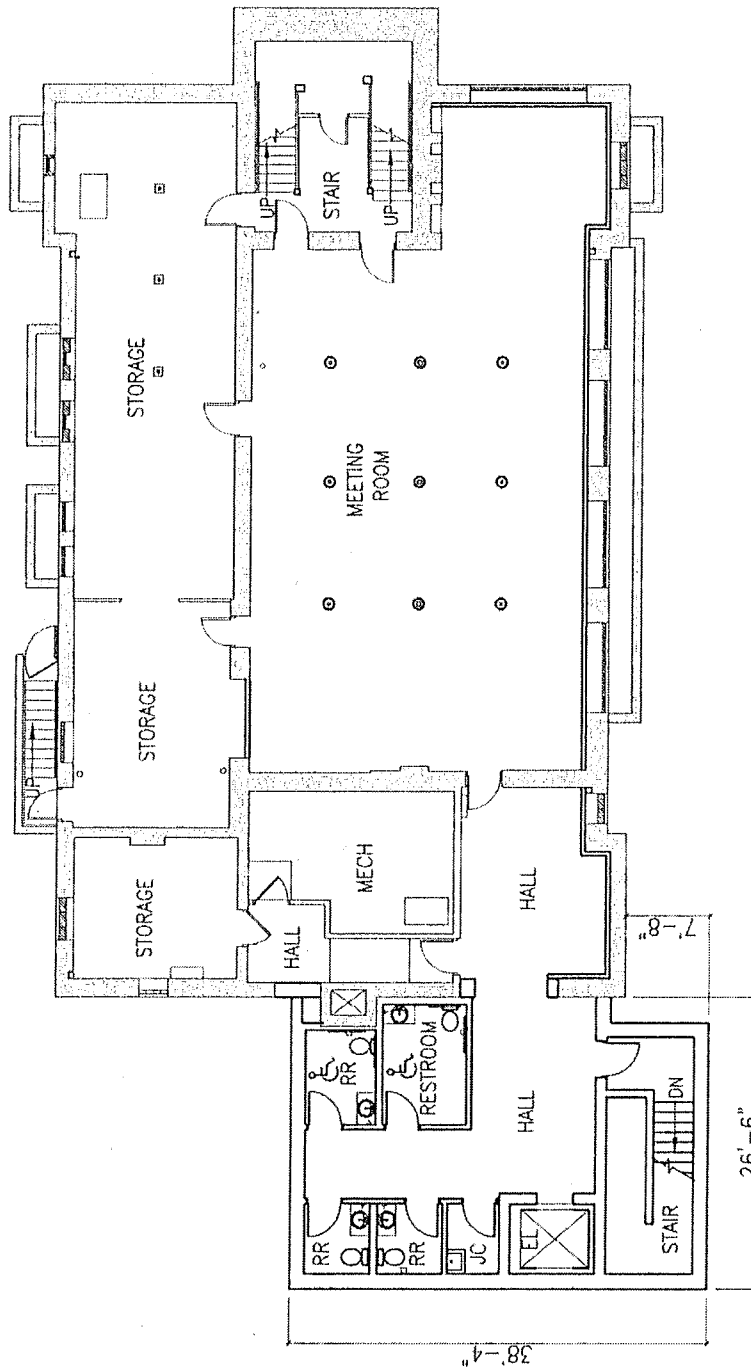
Colfax Public Library  
PO Box 525  
Colfax, WI 54730

Please indicate that the donation is for the "Elevator Project."

Thank you for considering a donation to our community project! It's an ambitious plan, but if we all work together we can make it happen. Please feel free to call me at (715) 962-4334 for more information about the project or memorials.

Sincerely,

Lisa Bragg-Hurlburt  
Director of Colfax Public Library  
On behalf of the Elevator Collaboration Project Committee



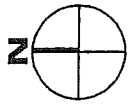
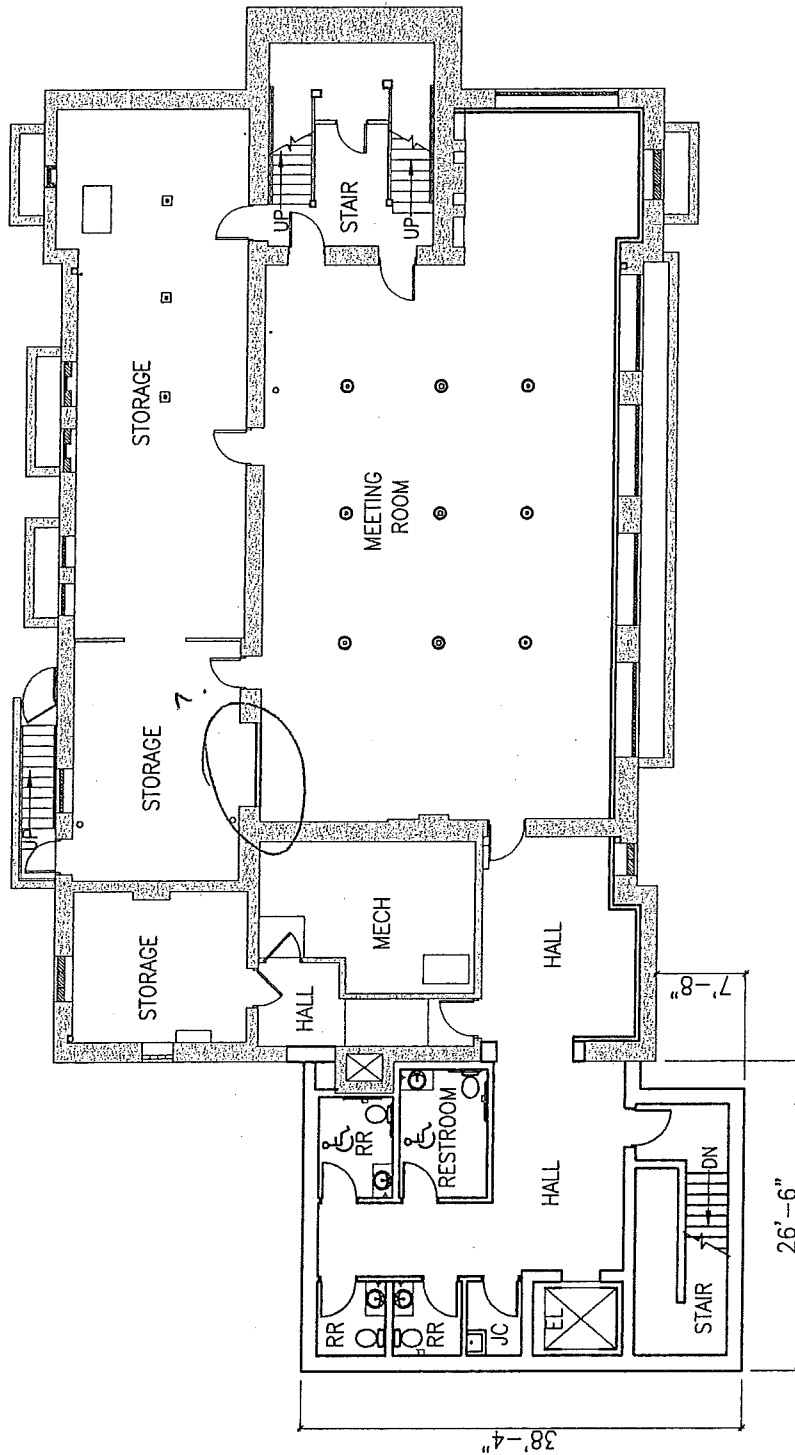
1 BASEMENT FLOOR PLAN

