

Village of Colfax
Village Board Meeting Agenda
Tuesday, November 12th, 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 – October 28th, 2019
 - ii. Joint Village Board/Personnel Committee Meeting – November 4th, 2019
 - b. Training Request - none
 - c. Facility Rental – Colfax Woman’s Club – Municipal Building Auditorium – April 6th, 2020
 - d. Licenses
 - i. Colfax Commercial Club – Six Month Class “B”/“Class B” Retailer’s License – November 12, 2019 to May 11, 2020
 - ii. Tammy Dresel – Operator’s License- November 12, 2019 to June 30, 2020
 - iii. Renee Swenson – Operator’s License- November 12, 2019 to June 30, 2020
7. Consideration Items
 - a. Public Safety School Crossing Project – Walmart Community Foundation Grant Award
 - b. Bobcat Compact Track Loader T595 – Annual Trade-in Request
 - c. Health Insurance Update/Review
 - d. Set Public Hearing Date – Monday, December 2, 2019 at 7 p.m.
8. Review/Approval – Bills – October 28th, 2019, to November 11th, 2019
9. Committee/Department Reports – (no action)
 - a. Police Department Report – September
 - b. Police Department Report – October
 - c. Rescue Squad Report – October
 - d. Library Board Meeting Minutes – January – October
 - e. Building Permits - October
 - f. Administrator-Clerk-Treasurer Report
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 – October 28th, 2019

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

Call to Order

Pledge of Allegiance

Public Comments

Communications from the Village President

Consent Agenda

Regular Board Meeting Minutes October 14th, 2019 – Niggemann has corrected the spelling of Felland Park. A motion was made by Trustee Davis and seconded by Trustee Jenson to approve the Regular Board meeting minutes of October 14th, 2019 with the correction to the spelling of Felland Park. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Berge, Davis and Gunnufson. Voting Against: none. Motion carried.

Training Request - none.

Facility Rentals – none.

Licenses – none.

Consideration Items

2019-2020 Dunn County Tax Agreement – Niggemann explained that the 2019-2020 tax agreement fees per parcel remain unchanged from the previous year. A motion was made by Trustee Davis and seconded by Trustee M. Burcham to approve the 2019-2020 Dunn County Tax Agreement. Voting For: Trustees Davis, Berge, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Letter of Support-Colfax Railroad Museum – Sakalaucks explained that he is requesting another letter of support because he will be submitting multiple grants. Two of the grants are part of the Inspire Grant Program. One of the grants will be requesting \$35-40,000 for shelving, archiving, UV-Storm windows for the old Depot building and the second one will be requesting \$40-50,000 for a conservation roof at the museum. Sakalaucks also gave a verbal timeline for project completion dates as follows:

- Kiddie train –May 1, 2020
- Paint the Boiler – Spring 2020
- Train Cars – Maroon – July 30, 2020
- Train Cars - Blue – August 20, 2020
- Archives – Mid 2022
- Depot Building –November 1, 2022

A motion was made by Trustee M. Burcham and seconded by Trustee Jenson to approve Resolution 2019-10 Resolution of Support for the Colfax Railroad Museum. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Berge, Davis and Gunnufson. Voting Against: none. Motion carried.

Roger Johnson -709 University Ave. – Request to subdivide parcel – Gunnufson explained the information that was in the packet and asked Johnson the reason for the subdivision? Johnson

explained that he would like to sell the lot. Niggemann explained to the Board that Johnson has been communicating with the Village since the beginning of September discussing the ordinance items to be concerned with, water/sewer hookups, easement for a driveway per the State of Wisconsin, cost of the Certified Survey is the property owner's responsibility, etc. Parcel 1711122911094300048 will be changed to 70' x 160' and then parcel 1711122911094300047 would be in L-shape form as indicated in the maps. The subdivision would allow for the driveway that goes to the garage of parcel 1711122911094300047 to be on the same parcel. A motion was made by Trustee Jenson and seconded by Trustee Davis to allow the subdivision as requested upon a certified survey being completed and recorded. Voting For: Trustees Davis, Berge, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried. A motion was made by Trustee Davis and seconded by Trustee M. Burcham to allow Niggemann to approve the Certified Survey Map as long as it meets the criteria that was approved. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Berge, Davis and Gunnufson. Voting Against: none. Motion carried.

Public Works Building – Insulation Pricing/Electric Pricing – There were two estimates received; Hometown Insulation \$6,950 and Eau Claire Insulation, \$6,200. LBR provided the services to take down the electric, remove the fixtures and then reinstall wiring, lights and some additional lighting, cost \$9,100. A motion was made by Trustee Davis and seconded by Trustee M. Burcham go with the low bid, Eau Claire Insulation, \$6,200 and to approve the LBR invoice for \$9,100 for the lighting. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Berge, Davis and Gunnufson. Voting Against: none. Motion carried.

Capital Improvements List - Streets – Bates and Niggemann explained the Capital Improvements List for the streets. It has been modified due to the televising of Riverview and High Street. It has been determined that there are areas that holes have developed and repair is needed. For this reason in conjunction with the new grant program being offered by the State, we have moved Riverview, High Street and Oak to the top of the list. The next two streets will be High Street on the east side and Amble which would follow as an alternative project to the State grant request. These will also have underground which will include stormwater to Hwy 40. If something comes up, the list can be amended. Riverview will also be submitted as our LRIP project. The project list is listed below:

Village of Colfax
Capital Improvement Plan
Street Repair

Priority List	Street	Est. Cost
1	Riverview Ave. – End to Hwy 170 Street/Curb/Storm; Sanitary; Water	\$311,000
2	High St. – Birch St. to Riverview Ave. Street/Curb/Storm; Water; Sanitary	TBD
3	Oak St- High St. to Hwy 170 Street/Curb; Sanitary	TBD
4	Amble St. – High St to University Ave./Hwy 40 Street/Curb/Storm; Water; Sanitary	TBD
5	High St. -Bus Garage to Cty Rd M Street/Curb; Water; Sanitary	TBD

6	Pine St. from First Ave. to Railroad Ave. Street/Curb; Water; Sanitary	\$240,425
7	Cedar St. from River St. to Railroad Ave. Street/Curb; Water; Sanitary	\$202,948
8	Railroad Ave. from Pine St.(Hwy 40) to Cty Road M Street/Curb; Stormwater OR Railroad Avenue from Pine St.(Hwy 40) to Cty Road M Street/Curb; Stormwater	\$400,000 OR \$700,000

A motion was made by Trustee M. Burcham and seconded by Trustee Jenson to approve the Capital Improvements List adding Amble (listed above with corrections). Voting For: Trustees Davis, Berge, Jenson, M. Burcham, K. Burcham and Gunnufson. Voting Against: none. Motion carried.