A1

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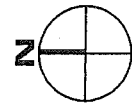
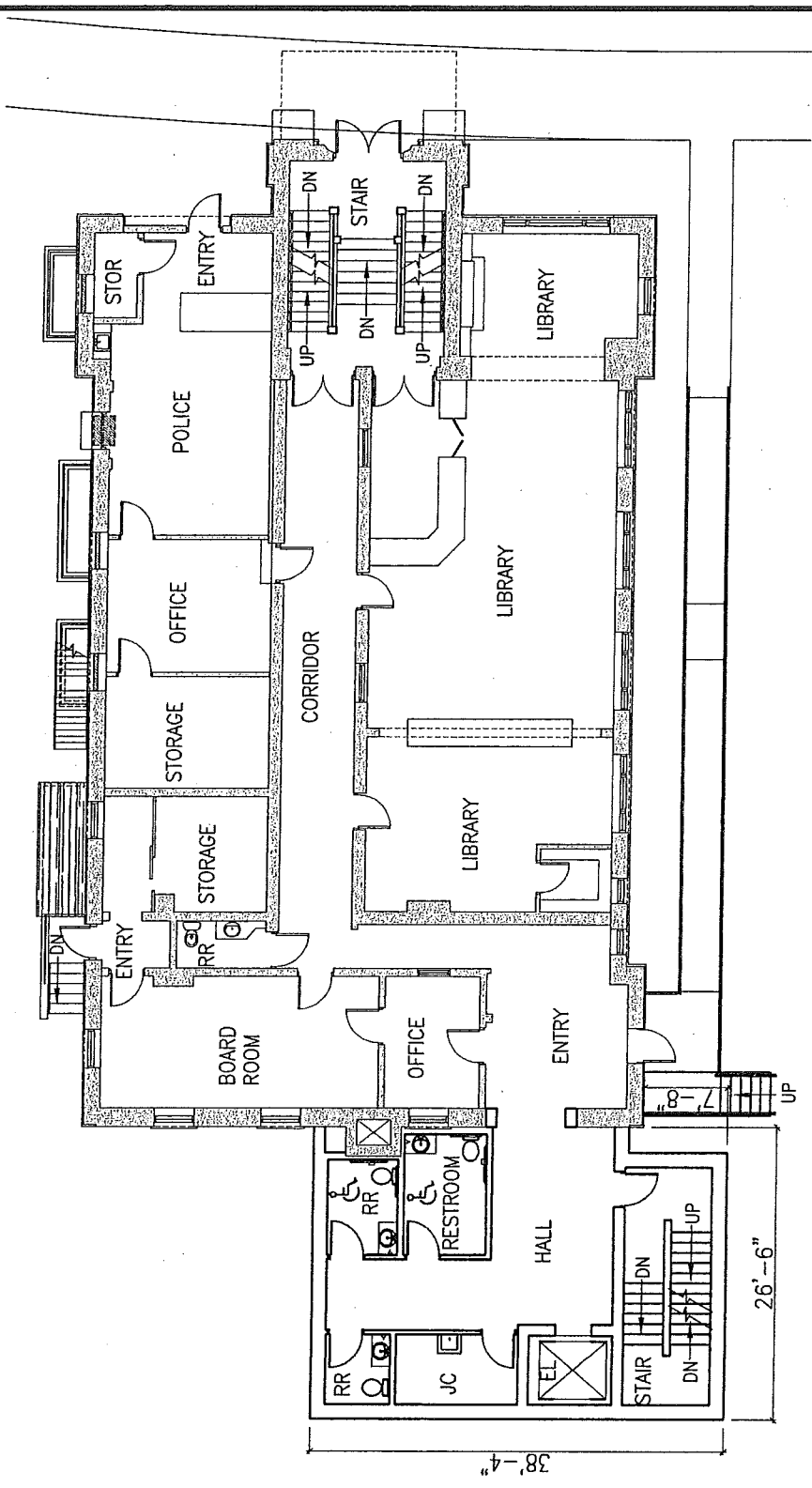
MUNICIPAL BUILDING RESTORATION CLUB  
 ADA ELEVATOR ADDITION  
 COLFAX, WI 54730

SHEET NUMBER: A1  
 ISSUED FOR: AUG 2018  
 JOB NUMBER: M6060-001



1 BASEMENT FLOOR PLAN

A1



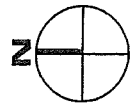
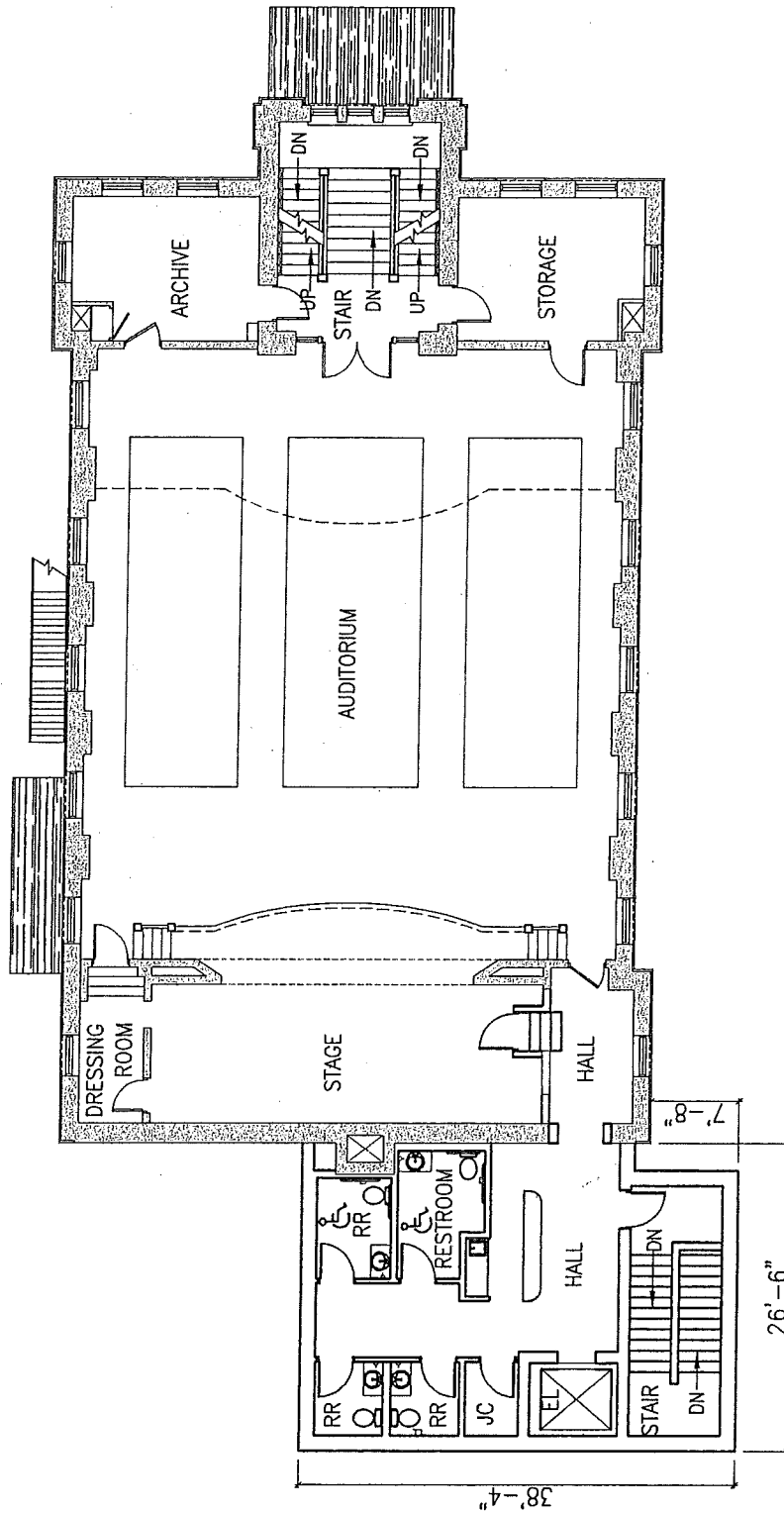
FIRST FLOOR PLAN

1  
A2

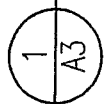
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 ADA ELEVATOR ADDITION  
 COLFAX, WI 54730

SHEET NUMBER: A2  
 ISSUED FOR: AUG 2018  
 JOB NUMBER: M6060-001



1 SECOND FLOOR PLAN

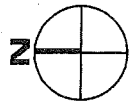
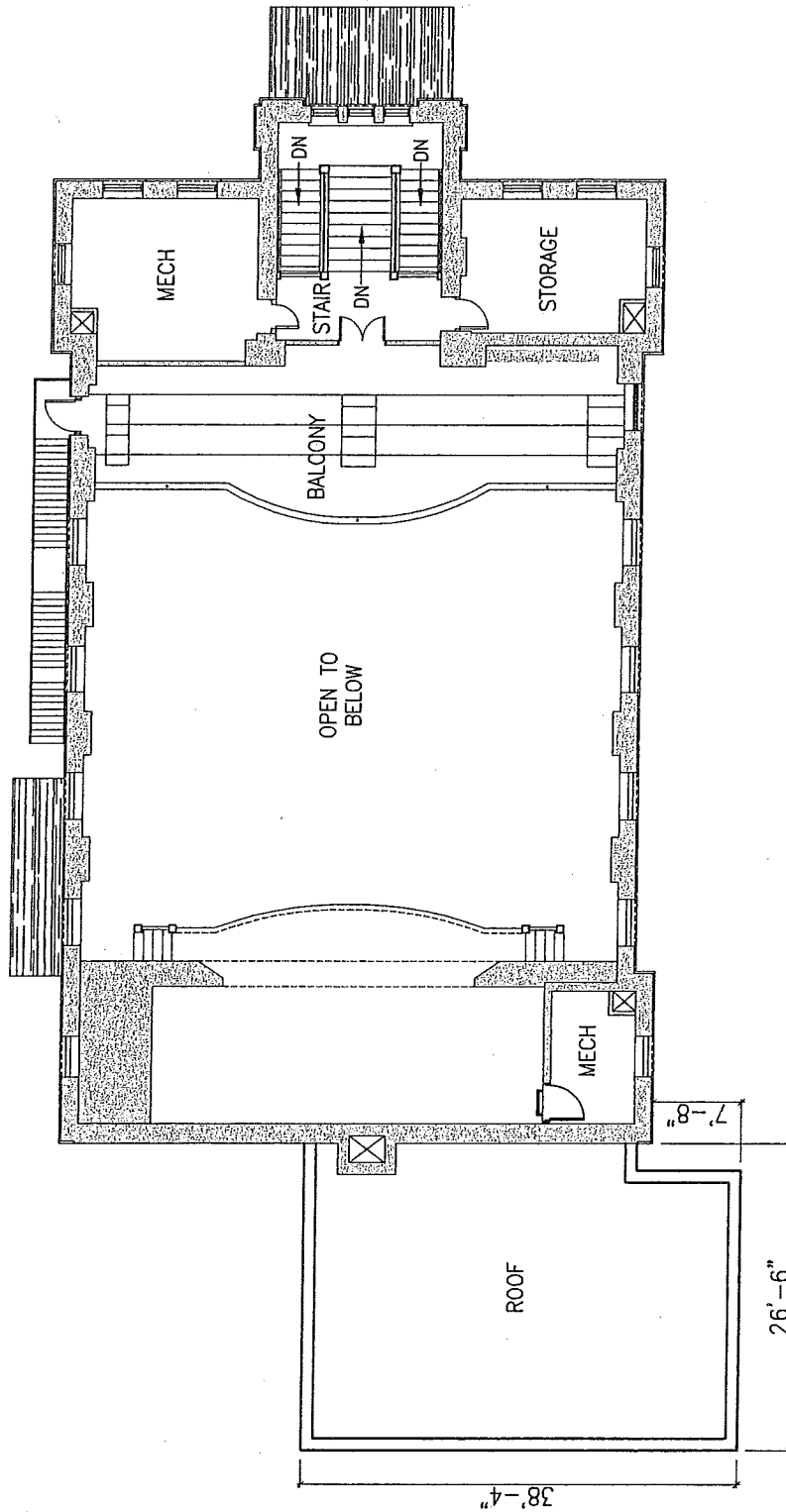


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SHEET NUMBER: A3  
 ISSUED FOR: AUG 2018  
 JOB NUMBER: M6060-001



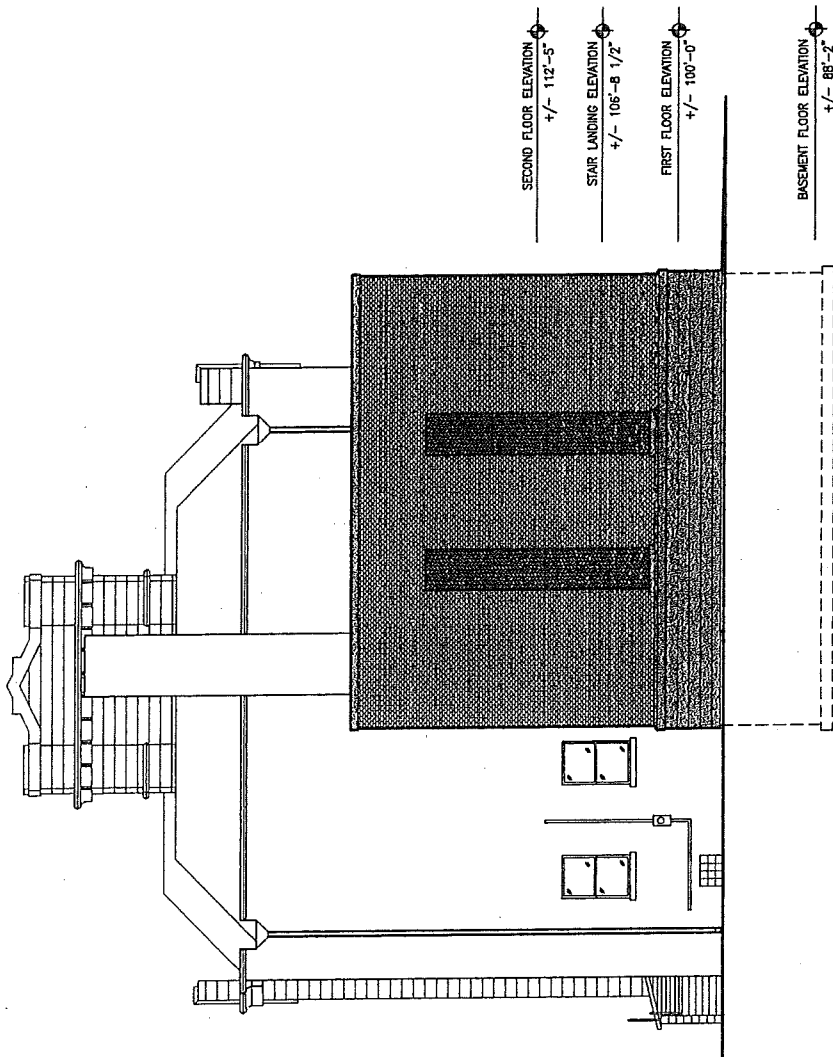
MEZZANINE FLOOR PLAN

1  
A4

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ADA ELEVATOR ADDITION  
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SHEET NUMBER: A4  
ISSUED FOR: AUG 2018  
JOB NUMBER: M6060-001