Review/Approval – Bills –October 14th, 2019 to October 27th, 2019 – A motion was made by Trustee Davis and seconded by Trustee M. Burcham to approve the bills for October 14th, 2019 to October 27th, 2019. Voting For: Trustees K. Burcham, M. Burcham, Jenson, Berge, Davis and Gunnufson. Voting Against: none. Motion carried.

Adjourn – A motion was made by Trustee M. Burcham and seconded by Trustee Jenson to adjourn the meeting at 7:41 p.m. A voice vote was taken and all members voted to adjourn the meeting.

Scott A. Gunnufson, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer

Joint Village Board/Personnel Committee Meeting – November 4th, 2019

On November 4th, 2019, the Village Board/Personnel Committee meeting was held at 6:00 p.m. at the Village Hall, 613 Main Street, Colfax, WI. Members present: Trustees Davis, Berge, Jenson, M. Burcham, K. Burcham, Gunnufson and Chair Halpin. Others present included Administrator-Clerk-Treasurer Niggemann and Director of Rescue Squad Knutson at 6:50 p.m. No media was present.

Closed Session – A motion was made by President Gunnufson and seconded by Trustee M. Burcham to convene into closed session pursuant to WI Statutes 19.85(1) (c) considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises at 6:02 p.m. regarding:

- a. Police Chief Yearly Performance Evaluation
- b. Public Works Employee Yearly Performance Evaluation
- c. Public Works Director Yearly Performance Evaluation
- d. Three 30-Hour EMT Yearly Performance Evaluation
- e. Rescue Director Yearly Performance Evaluation
- f. Deputy Clerk-Treasurer Yearly Performance Evaluation
- g. Administrator-Clerk-Treasurer Yearly Performance Evaluation
- h. Discuss/consider wages/salaries of Village employees.

Voting For: President Gunnufson, Trustees K. Burcham, M. Burcham, Jenson, Berge, Davis and Halpin.

Voting Against: none. Motion carried.

Open Session – A motion to convene into open session to take any action resulting from the closed session at 8:48 p.m. The Village Board majority votes determined the following raises for each position.

- a. Police Chief Yearly Performance Evaluation – Two percent.
- b. Public Works Employee Yearly Performance Evaluation - Two percent
- c. Public Works Director Yearly Performance Evaluation –2020 raise determined on March 18, 2019 to be three percent.
- d. Three 30-Hour EMT Yearly Performance Evaluation - Starting with the most senior – Two percent, no change and two percent.
- e. Rescue Director Yearly Performance Evaluation – Three percent.
- f. Deputy Clerk-Treasurer Yearly Performance Evaluation – Review in six months.
- g. Administrator-Clerk-Treasurer Yearly Performance Evaluation – Three percent.
- h. Discuss/consider wages/salaries of Village employees - No other action.

Adjourn: A motion was made by President Gunnufson and seconded by Trustee Jenson to adjourn the meeting at 8:50 p.m. Voting for a voice vote was taken and the meeting was adjourned.

Mark Halpin, Chair

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer

November 4, 2019

I am requesting that the \$30 fee for reserving the Colfax Municipal building on April 6, 2020 be waived for the Colfax Woman's Club. We are a non-profit organization. We will be hosting Jenny Almquist speaking on behalf of Fierce Freedom. This will be a presentation on Human Trafficking. We will be opening this up to the community, and plan to reach out to the high school to see if they could promote it.

Thank you,

A handwritten signature in black ink that reads "Claudia Kressin". The signature is written in a cursive, flowing style.

Claudia Kressin

Co-President Colfax Woman's Club

APPLICATION FOR COMMUNITY USE OF VILLAGE FACILITIES & CHAIR RENTAL

Any person or organization intending to rent the fairground buildings, chairs or other park grounds must submit their rental agreement and payment prior to using the facilities.
Cost is \$30/day with \$100 deposit. Camping is \$5/night, \$10 with electricity.
Village chair rental is \$1/chair/day.

Name of Renter or Organization: Colfax Woman's Club - Non Profit

Activity: Fierce Freedom Speaker

Date of Use: 4/6/20 Circle ALL days: MON. TUES. WED. THURS. FRI. SAT. SUN.

Time of Use: From 5:30 AM/PM To 8:00 AM/PM

Facility to be Used: FAIRGROUNDS and/or BUILDINGS, MUNICIPAL BLDG, PARKS, CHAIRS, OTHER

Type of Event: Thrift Sale Ball Game Wedding Reunion Concert Benefit Graduation

Non Profit: Civic Church Charity Other: Woman's Club

Brief Description of Activity: Jenny Almgvist to speak about human trafficking

Chair Rental: How Many —

THE RENTER OR ORGANIZATION AGREES TO THE FOLLOWING RULES:

- 1.) The individual listed as renter must be a minimum of 21 years of age and will be responsible for the rules, supervision and proper conduct of all persons using the facility.
- 2.) The renter shall be responsible for damage, loss, and/or breakage of Village property.
- 3.) All property belonging to the activity must be removed at the close of the event, **INCLUDING GARBAGE.** (Must be taken with you)
- 4.) Any property belonging to the Village shall not be removed from the premises.
- 5.) Where permitted by law, the applicant shall agree to indemnify, save and hold free and harmless, the Village of Colfax, their officers, agents, and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the Village of Colfax, their officers, agents or employees, or any of them may sustain or incur or that may be imposed upon any of them or injury to, or death of persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the Village Facilities as provided herein.

Individual Responsible: Claudia Kressin^{Pres} - Colfax Woman's Club

Address: N 8441 Cty Rd M Colfax

Phone Number: 715-933-2348 Date: 10/26/19

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

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

FEE \$ 50.00

Application Date: 10-11-19

Town Village City of Colfax County of Sunn

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

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

at the premises described below during a special event beginning 11-12-19 and ending 5-11-20 and agrees to comply with all law, resolution, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

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

(a) Name Colfax Commercial Club

(b) Address 613 Main St P.O. Box 417 (Street) Town Village City

(c) Date organized 6-2013

(d) If corporation, give date of incorporation 11-2013

(e) Names and addresses of all officers:

President Mark Johnson 603 main st Colfax

Vice President

Secretary LeAnn Ralph

Treasurer Mark Johnson

(f) Name and address of manager or person in charge of affair: Mark J 603 Main St

RECEIVED OCT 11 2019 Village of Colfax

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

(a) Street number 613 Main Street

(b) Lot Block

(c) Do premises occupy all or part of building? Yes, All including Tower Park

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

3. NAME OF EVENT

(a) List name of the event Covering Variety of Events over 6 months

(b) Dates of event 11-12-2019 to 05-11-2020

DECLARATION

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

Colfax Commercial Club (Name of Organization)

Officer [Signature] 10-11-19 (Signature/date)

Officer (Signature/date)

Officer [Signature] 10-11-19 (Signature/date)

Officer (Signature/date)

Date Filed with Clerk 10-11-19

Date Reported to Council or Board 11-12-19

Date Granted by Council

License No.