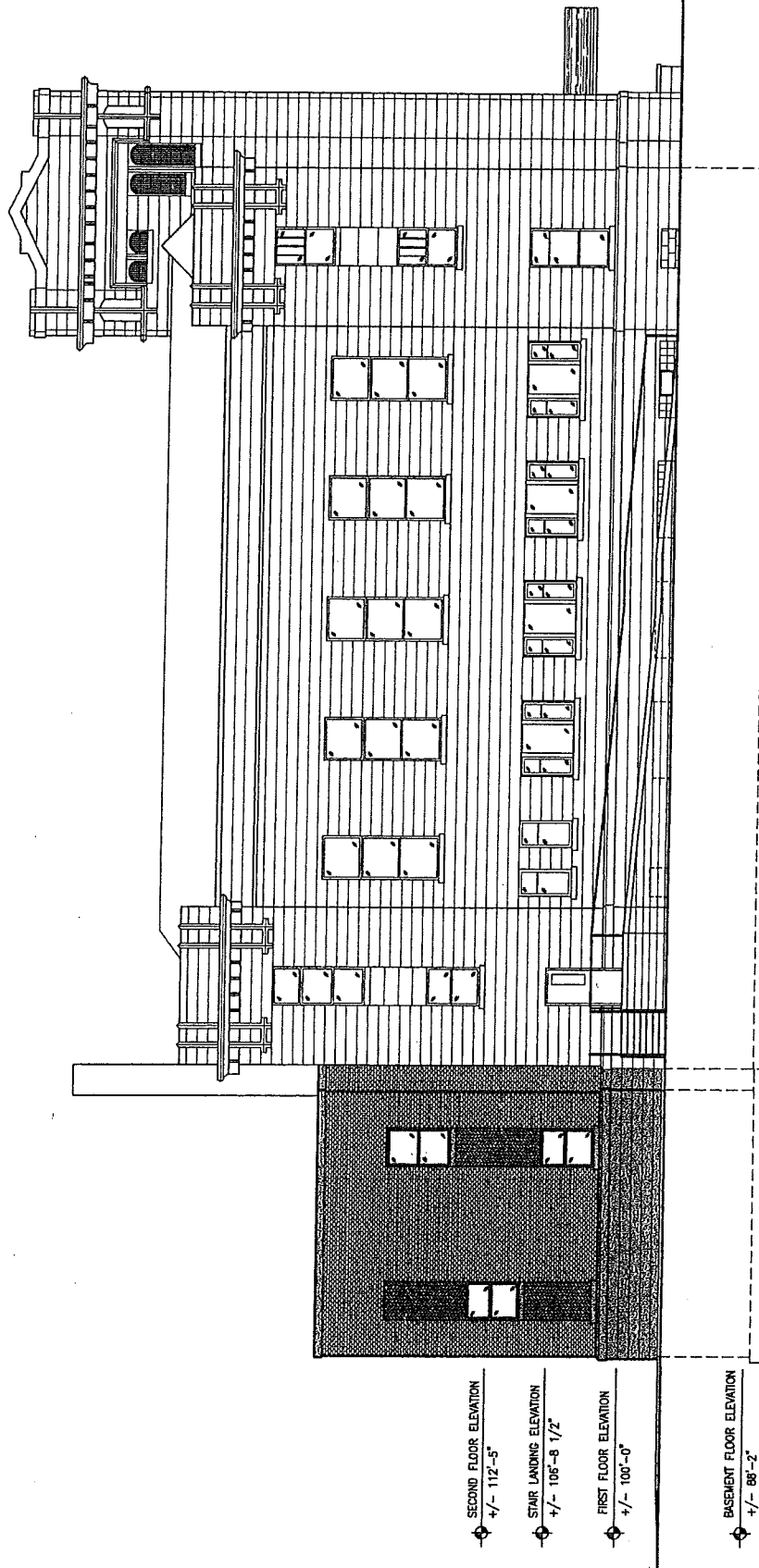
WEST ELEVATION

1  
A5

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SHEET NUMBER: A5  
ISSUED FOR: AUG 2018  
JOB NUMBER: M6060-001



1 SOUTH ELEVATION

A6

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MUNICIPAL BUILDING RESTORATION CLUB  
ADA ELEVATOR ADDITION  
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SHEET NUMBER:

A6

ISSUED FOR:

AUG 2018

JOB NUMBER:

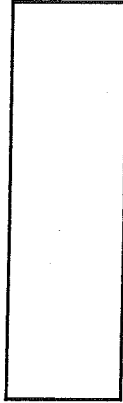
M6060-001





604 Wilson Ave., Menomonie, Wisconsin 54751  
 715-235-9081  
 800-472-7372  
 Fax 715-235-2727  
 www.cedarcorp.com

**OPINION OF PROBABLE COST**  
**CLIENT: Municipal Building Restoration Club**  
**PROJECT: Colfax Municipal Building Elevator Addition**  
**DATE: September 17, 2018**  
**PREPARED BY: K Dressler**  
**CEDAR #: 6060-001**



Item	Unit	Quantity	Unit Cost	Cost	Comment
Addition Construction / Site Work	Lump sum	1	\$410,000.00	\$410,000.00	3,300 Sq Ft, 1,100 sq ft / floor
Existing Basement Build-Out	Lump sum	1	\$110,000.00	\$110,000.00	2,000 Sq Ft
<b>SUBTOTAL</b>				<b>\$520,000.00</b>	
Estimated Inflation for 2020	Percentage	10.00%	\$520,000.00	\$52,000.00	
<b>SUBTOTAL</b>				<b>\$572,000.00</b>	
Project Contingency	Percentage	10.00%	\$572,000.00	\$57,200.00	
<b>CONSTRUCTION TOTAL COST (ESTIMATED FOR 2020)</b>				<b>\$629,200.00</b>	
<b>MISC</b>					
Soft Costs / A/E Fees	percentage	12.50%	\$629,200.00	\$78,650.00	
<b>SUBTOTAL</b>				<b>\$78,650.00</b>	
<b>PROJECT TOTAL COST</b>				<b>\$707,850.00</b>	
<b>PROJECT COST RANGE</b>				<b>\$675,000-725,000</b>	

Does not include land acquisition or legal fees.

Site contains no hazardous waste.

Spring 2020 construction start.

Assumptions of materials, equipment, preliminary finish selections and inflation have been made to provide a preliminary cost estimate.

Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp. has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.

Opinion of probable cost does not include any donated materials or labor.

**2018-2 ORDINANCE AMENDMENT – SEC. 10-3-8**

**AN ORDINANCE REGARDING SNOWMOBILES ROUTES AND TRAILS DESIGNATED.**

The Village Board of the Village of Colfax, Wisconsin, do ordain as follows:

SECTION 1. Section 10-3-8 of the Code of Ordinances of the Village of Colfax, Wisconsin, is hereby retracted and repealed as follows:

**Sec 10-3-28 SNOWMOBILE ROUTES AND TRAILS DESIGNATED.**

**(a) Operation Areas Designated.**

(1) Generally. Except as provided in Secs. 350.02 and 350.03, Wis. States., no person shall operate a snowmobile upon any public right-of-way, in any public park, golf course or on any other public property in the Village except on designated routes or trails, designated by the Village Board by Resolution annually.

(2) Operation on Private Premises Restricted. No person shall operate a snowmobile on any private property not owned or controlled by him/her within the Village of Colfax without the express consent or permission of the owner of said property.

(3) No Operation in village Park. No person shall operate a snowmobile in the Village park of the Village of Colfax; unless designated.

(4) Operation on Sidewalks and Malls Prohibited. No person shall operate a snowmobile on any sidewalk, pedestrian way or mall within the Village of Colfax.

**(b) Trail Markers.** The Colfax Sno-drifters snowmobile club is directed and authorized to procure, erect and maintain appropriated snowmobile route, trail or limit markers.

**(c) Rules of Operation.** Snowmobiles operated on designated snowmobile routes over public highways shall observe the rules of the road for motor vehicles set forth in Chapter 346, Wis. Stats., and Title 10 of this Code of Ordinances, which is hereby adopted by reference and made part of this Chapter as if fully set forth herein. Any act required to be performed or prohibited by such laws is required or prohibited by this Section.

**(d) Declaring Trails Closed.** Due to weather conditions or emergency, the chief of Police may declare snowmobile trails closed within the Village.

Cross Reference: Section 10-4-2.

SECTION 2. This ordinance shall take effect upon passage and publication as required by law.

Village of Colfax

Adopted March 12, 2018

Published April 4, 2018

Lynn Niggemann

Administrator-Clerk-Treasurer

**Resolution 2018-01**  
**Designation of Snowmobile Route or Trails**

**WHEREAS**, the Village of Colfax Board of Trustees, is designated to identify the routes and trails with the Village of Colfax limits.

**WHEREAS**, the Village of Colfax will meet with the Colfax Sno-Drifters annually to discuss the intended route(s).

**WHEREAS**, the Colfax Sno-Drifters will procure, erect and maintain the trail markers.

**WHEREAS**, the Village of Colfax will publish to the Messenger the approved route(s).

**WHEREAS**, the Village of Colfax has named the 2018-2019 trail routes.

**THEREFORE, BE IT RESOLVED** the Village of Colfax Board of Trustees has designated the Village of Colfax snowmobile trails as follows:

- East side of Dunn Street to Railroad Avenue, east to County Road M, north to Highway 40.
- East side of Dunn Street to Railroad Avenue, east towards the east driveway of the Fairgrounds, to the footbridge, cross Highway 40 to Johnson-Olson Road, west on High Street to the High School.
- East side of Dunn Street to Railroad Avenue, west to Synergy Cooperative.
- Synergy Cooperative parking lot is designated parking if you plan to visit any businesses on Highway 40.
- 

Adopted this 12<sup>th</sup> day of March 2018.

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

Attest: \_\_\_\_\_  
Lynn M. Niggemann  
Administrator-Clerk-Treasurer



WHERE QUALITY IS NOT JUST A MOTTO

**PROPOSAL/CONTRACT Submitted to:**

Name:	Colfax Dept of Public Works	Phone:	715-308-0861
Address:		Fax:	

Electrical bid to furnish and install a new 120/208 volt, 3-phase, 50 KW generator.

Slab for generator to set on to be formed and poured by others.

Propane piping to the generator to be by others.

Lead time is currently 12 weeks for this generator.

Add \$5,000 to the price below if you would like a new transfer switch at the same time.

While the transfer switch you now have is working, it is very old and parts may not be available if needed.

**AMOUNT OF PROPOSAL \$ 27,615.00**

(PLUS TAX IF APPLICABLE)

Signed: Jim Brown

Date: January 28, 2019

**AGREEMENT:** This proposal may be withdrawn by us if not accepted within 5 days. As required by the Wisconsin construction lien law, electrician hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned electrician, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Electrician agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid. Payment is due upon receipt of invoice. Invoices not paid within 30 days will be charged a service charge of 1.5% per month until paid in full. Invoices not paid within 60 days will be turned over for collection. Any collection fees required to collect past due bills will be charged to the customer. This proposal shall become a binding contract upon signing. No work shall commence before proposal is signed.

Accepted by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Bear Valley Electric 1728 Indianhead Drive Menomonie, WI 54751

Phone: (715) 231-3880 Fax: (715) 231-3427

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 1/28/2019 From Account:  
Thru: 2/10/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
XCEL	1/31/2019	XCEL ENERGY	5,459.88
75321	1/31/2019	24-7 TELCOM	24.95
75322	1/31/2019	BOUND TREE MEDICAL, LLC	301.04
75323	1/31/2019	CENTURY LINK	103.28
75324	1/31/2019	COLFAX YOUTH BALL	267.98
75325	1/31/2019	DUNN COUNTY HUMANE SOCIETY	526.87
75326	1/31/2019	DUNN COUNTY RECYCLING	1,447.55
75327	1/31/2019	EAU CLAIRE PARKS & REC	31.53
75328	1/31/2019	FRIENDS OF MENOMONIE RECREATION FOUNDATION	84.74
75329	1/31/2019	GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION	113.25
75330	1/31/2019	HAWKINS, INC.	1,427.82
75331	1/31/2019	HENRY SCHEIN	639.67
75332	1/31/2019	HUEBSCH	42.25
75333	1/31/2019	HUEBSCH	174.21
75334	1/31/2019	HYDROCORP	496.00
75335	1/31/2019	JB INSTALLATION SERVICES	50.00
75336	1/31/2019	MYRON CORP.	263.61
75337	1/31/2019	PURCHASE POWER	520.99
75338	1/31/2019	QUILL CORP.	142.15
75339	1/31/2019	SPECTRUM	11,509.50
75340	1/31/2019	STEEL TOWNE	7.43
75341	1/31/2019	THE BED, BATH & DRAPERY SHOP	2,694.80
75342	1/31/2019	VIKING ELECTRIC SUPPLY	948.13
75343	1/31/2019	VILLAGE OF ELK MOUND	29.54
75344	1/31/2019	WI DEPT OF JUSTICE-TIME	792.00
75345	1/31/2019	WILLIAM ANDERSON	123.00
75346	1/31/2019	ZOLL MEDICAL CORP	420.00
75347	1/31/2019	ZUERCHER TECHNOLOGIES	2,728.00
AFLAC	1/28/2019	AFLAC	440.66
EFTPS	2/07/2019	EFTPS-FEDERAL-SS-MEDICARE	5,098.34
WIDOR	2/07/2019	WI DEPARTMENT OF REVENUE	933.80
WIETF	1/30/2019	WI DEPT OF EMPLOYEE TRUST FUNDS	3,100.54
CHARTER	1/28/2019	CHARTER COMMUNICATIONS	551.30

2/08/2019 1:35 PM

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Page: 2  
ACCT

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 1/28/2019 From Account:  
Thru: 2/10/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
WIDCOMP	2/07/2019	WISCONSIN DEFERRED COMPENSATION	165.00
Grand Total			41,659.81



**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 23<sup>rd</sup>, 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 8<sup>th</sup> and 15<sup>th</sup>, 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 20<sup>th</sup>. 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



**Regular Meeting of  
The Colfax Public Library Board  
September 19, 2018**

President Krista Ottinger called the meeting to order at 5:29 p.m.

Attendance

- Members present: Krista Ottinger, Lori Halpin, Eve Suckow, Mark Halpin, Olivia Landon, Gary Stene, Nancy Baumgartner, 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. Olivia Landon 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 August 21, 2018. Mark Halpin seconded the motion. Unanimously approved by the Board.

Approval of Bills

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

Sarah Teele arrived at 5:33 p.m.

Director's Report

- Programs
  - Story Time for Preschoolers: We have had good attendance for this program, with 16 children signed up.
  - Lego Club: The Lego Club has begun to meet every Thursday after school.
  - Head Start: Jolene has resumed her monthly visit to Head Start, using leftover supplies from the Wednesday Story Time.
  - Teen Book Club: The Teen Book Club is doing better and behavior has improved.

- Fireman's Ball Parade: The library marched, along with some children and a float.
- Halloween Party and Movie: We are working with the Commercial Club to put on a Halloween party and movie, as we did last year. We received a grant from Woods Run toward that expense, and Jolene received an additional \$100 donation from a private donor to buy party supplies.
- Training: In 2019, Lisa will get her cataloguing certification through IFLS. With that, we will not have to pay for the cataloguing service in order to add items not already in our library system, as we did this year.
- We paid Cedar Corp. for the architectural drawing they did for us, nearly \$3,000. We are still waiting for the drawing to be delivered.
- 1,000 Books Before Kindergarten: We are almost ready to starting implementing this program. The books and supplies are ready. Kits will need to be assembled for each child.
- A representative of Wisconsin Valley Library Service will help Lisa with website design because our current format is difficult to edit and is no longer supported by IFLS. Lisa would like to add more information about our programming to our website.

#### Monthly Reports

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

#### Current Business

- Trustee Essentials: Library Board Appointments and Composition
  - Krista noticed that the guidelines require that no more than one representative of the Village Board should be a member of the Library Board. Gary and Mark are both currently serving on the Village Board. Mark saw it a bit differently, where Gary is representing the County Board during our meetings, and Mark is here representing the Village Board. Gary agrees on this interpretation.
  - The guidelines further explain that only the Village Board President has the power to remove a Library Board member. This would have to be done through a public hearing process.
  - A state statute, provided by Lynn Niggemann, explains that a library board in a village should only have seven serving members. We currently have eight Board members.
  - Lisa distributed a copy of our Colfax Library Board Bylaws. The members poured over the bylaws to determine if members have term limits. It stated that officers may serve no more than two consecutive terms in a particular office. Otherwise, there is no term limit defined.

- Gary explained that we, much like the Village Board, should officially reappoint each Board member after his or her three-year term. Lisa will research the Board member appointment dates so that we can proceed in the near future. Lisa will work with Lynn Niggemann on this project.
- Krista suggested that we should make a decision in the near future about how to handle more than one Village Board member serving on the Library Board.
- Colfax Library Board Bylaws
  - Some changes will need to be made. Gary suggested that Lisa work with Lynn Niggemann to come up with change recommendations.
    - Article III. Section 3 states that the Library Board President may remove a trustee from the Board. This is in contrast to the Handbook for Wisconsin Public Library Trustees.
    - State Bylaws, 43.54(1)(b) states, “Upon their first appointment, the members shall be divided as nearly as practicable into 3 equal groups to serve for 2-, 3-, and 4-year terms, respectively. Thereafter, each regular appointment shall be for a term of 3 years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made.”

Gary Stene left the meeting to attend the County Board meeting at 6:32 p.m.

- In regard to our Board having too many members, there was some discussion.
  - Sarah Teele explained that she has been very busy with her businesses, and that was why she had not been in attendance at several of the meetings in the last year.
  - Eve Suckow offered that she could step down for now and will be more than happy to come back and serve at a future date if she is needed.
  - Sarah Teele similarly offered to step down for now and will be more than happy to come back and serve at a future date if she is needed.
  - The Board accepted the resignation of Sarah Teele.
  - We will vote for a new vice president next month.