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
Receipt: \$20.00 -

TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 20 20, 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 Tammy Joy Dresel
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-225-7930 Email Address tammydresel@hotmail.com

Current Address E9563 830th Ave Colfax WI 54730 14 years
(Street) (City) (Zip Code) (yrs. at address)

Previous Address _____
(Street) (City) (Zip Code)

Date of Birth _____ Age 49

Place of Employment A Little Slice of Italy

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 [Signature] 10/27/19
(Chief of Police or designated staff Signature) (Date)

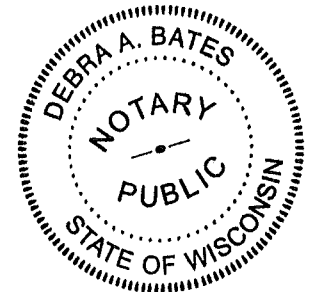
STATE OF WISCONSIN/ DUNN COUNTY

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.

Tammy J. Dresel
Signature of Applicant

Subscribed and sworn before me this 23 day of Oct, 20 19

[Signature] 2/12/2021
(Signature of Notary Public) (Commission Expires)



Date Received: 10-25-19 Date to the Board: 11-12-19 Approved or Denied

WISCONSIN SELLER / SERVER CERTIFICATION

Trainee Name: TAMMY DRESEL

School Name: 360training.com, Inc.

Date of Completion: 10/08/2019

Certification #: WI-104850

I, *Tammy Dresel*

Certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



Corporate Headquarters
6801 N Capital of Texas Hwy, Bldg 1,
Suite 250, Austin, TX 78731
P: 877.881.2235

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
Receipt: 20.00 -

TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 20 20, 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 Renee Elizabeth Swenson
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-308-0740 Email Address Renee.Swenson@cedarcorp.com

Current Address 110104 County Road S Wheeler 54772 2
(Street) (City) (Zip Code) (Yrs. at address)

Previous Address 19866 930th St Colfax 54730
(Street) (City) (Zip Code)

Date of Birth _____ Age 31

Place of Employment Little Italy

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 [Signature] 10/21/2019
(Chief of Police or designated staff Signature) (Date)

STATE OF WISCONSIN/ DUNN COUNTY

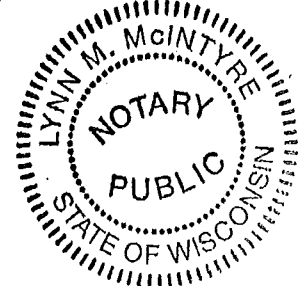
The above named applicant, being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license: that all the statements made by applicant are true.

x Renee Swenson
Signature of Applicant

Subscribed and sworn before me this 10th day of October, 20 19

[Signature] (Signature of Notary Public) 11/11/2019 (Commission Expires)

Date Received: 10-18-19 Date to the Board: 11-12-19 Approved or Denied



WISCONSIN SELLER / SERVER CERTIFICATION

Trainee Name: Renee Swenson

School Name: 360training.com, Inc.

Date of Completion: 10/15/2019

Certification #: WI-105073

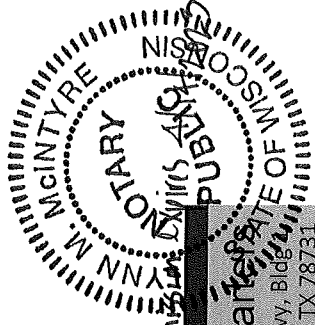
I, *Renee Swenson*

Certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

*The above personally came before me on 10/15/2019
with her completed Wisconsin Seller/Server Certification.*

*Lynn M. McIntyre
Lynn M. McIntyre
Notary Public
Dunn County, Wisconsin - My Commission Expires 12/5/2021*

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



Corporate Headquarters

6801 N Capital of Texas Hwy, Bldg 1000
Suite 250, Austin, TX 78731
P: 877.881.2235

Lynn Niggemann

From: do-not-reply@cybergrants.com
Sent: Tuesday, November 5, 2019 2:18 PM
To: clerktreasurer@villageofcolfaxwi.org
Subject: Walmart Community Grant Request ID 56225307, Facility # 6025

Dear Village of Colfax,

Congratulations! The Walmart Community Grants Team and Facility # 6025 are pleased to inform you that your Community Grant application for Request ID 56225307 has been selected to receive a \$3,500.00 grant. We are thrilled to support your work in our communities and share your desire to provide local impact.

By receiving this grant, you are part of a long history of Walmart's commitment to giving back to the communities where we operate. In fact, Mrs. Helen Walton used to say "It's not what you gather, but what you scatter that tells what kind of life you have lived."

We encourage you to celebrate this grant publicly! We hope that you will consider doing the following four things:

1. Connect with the store manager who chose to support your local cause and let them know that the grant check arrived safely.
2. Work with the local store manager to announce the grant.
3. Consider sharing the work that our grant supports on social media – our associates and customers like to see the impact we are making in our communities.
4. Review the Grantee Welcome Toolkit at the link below, addressing frequently asked questions (FAQ's), publicity, and outreach options for your consideration.

http://www.cybergrants.com/walmart/docs/LCC_Grantee_Welcome_Toolkit.pdf

The photo release form can be found at the following link:

<http://www.cybergrants.com/walmart/docs/talentrelease2018.doc>

Again, congratulations on your grant award. We are eager to see its impact!