#### Closed Session

- Mark Halpin made a motion to go into closed session. Olivia Landon seconded the motion. Unanimously approved by the Board.
- Mark Halpin made a motion to go back into open session. Krista seconded the motion. Unanimously approved by the Board.
- Krista Ottinger made a motion that, with the library director’s recommendation, the Director may increase Jolene Albricht’s hours with full knowledge that this may put her above the threshold where she would be eligible for the WRS pension. Olivia Landon seconded the motion. Unanimously approved by the Board.

The next meeting will be October 16, 2018 at 5:30 p.m.

Meeting was adjourned at 6:52 p.m.

Lori Halpin, Secretary



Regular Meeting of  
The Colfax Public Library Board  
November 13, 2018

President Krista Ottinger called the meeting to order at 5:35 p.m.

Attendance

- Members present: Krista Ottinger, Lori Halpin, Eve Suckow, Mark Halpin, Olivia Landon, Nancy Baumgartner, and Library Director Lisa Bragg-Hurlburt
- Members not present: Gary Stene
- 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. Lori Halpin seconded the motion. Unanimously approved by the Board.

Public forum: N/A

Approval of Minutes

- Eve Suckow made a motion to approve the minutes of the regular meeting of September 19, 2018. Olivia Landon seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Mark Halpin made a motion to approve the September and October bills. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Director's Report

New Website

- The new website has been launched – [www.colfaxpubliclibrary.org](http://www.colfaxpubliclibrary.org). It has many improved features, including a “donate” option.

Halloween Party

- Donations of \$400 from Johnson Trailer, Tainter Machine, Woods Run Forest Products, and LeAnn Ralph helped to fund a successful Halloween party for over 100 children plus adults.
- Money was also raised for the building remodeling project.

## Grants

- Thanks to a \$1,000 grant from the Ann Marie Foundation, we are able to purchase about 40 new audiobooks. In October, Lisa applied for a \$5,000 grant from Dunn Energy for books and DVDs.

## 1,000 Books Before Kindergarten Program

- The program is fully in operation. We currently have 43 families signed up.

## Quick Books Accounting Program

- Lisa took a Quick Books accounting class in September, and she intends to switch our bookkeeping over to Quick Books. This program is used by most of the library directors in our system, as well as our Village Administrator. The software has been purchased for \$50 from Techsoup.

## Change to 2019 Budget

- Because of changing family circumstances, we will need to provide health insurance for Lisa and her family starting in 2019. Lisa has been working with the Village Administrator to revise the 2019 library budget to account for this. Lisa suggested the following.
  - Forego the Director's planned pay increase.
  - The Village will increase its contribution to the library from \$54,684 to \$60,000.
  - \$15,000 from library savings. Lisa will look for grants to replenish the account.
- This topic was tabled until current business.

## Record Retention Policies

- Some of our library fees and fines will be deleted from the More system. This includes fines which were assessed more than five years ago and bills and manual charges assessed more than ten years ago.

## Western Dairyland

- They are offering some free workshops for our patrons, such as Selling Safely Online, Starting A Small Business in Eight Steps, Ten Tips to Up Your Marketing Game, and Facebook Basics.
- They also have a computer lending library and a hotspot.

## Friends of the Library

- Lisa has been investigating other Friends groups.

## Monthly Reports

- Mark Halpin, Village Board Representative: No report.
- Gary Stene, County Board Representative: No report.
- Lori Halpin, School Representative: I have been encouraging students to download audio books to help them study their novels. It would be nice to distribute some information to all students describe the steps involved in getting a card and downloading an audiobook or e-book. Lisa shared that there have been some discussions from the MORE group about



the future of having a tiered library card system for different age groups, with adult patrons having different accessibility than their children. There may also be an option in the future where library accounts can be opened online.

- Olivia Landon, Building Remodel Group Representative: They just had their first meeting last week. They have begun to brainstorm ways of fundraising. Along with Olivia, there are representatives from the Commercial Club, the Women's Club, the Restoration Group, and the Village Board on this committee. They meet on the second Thursday of the month.

### Current Business

#### Update By-Laws for the Library Board

- Mark Halpin made a motion to approve the changes to the Bylaws. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

#### Architectural Drawing for Building Renovation

- The Board reviewed the floor plans prepared by Cedar Corp. and discussed some of the details. These drawings will be used for fundraising purposes.

#### Special election for position of Vice President of Library Board

- Eve Suckow nominated Olivia Landon as Vice President, seconded by Mark Halpin. Unanimously approved by the Board.

#### Trustee Essentials - Chapter 8: Developing the Library Budget

- Krista Ottinger asked if the Library Board has a strategic plan. We do, and we will look at updating it next year.
- Lisa clarified that proceeds from the sales of used books are donations to the library. She will update signage to make this clear to patrons.
- Eve Suckow asked if we ever get audited. Lisa explained that we would be part of the Village audit because the Village Administrator controls our finances.

#### Revised 2019 Budget with Vote

- The Board discussed options to revise the budget.
- Krista Ottinger made a motion to accept the 2019 budget as written with the following change. 1) The Director's salary will reflect keeping her pay increase and pay raises for completing classes, as previously approved by the Board. 2) The withdrawal from the Library savings will be increased to offset that amount. Olivia Landon seconded the motion. Unanimously approved by the Board.

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

The meeting was adjourned at 7:01 p.m.

Lori Halpin, Secretary



**Regular Meeting of  
The Colfax Public Library Board  
December 18, 2018**

President Krista Ottinger called the meeting to order at 5:33 p.m.

Attendance

- Members present: Krista Ottinger, Lori Halpin, Eve Suckow, Olivia Landon, Nancy Baumgartner, Gary Stene, 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

- Lori Halpin moved to accept the agenda. Eve Suckow seconded the motion. Unanimously approved by the Board.

Public forum: N/A

Approval of Minutes

- Olivia Landon made a motion to approve the minutes of the regular meeting of November 13, 2018. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Approval of Bills

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

Director's Report

- Busy library season
  - We've had five Story Times (with an average of 14 children and 9 adults attending each time). The reading of the stories is now being conducted in the auditorium.
  - There have been two Lego Club meetings.
  - There have been four Teen Book Club meetings.
  - There was a meeting our adult Book Club.
  - Jolene has done Story Time at Head Start twice.

- We had our library Christmas party this past weekend. It is estimated that 95 children attended the party. Three of our teens came and helped the younger children.
- The Teen Book Club had an end-of-year party with pizza and a movie.
- Lisa worked with Claudia Kressin of Kyle's Market to identify some children who would receive Christmas gifts from the store.
- The Director's Council
  - Lisa attended the Director's Council in Eau Claire. She joined a couple of committees in order to represent our point of view at the meetings.
- Working with IFLS
  - Lisa developed another type of library card with limited privileges for children. Parent signatures are not required because children would only be able to check out up to two items from our local collection, as well as e-materials through the MORE system. Two children are already using it.
- The Elevator Group
  - Olivia stepped down as our Board's representative, and Krista has taken her place.
  - There has been a Facebook page started for the group.
  - The group is starting to develop a narrative to tell the story of our building and the library in it. This could be used as a fundraising tool, advertising, or other ways of reaching out to the public.
  - The "Donate" button works on the website, and there has already been a donation. The Village Administrator designated one of our library accounts for donations. In the future, there may be another account opened to be used specifically for donations given through the website. Gary Stene suggested that all of the donation monies be funneled through the Village to add a level of transparency to the process and maintain proper checks and balances.
  - Lisa applied for a \$1,000 grant from the Menomonie Rotary Club. In February, we'll find out if we were successful.
- Posting Library Minutes on our Website
  - Lisa plans to post our Library Board agendas and monthly minutes on the website, in addition to the bulletin boards in the building.
- Blind Repair
  - Several of our blinds were sent in for repair, but they were determined to be unfixable. New blinds will need to be purchased – a matching set of four for our big south windows. Roller blinds will cost over \$2,000, which is the least expensive option. This includes the installation.

### Monthly Reports

- Mark Halpin, Village Board Representative: No report.

- Gary Stene, County Board Representative: No report.
- Lori Halpin, School Representative: No report.
- Building Remodel Group Representative: No report.

#### Current Business

- Outreach at School
  - The Board discussed presenting the new library card option for kids at the upcoming parent/teacher conferences in February. We will table this topic for a future discussion.
- Chapter 9 of Trustee Essentials: “Managing the Library’s Money”
  - There was some discussion about the Village Board’s function as it relates to the review, approval, and payment of Library bills. The Library Board sees a listing of the expenses after the bills have been paid. Lisa will ask the Village Administrator to see if we need to add our current process to the Library By-Laws.
  - “For any funds in our custody, it is important for the library to adopt policies for financial practices and controls that meet municipal audit requirements.” Lisa will discuss this item with the Village Administrator to determine if there are any new policies or procedures that we need to put into place, particularly with new donations coming in for the remodeling project.

The next meeting will be January 15, 2019 at 5:30 p.m.

The meeting was adjourned at 6:47 p.m.

Lori Halpin, Secretary

## Colfax Rescue January 2019 Report

### Municipalities Responded To:

Village of Colfax	10
Village of Elk Mound	7
Village of Wheeler	2
Township of Elk Mound	5
Township of Colfax	2
Township of Grant	2
Township of Sand Creek	7
Township of Otter Creek	0
Township of Tainter	7
<u>Menomonie Mutual aid given</u>	<u>1</u>
<b>Total</b>	<b>43</b>

### *Calls for service Mutual Aid Received Primary Ambulance on Call:*

<u>Village of Colfax (Menomonie Fire)</u>	<u>1</u>
<u>Township of Sand Creek (Bloomer Amb)</u>	<u>1</u>
<u>Township of Elk Mound (Eau Claire Fire)</u>	<u>1</u>
<b>Total Calls for service January 2019</b>	<b>46</b>

### Receiving Facilities:

MCHS- Eau Claire	14
MCHS Bloomer	1
MCHS Menomonie	8
HSHS Sacred Heart	4
Marshfield Eau Claire	3
Cancelled	7
Standby	1

No transport 5

**Total** 43

**Intercept Care Turned over to:**

Chippewa fire District 2

Menomonie Fire 1

**January Financials:**

Charge \$51,607.68

Payments \$ 1,870.96\*

- Switching to new billing software payment delay expected

**CRS Notes:**

- January training was OB/Gynecological emergencies with Dr. Concannon.
- M7 had an oil change and its yearly DOT inspection and is in the process of switching bumpers from M\* deer hit last summer
- Colfax women's club sponsored a Emergency services appreciation night at Colfax High School.
- Colfax Rescue has started carrying ice melt with them to spread at residences/scenes because of the vast amount of ice. This will hopefully reduce chances of workers comp claims.
- All Villages employees including EMT's were offered hearing screenings as part of the Village wellness program.
- Per Capita invoices were mailed out in January.
- Tony Bell has started his EMT-A classes.
- CRS will be involved in CHS ADAM drills (STAFF AED DRILLS) held quarterly. CRS will be teaching stop the bleed to 7<sup>th</sup> and 9<sup>th</sup> graders health classes this spring.
- I am including an article from the American Ambulance Association that mirrors what CRS is experiencing.

## EMS in Crisis | American Ambulance Association

[ambulance.org/2019/01/21/ems-in-crisis-new-yorker/](https://www.ambulance.org/2019/01/21/ems-in-crisis-new-yorker/)

Scott Moore

January 21, 2019

**An article** published recently by *The New Yorker* highlights a public health issue that has been growing every year since I started in EMS back in 1990. As a member a suburban community and an on-call Firefighter/EMT, I have watched as our community has struggled to maintain staffing levels such that we can meaningfully respond to emergencies. When I was growing up in this community, many of our fire department members worked at businesses located within our community and were owned by other community members who supported their member's duty to respond. Additionally, many members had a spouse or other family member at home to keep an eye on the children so that they could drop everything to help their neighbor.

Today, many locally owned businesses have closed and employers cannot or chose not to let their employees leave work to help others in their town. Even if employers will let their employees drop everything to respond, there are fewer people interested in volunteering for their local fire or EMS based service despite an all-time high in volunteerism in the U.S. In addition, those who operate EMS organizations with paid EMS professionals have also been struggling for many years with recruiting and retaining EMS workers and the staffing shortages are reaching a critical level.

There is no single solution to this problem. The American Ambulance Association and other industry groups have been working to find solutions to these problems. However, there needs to be greater local, state, and federal support for EMS systems in this country. EMS agencies provide critical mobile medical health services to millions of people every year while community health systems continue to consolidate or shrink. In many communities, the EMS provider is the only healthcare available for miles and cost of providing that care continues to rise as the response area grows and the sophistication of the pre-hospital medical care available to patients increases. In addition, many state Medicaid programs have not provided rate adjustments for over a decade and the Medicare program continues to reimburse EMS providers below their cost of providing services. These factors combined with insurers shifting a significant portion of the financial burden to patients through high deductible health plans is setting the stage for a public health crisis.

It will be only through the active engagement and actions of all of stakeholders that we will begin to forge a solution to this crisis. While many believe that every person in this country is entitled to essential health care services, we cannot forget that there is a cost to ensuring those services are available when people need them, as well as when those EMS providers are waiting for a call for help.

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

## JANUARY 2019 MONTHLY POLICE REPORT

CALLS FOR SERVICE: 82

TRAFFIC STOPS: 36

OVT (Parking Citations): 14

- ASSIST OTHER AGENCY: 3
  - Male with gun at Menomonie Middle School
  - Traffic Accident
  - Car vs. deer crash
  
- DISORDERLY: 3
  - Noise complaints x 2
  - Neighbors intoxicated and arguing
  
- AMBULANCE ASSIST: 2
  
- 911 MISDIAL/HANGUP: 3
  
- TRAFFIC ACCIDENT: 1
  - Car crashed into trailer
  
- SUSPICION: 5
  - Suspicious phone call
  - Possible drug paraphernalia
  - Open intoxicants on Main St
  - Unknown subject at church
  - Lug nuts gone from vehicle



- INFORMATION: 2
  - Unwanted guests at Bed and Breakfast
  - Possible fraudulent activity
- FIRE: 1
  - Building at Woods Run
- LOST / FOUND: 1
  - Found Bicycle
- CIVIL: 1
  - Child custody
- JUVENILE: 7
  - Curfew violation
  - Welfare check
  - Runaway
  - Disorderly at school x 3
  - Theft
- WARRANT: 1
  - Female for failure to appear
- CHECK WELFARE: 2
  - Intoxicated male
  - Elderly male walking on highway

**Administrator-Clerk-Treasurer**  
**February 8, 2019**

**February 23-25, 2019** - audit dates.

**Soo Park Agreement** – Final draft was sent to Mr. Sakalaucks today with hopes that we will be able to move forward to the signature phase, possibly by Monday.

**Verizon-** There seemed to have been some intermittent challenges with Verizon cell phone service from January 31, 2019 to Tuesday February 5<sup>th</sup>, 2019. Verizon was able to process a network reset, which appears to have repaired the service issues the Village employees were having with their work phones. Sorry if there were any communications missed during that period of time.

**Police Department** – The Police department has had two part-time officers resign. August 1, 2018 Ashley Lande, now Ashley Gunnufson, resigned after six years of service and February 1, 2019, Ciara Branshaw resigned after ten years of service.

Chief Anderson has hired two new officers. Sandy Bautch started on January 20, 2019 and Levi Stumo started on January 24, 2019. Please realize that these officers are in training, which means you may see two offices working at the same time.

**SNOW, SNOW, SNOW** . . . The Public Works has had their work cut out for them lately with plowing and shoveling. Sounds like there is more to come next week . . .

See attached minutes from the January 14, 2019 meeting, there were no changes.