In service,

Kabir Kumar
Sr. Director, Community Giving
Walmart Giving

CG/JMAIL/168772753

**School Crossing Project
Summary of Costs**

Total Project Cost	10,298.53
\$9,798.53 + \$500 = \$10,298.53	
Walmart Community Grant	-3,500.00
School Cost	-5,798.53
Village Cost	-500.00
Village Install/Materials	-500.00
Balance	<u>0.00</u>



SALES ORDER

5100 West Brown Deer Road • Brown Deer, WI 53223
 Phone (800) 236-0112 • tapconet.com • Fax (800) 444-0331

Sales Order # SO631581

Sales Order Date: 11/4/2019

Page: 1

Sold
 To: Village of Colfax
 Randy Bates
 PO Box 417
 COLFAX, WI 54730
 USA

Ship
 To: Village of Colfax
 Randy Bates
 614 Railroad Ave
 COLFAX, WI 54730
 USA

Ship Terms	PREPAID AND ADD FREIGHT	Customer ID	C35130
ShipVia	BEST RATE	P.O. Number	RRFB S1-1/EMAIL
Service Type		P.O. Date	11/4/2019
Terms	Net 30 DAYS	Est. Ship Date	12/10/2019
		SalesPerson	Aaron Guilbault

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
600449	RRFB, Solar 55/48, Radio, SOP, DS, Amber, PB-NOLED, H Pole X2 *** Static Signage and poles:	Each	1	6,645.25	6,645.25
143402	Safewalk Illuminator Assembly with Mounting Kit	Each	2	500.00	1,000.00
373-05073	S1-1,30"x30" DG3 FYG,School Crossing (Symbol) Fed Spec Sign	Each	4	124.88	499.52
373-01757	W16-7PR,24"x12" DG3 FYG,Down Diagonal Right Arrow (Fed Spec) Sign	Each	2	42.99	85.98
373-01759	W16-7PL,24"x12"x.080 DG3 FYG,Down Diagonal Left Arrow (Fed Spec) Sign	Each	2	42.99	85.98
101920	Pole Package, 15', 4.5" OD, 42" J-Bolts Includes: Pole, Base, J-Bolts	Each	2	665.00	1,330.00
203-00010	Cap, for 4.5" O.D. Pole, 4C Signal with(3) 1/4x3/4-20 stainless steel hex head Bolts	Each	2		
107265	Sign Mounting Kit, Banded, Flared Leg, Standard For Mounting B2B Static Signs to a Large Pole	Each	4	37.95	151.80

Thank you- Aaron Guilbault
 #920-728-1792
 aaron@tapconet.com
 #888-806-8885

Subtotal:	9,798.53
Invoice Discount:	0.00
Total Sales Tax:	0.00
Freight:	0.00
Total:	9,798.53

For terms and conditions, please visit:
<http://www.tapconet.com/terms-and-conditions>



SALES ORDER

5100 West Brown Deer Road • Brown Deer, WI 53223
 Phone (800) 236-0112 • tapconet.com • Fax (800) 444-0331

Sales Order # SO631581

Sales Order Date: 11/4/2019

Page: 1

COPY

Sold
 To: Village of Colfax
 Randy Bates
 PO Box 417
 COLFAX, WI 54730
 USA

Ship
 To: Village of Colfax
 Randy Bates
 614 Railroad Ave
 COLFAX, WI 54730
 USA

Ship Terms PREPAID AND ADD FREIGHT
ShipVia BEST RATE
Service Type
Terms Net 30 DAYS

Customer ID C35130
P.O. Number RRFB S1-1/EMAIL
P.O. Date 11/4/2019
Est. Ship Date 12/10/2019
SalesPerson Aaron Guilbault

Item No.	Description	Unit	Quantity	Unit Price	Total Price
600449	RRFB, Solar 55/48, Radio, SOP, DS, Amber, PB-NOLED, H Pole X2 *** Static Signage and poles:	Each	1	6,645.25	6,645.25
143402	Safewalk Illuminator Assembly with Mounting Kit	Each	2	500.00	1,000.00
373-05073	S1-1,30"x30" DG3 FYG,School Crossing (Symbol) Fed Spec Sign	Each	4	124.88	499.52
373-01757	W16-7PR,24"x12" DG3 FYG,Down Diagonal Right Arrow (Fed Spec) Sign	Each	2	42.99	85.98
373-01759	W16-7PL,24"x12"x.080 DG3 FYG,Down Diagonal Left Arrow (Fed Spec) Sign	Each	2	42.99	85.98
101920	Pole Package, 15', 4.5" OD, 42" J-Bolts Includes: Pole, Base, J-Bolts	Each	2	665.00	1,330.00
203-00010	Cap, for 4.5" O.D. Pole, 4C Signal with(3) 1/4x3/4-20 stainless steel hex head Bolts	Each	2		
107265	Sign Mounting Kit, Banded, Flared Leg, Standard For Mounting B2B Static Signs to a Large Pole	Each	4	37.95	151.80

Thank you- Aaron Guilbault
 #920-728-1792
 aaron@tapconet.com
 #888-806-8885

Subtotal:	9,798.53
Invoice Discount:	0.00
Total Sales Tax:	0.00
Freight:	0.00
Total:	9,798.53

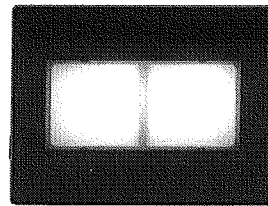
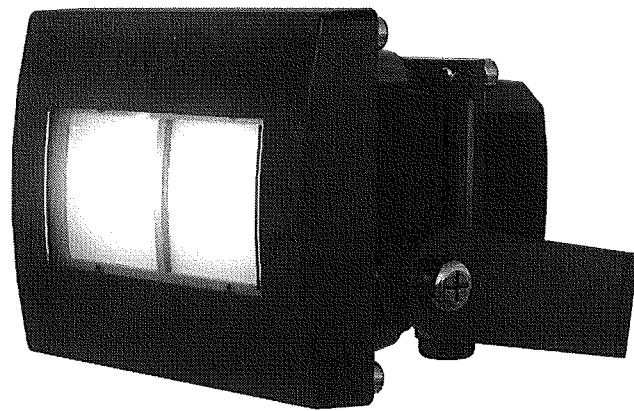
For terms and conditions, please visit:
<http://www.tapconet.com/terms-and-conditions>

SAFEWALK™ CROSSWALK ILLUMINATOR

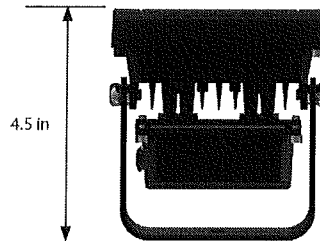
FEATURES AND BENEFITS

Increase pedestrian visibility at poorly lit, two-lane crossings with the SafeWalk™ Crosswalk Illuminator – a simple safety enhancement to TAPCO Pedestrian Crosswalk Systems.

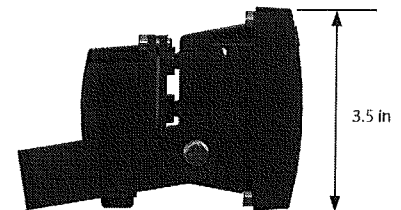
- Flood light illuminates the approach area of the crosswalk
- Beam light projects outward, illuminating the middle of the crosswalk
- Activates concurrently with LED-enhanced warning alerts
- Adjustable brackets allow for precise light focus at most crossings
- Rugged enclosure to withstand weather and surrounding environment



4.5 in
Front View



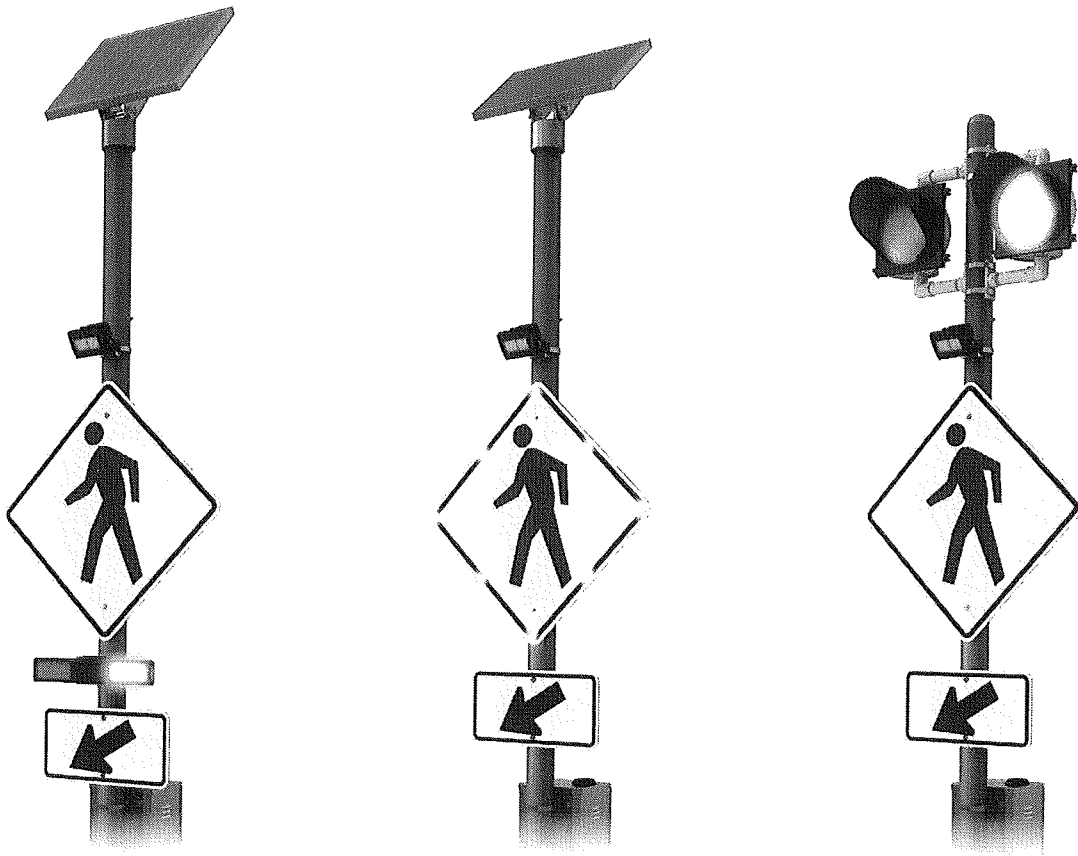
4.5 in
Bottom View



3.5 in
Side View

SPECIFICATIONS

POWER INPUT	12VDC
POWER CONSUMPTION	700mA to 1.4A
LIGHT DISTANCE	6 by 15 feet per illuminator
INSTALLATION HEIGHT	12 to 15 feet
HOUSING	Aluminum and weather resistant polycarbonate
OPERATING TEMPERATURE RANGE	-40°F to 176°F (-40°C to 80°C)



SYSTEM CAPABILITIES

COMPATIBILITY	RRFB, Blinkersign® and BinkerBeacon™ Pedestrian Crosswalk Systems
LIGHT VITALITY	2 LEDs engineered to light up a crosswalk
LIGHT DURATION	Varies based on preprogrammed settings - works in conjunction with warning alerts
WIND LOAD RATING	Up to 120 mph*

*Dependent upon pole size and system arrangement



(800) 236-0112  TAPCOnet.com



Product Quotation

Quotation Number: 31678D031766

Date: 2019-10-10 12:22:06

Ship to	Bobcat Dealer	Bill To
Village of Colfax Attn: Rand P.O. Box 417 Colfax, WI 54730 Phone: (715) 962-4441	Bobcat Plus, Chippewa Falls, WI 8500 Chayne Drive Eau Claire WI 54703 Phone: 715-720-0300 Fax: 715-874-6066	Village of Colfax Attn: Rand P.O. Box 417 Colfax, WI 54730 Phone: (715) 962-4441

Contact: David Kadlec Phone: 715-720-0300 Fax: 715-720-0303 Cellular: 715-404-9552 E Mail: dkadlec@bobcatplus.com		

Description	Part No	Qty	Price Ea.	Total
T595 T4 Bobcat Compact Track Loader	M0249	1	\$56,343.00	\$56,343.00
A71 Option Package	M0249-P01-A71	1	\$6,669.00	\$6,669.00
Cab enclosure with Heat and AC	Attachment Control Kit			
Deluxe Instrument Panel	Cab Accessories Package			
Keyless Start				
Power Bob-Tach				
Sound Reduction				
Selectable Joystick Controls (SJC)	M0249-R01-C04	1	\$795.00	\$795.00
High Flow Hydraulics	M0249-R03-C03	1	\$2,250.00	\$2,250.00
Two Speed SJC	M0249-R04-C04	1	\$2,628.00	\$2,628.00
16" C-Pattern Rubber Track	M0249-R09-C02	1	\$1,566.00	\$1,566.00
Telematics US	M0249-R51-C02	1	\$0.00	\$0.00
Engine Block Heater	7328972	1	\$75.00	\$75.00
Strobe Light Kit, Amber	7129301	1	\$220.00	\$220.00
Total of Items Quoted				\$70,546.00
Dealer P.D.I.				\$200.00
Freight Charges				\$469.00
Dealer Assembly Charges				\$125.00
Trade-in	2019 T590 A91, sjc. No bucket approx 140hrs			(\$42,230.00)
Discount	Bobcat municipal discounts			(\$24,210.00)
Quote Total - US dollars				\$4,900.00

Notes:

Bobcat Plus to swap tracks at the time of roll out.