## **Village Board Meeting – January 14, 2019**

On January 14, 2019, the Village Board meeting began at 7:00 p.m. at the Village Hall, 613 Main St., Colfax, WI 54730. Members present: Trustees Halpin, Davis, Wolff, Jenson, K. Burcham, M. Burcham and Stene. Others Present: Mr. and Mrs. Jim Prock, Del Gunderson, Lisa Fleming – Ayres Associates, Travis Allen, Nik Pitzer, Brian Corning, Don Logslett, Public Works Director Bates, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

### **Pledge of Allegiance**

**Public Comments – none**

**Communications from the Village President- none.**

### **Consent Agenda**

**Regular Board Meeting Minutes – December 17<sup>th</sup>, 2018** – The minutes will be available for the next meeting.

### **Training Request**

**Tony Bell- Chippewa Valley Tech, Eau Claire, WI- Spring 2019 – Advanced EMT Course-** A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the Advanced EMT Course for Tony Bell for spring 2019. Voting For: Trustees M. Burcham, K. Burcham, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

**Rand Bates/Don Logslett/Ryan Bauer – First Supply –Annual Municipal Training Day- February 20, 2019** – A motion was made by Trustee Davis and seconded by Trustee M. Burcham to approve the First Supply training for Bates, Logslett and Bauer on February 20, 2019. Voting For: Trustees Halpin, Davis, Wolff, Jenson, K. Burcham, M. Burcham and Stene. Voting Against: none. Motion carried.

**Facility Rental – none**

### **Licenses –**

**Temporary Class “B”/”Class B” Retailer’s License – Colfax Woman’s Club – January 26<sup>th</sup>, 2019 event date – Annual Wine and Beer Tasting Fundraising Event** - A motion was made by Trustee Halpin and seconded by Trustee M. Burcham to approve the Temporary Class “B”/”Class B” Retailer’s Licenses for the Colfax Woman’s Club event, January 26<sup>th</sup>, 2019. Voting For: Trustees M. Burcham, K. Burcham, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion Carried.

### **Operator’s Licenses**

**Dalton Bradford – Kyle’s Market – January 14, 2019 to June 30, 2019** – A motion was made by Trustee M. Burcham and seconded by Trustee Jenson to approve the operator’s license for Dalton Bradford. Voting For: Trustees Halpin, Davis, Wolff, Jenson, K. Burcham, M. Burcham and Stene. Voting Against: none. Motion carried.

**Lyndsey Pederson- A Little Slice of Italy- January 14, 2019 to June 30, 2019** – A motion was made by Trustee M. Burcham and seconded by Trustee Jenson to approve Lyndsey Pederson’s operator’s license. Voting For: Trustees Wolff, Davis, Halpin, Stene, M. Burcham and K. Burcham. Abstained: Trustee Jenson. Voting Against: none. Motion carried.

**Cierra Sarauer-Express Mart- January 14, 2019 to June 30, 2019-** A motion was made by Trustee Davis and seconded by Trustee Wolff to approve Cierra Sarauer's operator's licenses. Voting For: Trustees Stene, Halpin, Davis, Wolff, Jenson, K. Burcham and M. Burcham. Voting Against: none. Motion carried.

#### **Consideration Items**

**Dunn Energy – Electric at the Sewer Lagoon** - Prock has purchased the property adjacent to the Sewer Lagoon. He is interested in getting power to the cabin that is on the property. His estimate from Dunn Energy is \$11,000. In order to run the power from the transformer located at the Sewer Lagoon, Prock needs written permission from the Village. Bates did contact Dunn Energy regarding how this would affect the Sewer Lagoon and they felt that if there was any change it would be positive since the Village would no longer be the last power source. If the Village approves the request, Dunn Energy would need to get an easement drawn up to cross the Village property.

A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the request to run electric from the Sewer Lagoon transformer to the Jim Prock property. Voting For: Trustees Jenson, Wolff, Davis, Halpin, Stene, M. Burcham and K. Burcham. Voting Against: none. Motion carried.

**The OCD Foundation Presentation – Travis Allen** – Allen is the founder of OCD Foundation, Our Communities Deliver. The Foundations mission is to make an impact on homelessness, hunger and unemployment. Their vision is to build community centers in major cities and then start to branch out to the smaller towns in need of an OCD Foundation. Scheduled events for the January 31, 2019 grand opening include a ribbon cutting, café and media publicity. Coming soon is a tri-county area food pantry which will be open Mondays, Wednesdays and Fridays. Monthly events will begin in February to include monthly beer and wine tasting fundraiser every third Friday and a job preparation course every third Tuesday. Allen mentioned some of the long-term goals are to create a recreation wing which would be an attraction for youth as well as providing an after school program. There will also be the first annual fundraiser event at Mabel Tainter at the end of March. The OCD Foundation is looking for financial support from the Village of Colfax of \$5,000 to assist with the building preparation and the Grand Opening.

Why Colfax? Medical issues brought him back to his family here. When faced with the decision of where the headquarters should be located, Colfax or Minneapolis, he chose Colfax to give back to his home community.

What types of businesses did you have in Orlando? OCD Property Management. He worked with condo associations in flipping condos. After flipping approximately 1,000 condos, he was exhausted and took a year off and decided to sell the business. Between the ages of eighteen and thirty-one, Allen was involved in Real Estate in all aspects, Development, Finance and Sales. For a period of about one and half years, Allen decided to work in Corporate America, Joseph A. Banks. Allen realized that Corporate America was not for him and he wanted to make a difference by helping homeless, hungry and unemployed. This will be accomplished by managing a crisis management line which will be providing help nationwide.

What types of jobs will your organization provide to our community? Allen says that within two years the OCD Foundation plans to employ two hundred people. The average salary for call center positions is approximately \$22,000 to \$34,000 per year; however, he hopes to pay an annual salary of \$34,000 to \$37,000. His projections are that he will have \$3 million of salaries within three years. He

recently has hired a Director of Human Resources, Director of Fund Raising, Director of Finance, Grant Writer and Media coordinator.

**The OCD Foundation – Request for Donation** – The Village Board will review the OCD Foundation’s request for a \$5,000 donation at a future meeting.

**Ayres and Associates agreement – Roosevelt Street** – A notion was made by Trustee Jenson and seconded by M. Burcham to approve the master agreement with Ayres Associates. Voting For: Trustees Halpin, Davis, Wolff, Jenson, K. Burcham, M. Burcham and Stene. Voting Against: none. Motion carried.

A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the Roosevelt Street agreement with Ayres and Associates. Voting For: Trustees M. Burcham, K. Burcham, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

**H S A contribution review** – A group of employees provided a letter to the Village Board in appreciation of the \$500 contribution to an H S A account. Logslett spoke on behalf of the employees, requesting an additional \$500 be contributed to the H S A account due to the plan change and the higher deductible which will result in a lot more out of pocket costs than employees have had with previous plans. Logslett explained that by changing the health insurance to a high deductible plan the Village is saving nearly \$20,000 and if they contribute to the H S A accounts increase to \$1000 per employee, the net savings would still be about \$11,000.

A motion was made by Trustee Stene and seconded by Trustee Jenson to approve the \$1,000 contribution to the H S A with the contribution being reviewed annually. Voting For: Trustees Stene, M. Burcham, K. Burcham, Jenson, Wolff, Davis and Halpin. Voting Against: none. Motion carried.

**Soo Park update** – Niggemann informed the Board that the Soo Park land transfer has not happened yet due to misunderstandings regarding the agreement required prior to the land transfer. The attorney and Herb Sakalaucks, the Colfax Railroad Museum’s representative, are working directly together to finalize the agreement soon. The Village Board hopes that the transfer will occur no later than February 1, 2019.

**Water Meters 1” – phase two** - A motion was made by Trustee M. Burcham and seconded by Trustee Halpin to approve the purchase of the 1” meters to complete phase two; \$6,280. Voting For: Trustees M. Burcham, K. Burcham, Jenson, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

**Review/Approval – Bills –December 17<sup>th</sup>, 2018 to January 13<sup>th</sup>, 2019** - A motion was made by Trustee M. Burcham and seconded by Trustee Davis to approve the bills for December 17<sup>th</sup>, 2018 to January 14<sup>th</sup>, 2019. Voting For: Trustees Davis, Halpin, Stene, M. Burcham, K. Burcham, Jenson and Wolff. Voting Against: none. Motion carried.

**Adjourn** – A motion was made by Trustee Jenson and seconded by Trustee M. Burcham to conclude the meeting. A voice vote was taken with all members voting yes. The meeting adjourned at 8:29 p.m.

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Gary Stene, Village President

Attest: Lynn Niggemann  
Administrator-Clerk-Treasurer