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____ Date: _____

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 10/28/2019 From Account:
Thru: 11/11/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
UHS	10/30/2019	UHS PREMIUM BILLING	1,096.00
XCEL	10/30/2019	XCEL ENERGY	3,457.36
75976	10/31/2019	24-7 TELCOM	24.95
75977	10/31/2019	ADAM'S AUTO REPAIR	36.60
75978	10/31/2019	AT&T MOBILITY	435.70
75979	10/31/2019	CENAGE LEARNING INC/GALE	50.85
75980	10/31/2019	CENTURY LINK	109.98
75981	10/31/2019	CHARTER COMMUNICATIONS	265.60
75982	10/31/2019	CITY OF EAU CLAIRE FIRE & RESC	332.80
75983	10/31/2019	CITY OF MENOMONIE	200.00
75984	10/31/2019	COLFAX DANCE TEAM	25.00
75985	10/31/2019	CUSTOM WOODWORK & BUILDING SUPPLY, INC	105.00
75986	10/31/2019	DIXON ENGINEERING, INC	2,750.00
75987	10/31/2019	DONALD KNUTSON	106.22
75988	10/31/2019	FARRELL EQUIPMENT & SUPPLY CO.	96.97
75989	10/31/2019	FFA ALUMNI	90.00
75990	10/31/2019	GENERAL COMMUNICATIONS	610.00
75991	10/31/2019	GREY HOUSE PUBLISHING	164.50
75992	10/31/2019	HAWKINS, INC.	4,876.13
75993	10/31/2019	HUEBSCH	94.52
75994	10/31/2019	HYDROCORP	542.00
75995	10/31/2019	INDIANHEAD FEDERATED LIBRARY SYSTEM	6.50
75996	10/31/2019	INDIANHEAD TRUCK EQUIPMENT/NAPA	24.80
75997	10/31/2019	JERRYS TRANSMISSION SERVICE, INC	574.07
75998	10/31/2019	LBR ELECTRIC	9,100.00
75999	10/31/2019	MCCARTHY WELL COMPANY	750.00
76000	10/31/2019	MENARDS-EAU CLAIRE	271.35
76001	10/31/2019	MISSISSIPPI WELDERS SUPPLY CO.	26.28
76002	10/31/2019	MPLC	74.04
76003	10/31/2019	REGISTER OF DEEDS	4.00
76004	10/31/2019	SHRED AWAY	25.00
76005	10/31/2019	STAPLES	94.18
76006	10/31/2019	WAL MART COMMUNITY/GEGRB	106.19

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 10/28/2019 From Account:
Thru: 11/11/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
76007	11/05/2019	DONS SWEEPER SERVICE/DON LOGSLETT	1,950.00
AFLAC	10/28/2019	AFLAC	615.09
EFTPS	10/31/2019	EFTPS-FEDERAL-SS-MEDICARE	5,677.75
WIDOR	10/31/2019	WI DEPARTMENT OF REVENUE	2,064.51
WIETF	11/04/2019	WI DEPT OF EMPLOYEE TRUST FUNDS	8,091.75
BREMER	11/11/2019	CARDMEMBER SERVICE	764.51
WIDCOMP	10/31/2019	WISCONSIN DEFERRED COMPENSATION	185.00
WEENERGIES	11/11/2019	WE ENERGIES	41.67
WEENERGIES	11/11/2019	WE ENERGIES	107.92
Grand Total			46,024.79

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

SEPTEMBER 2019 MONTHLY POLICE REPORT

CALLS FOR SERVICE: 103

TRAFFIC STOPS: 63

- ASSIST OTHER AGENCY: 7
 - Search Warrant x 2
 - Drunk driver arrest
 - Fraud assist
 - Arrest warrant
 - Traffic complaint
 - Court order violation

- DISORDERLY: 3
 - Fight at tavern
 - Threats at tavern
 - Argument at gas station

- ASSIST AMBULANCE: 4

- SUSPICION: 6
 - Scratching noises outside of house
 - Strange odor in area
 - Suspicious vehicle x 2
 - Possible loitering at Cemetery
 - Intoxicated males by river

- CIVIL: 5
 - Civil standby x 4
 - Possible violation of court order

- JUVENILE: 5
 - Juvenile runaway x 2
 - Possible lost child
 - Possible sexual abuse- unfounded
 - Children misbehaving and stealing at home

- ANIMAL COMPLAINT: 6
 - Loose / stray dog x 4
 - Lost animal
 - Possible animal abuse

- DOMESTIC: 2
 - Adult males arrested x 2

- TRAFFIC COMPLAINTS: 2
 - Possible drunk driver
 - Debris in roadway

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

OCTOBER 2019 MONTHLY POLICE REPORT

CALLS FOR SERVICE: 69

TRAFFIC STOPS: 40

- ASSIST OTHER AGENCY: 7
 - Traffic accident
 - Traffic stop
 - Injured deer
 - Check residence for a suspect
 - Check residence for sex offender
 - Assist Dept of Human Services
 - Assist with bank robbery that occurred

- 911 HANGUP / MISDIAL: 2

- ASSIST AMBULANCE: 2

- CIVIL: 2
 - Property dispute
 - Possible civil court order violation
 -

- JUVENILE: 6
 - Juvenile runaway x 3
 - Welfare check x 2
 - Vaping at school- 2 cited

- ANIMAL COMPLAINT: 3
 - Loose / stray dog x 3

- SUSPICION: 2
 - Intoxicated male
 - Late night car alarm

- CHECK WELFARE: 2
 - No contact with father for some time
 - Possible suicidal female

- OWI: 1
 - Felony 6th offense

- TRAFFIC ACCIDENT: 2
 - Crashes in Parking lots x 2

Colfax Rescue October 2019 Report

Municipalities Responded to:

Village of Colfax	10
Village of Elk Mound	6
Village of Wheeler	0
Township of Elk Mound	8
Township of Colfax	10
Township of Grant	0
Township of Sand Creek	0
Township of Otter Creek	2
Township of Tainter	3
Menomonie Mutual Aid Given	2
Chippewa Fire Dist. Mutual Aid Given	1
Eau Claire Mutual Aid Given	1
<u>Menomonie Mutual Aid Received</u>	<u>2</u>
Total	45
Intercept Eau Claire Fire	2
Menomonie Fire	1

Receiving Facilities:

Mayo Clinic Health Systems Eau Claire	10
Mayo clinic Health Systems Menomonie	6
Hospital Sisters Health Systems	4
Marshfield Hospital Systems Eau Claire	4
Mayo One Helicopter	1
Cancelled	3
Standby	10

No Transport 4

Total 43

CRS Notes:

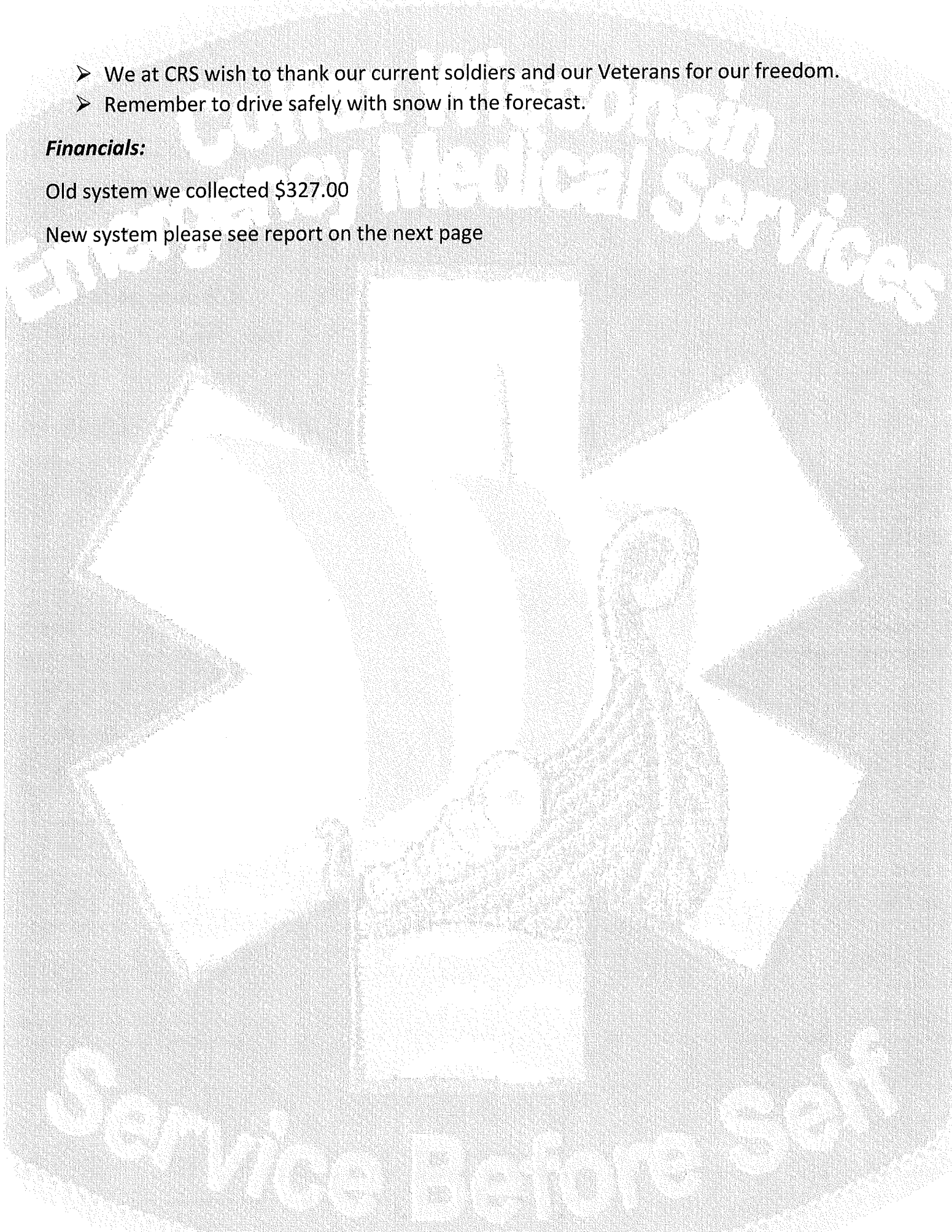
- Football Season has ended, so our standbys should slow up.
- Assisted Colfax High school with their Alec drill.
- October Training was with Lisa Field N.P. Sacred Heart staff, we trained on abdominal emergencies.
- November training will be on mandatory reporting of certain patients required by Wisconsin Law.
- Tuesday November 5th Don met with Sacred Heart Staff to plan next years training.
- November we will be using the fit testing machine to fit test our staff as required by OSHA to make sure we have respiratory protection around contagious patients.
- Tuesday November 26th Energy assistance will be using CRS meeting room as an outreach office to help residents of Dunn County.
- Reminder there are three holiday days off for Village full time staff November 11th, November 28th and 29th.
- Reminder of the school Veterans day program on November 11th with a special recognition for the donated flagpole at the Vietnam Veterans memorial in Colfax.
- November 1st, we hired EMT Derek Bates from Eau Claire.
- The Village Board has requested we keep track of EMT's and on call time. Before I give the hours, it is only right that I explain the positions we have. Remember the State of Wisconsin Requires ambulance services to provide 24/7/365 coverage with first out ambulance.
 - 1 fulltime Director scheduled for 40 hours per week.
 - 3 permanent part time Staff 30 hours per week
 - Casual part time EMT's minimum 24 hours of on call per month yearly average.
 - Reserve EMT's who pay for their own training and put in limited hours when available.
 - 20 Casual EMT's: 2 on medical leave in October, 12 reached the 24 hours required minimum, 2 were within 3 hours of the required.
 - 3 thirty hour a week positions with 1 on medical leave. The other two averaged approximately 64 hours a week.
 - Director 50 hours a week average on the clock
 - Reserve EMT's we have seven - 1 on medical of the other 6 we received 7 hours of coverage.
- We at CRS wish everyone a safe deer hunt.
- We at CRS wish everyone a safe Thanksgiving.

- We at CRS wish to thank our current soldiers and our Veterans for our freedom.
- Remember to drive safely with snow in the forecast.

Financials:

Old system we collected \$327.00

New system please see report on the next page





**Regular Meeting of
The Colfax Public Library Board
January 15, 2019**

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

Attendance

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

Public forum: N/A

Approval of Minutes

- Krista Ottinger made a motion to approve the minutes of the regular meeting of December 18, 2018. Mark Halpin seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Lori Halpin made a motion to approve the December bills. Mark Halpin seconded the motion. Unanimously approved by the Board.

Director's Report

- Planned events
 - Jolene will be bringing some children to the Colfax Rehabilitation Center on January 19th to read to residents. Parents will transport their children to the event.
 - We will have a Library Crafter-noon and a movie matinee for children on March 16th in conjunction with the Colfax Commercial Club.
- Grant request

- Our grant request to Dunn Energy was accepted, but they are giving us \$2,000 rather than the full \$5,000 requested. This will be used to purchase large print, travel, health, and science books.
- The new blinds have been installed on the south wall.

Monthly Reports

- Mark Halpin, Village Board Representative: No report.
- Gary Stene, County Board Representative: No report.
- Lori Halpin, School Representative: No report.
- Krista Ottinger, Building Remodel Group Representative: Krista and Lisa introduced the fundraising letter. Krista shared that it was important to include in the letter something about how the funds are being collected and accounted for. It was discussed at their last Remodel Group meeting that there is a need for a slush fund for group expenses. They are working with the Village Administrator to develop this. Any monies drawn on that account would need to be approved by this committee. Krista shared that all of the members of this committee are all interested in working together to achieve their goals. The next step in the fundraising process is to obtain names and addresses of alumni or other potential donors. Nancy Baumgartner suggested that we could also post a version of the letter in the Colfax Messenger. Lisa will look into this.

Current Business

- Vote on the Elevator Collaboration Group's fundraising letter
 - There was some discussion about the content of the letter. It was discussed about how to include the Women's Club. Nancy Baumgartner made a motion to approve the letter with a few adjustments. Mark Halpin seconded the motion. Unanimously approved by the Board.
- Trustee Essentials - Chapter 10: "Developing Essential Library Policies"
 - Lisa said that we can start the process of reviewing policies at future meetings.
 - There was some discussion about how to set up a policy to protect both religious freedom and library interests. Lisa believes that there is already a policy developed for that purpose. She will look further into it.

The next meeting will be February 19, 2019 at 5:30 p.m.

The meeting was adjourned at 6:17 p.m.

Lori Halpin, Secretary



Regular Meeting of
The Colfax Public Library Board
February 26, 2019

Vice President Olivia Landon called the meeting to order at 5:31 p.m.

Attendance

- Members present: Krista Ottinger, Lori Halpin, Mark Halpin, Nancy Baumgartner, Eve Suckow, Gary Stene, and Library Director Lisa Bragg-Hurlburt
- Members not present: Krista Ottinger
- 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. Nancy Baumgartner 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 January 15, 2019. Mark Halpin seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Mark Halpin made a motion to approve the January bills. Lori Halpin seconded the motion. Unanimously approved by the Board.

Director's Report

- Our 2018 Annual Report is complete and was signed and submitted to IFLS in a timely manner and was forwarded on to the DPI.
- Our circulation in 2018 went up 2.5% from the previous year. However, the children's circulation increased 24%.
 - Credit goes to the staff for cultivating a welcoming environment for children and young families.
 - We should also give credit to our good relationship with the school, as they refer families to the library as a secondary resource for AR quizzing.

- Lisa has been devoting more of the library budget toward the acquisition of quality children's books. A portion of the Dunn Energy grant was used to buy over 40 new juvenile and YA books on energy, career, safety, and science. Many of these books are brand new to our library system.
- Loans through the MORE system have decreased, both in terms of what we send out and what we receive. In spite of this, circulation has increased and interest in items from our own library has increased.
- Wireless use at our library more than tripled. We went from 4,018 wireless counts in 2017 to 13,812 in 2018.
- Library visits, computer usage, program attendance, and electronic checkouts all went up.
- IFLS is starting to count our website visits. In 2018, our count was 1,516.
- We added 110 new library patrons this year, with 31 from the Village and 79 from surrounding townships.
- Circulation changes: Village circulation increased from 10,236 to 11,264; Dunn County usage decreased from 15,910 to 14,547; Chippewa County usage increased from 938 to 1,606.
- DVD circulation went up almost 12%. Lucky Day DVDs are a very small portion of our total DVD collection – about 17% of our total number of checkouts.
- The Village approved our fundraising letter, and it has been used in two grant proposals so far.
 - Lisa renewed our \$50,000 grant application to RCU and has had some positive correspondence with the RCU contact.
 - Lisa has applied from the Joyce Foundation. No response to date.
- Terracycle Program
 - The school will start to collect cereal bags for the program. This is a teacher-driven project.
- Teen Book Club
 - We may need to form a branch group to accommodate a few tweens. They will meet on the same days, but with more appropriate books for their age.
 - We can take a look at trying to attract more high school-age teenagers, as well.
- Colfax Fair
 - Lisa brought up that the Restoration Group will be sponsoring Steve Russell and Kobi Shaw. We could consider co-sponsoring the entertainment act at a future date.
- We need to consider how much we will contribute to the elevator fund out of our savings. Lisa will bring more information to a future meeting after receiving information from the Village Administrator.

Monthly Reports

- Mark Halpin, Village Board Representative: No report.
- Gary Stene, County Board Representative: The Dunn County Library Committee met last week. There was a good turn-out of committee and Board members and area librarians. Lisa gave a nice report which was well-received. It's a tough budgeting year for the county. There was some discussion about the Ridgeland library, which was well-supported, but its future is still unclear. The County Library Committee is re-evaluating the County's plan of library service.
- Lori Halpin, School Representative: No report.
- Krista, Ottinger, Remodel Group Representative: Lisa and Gary reported that the Village Board has awarded the group with \$200 to get the fundraising started.

Current Business

- Discussion and questions regarding our 2018 Annual Report
 - Lisa was recognized by Board members for her efforts in preparing and presenting the Annual Report to the Dunn County Library Committee.
- Review of Dunn County Plan of Library Service
 - Gary Stene explained that, as we review the goals of the County, we are able to remove goals we feel have been achieved or add goals we deem necessary.
 - Recently, the State government has requested that the State's library systems should be evaluated for possibly combining systems. The future of this plan is unclear now that there is a new governor.
 - Gary Stene moved that we approve the general tenor of the plan with any specific changes to be brought back later. Mark Halpin seconded the motion. Unanimously approved by the Board.
- Review of our library's long-range plans
 - Olivia Landon made a motion that we will revisit the long-range plan for the next meeting. Gary Stene seconded. Unanimously approved by the Board.
- Chapter 11 of Trustee Essentials: Planning for the Library's Future
 - Gary Stene mentioned that it is important to utilize and access technology as it becomes available and stay current as part of our Long-Range Plan.
 - Lisa suggested that we could develop a survey to find out the needs and wants of our community. We will table this discussion until our next meeting, prepared to identify targeted groups for the surveys and some ideas as to how to reach them. It was suggested that we give a survey every five years to stay fresh and current.
 - Gary Stene moved that we will table the discussion of Chapter 11 of Trustee Essentials until our next meeting. Mark Halpin seconded the motion. Unanimously approved by the Board.

- Gary Stene suggested that our Board should send out a thank-you note to the Colfax Women's Club for creating our public library. Everyone agreed that this was a good idea.

The next meeting will be March 19, 2019 at 5:30 p.m.

The meeting was adjourned at 6:45 p.m.

Lori Halpin, Secretary



Regular Meeting of
The Colfax Public Library Board
March 19, 2019

President Krista Ottinger called the meeting to order at 5:28 p.m.

Attendance

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

- Olivia Landon made a motion to approve the minutes of the regular meeting of February 26, 2019. Mark Halpin seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Lori Halpin made a motion to approve the February bills. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Director's Report

- We've been busy with our regular monthly programs and book clubs. On March 6th, we had our biggest story time attendance ever with 21 children and 13 adults, complete with crafts. We did a *Crafternoon* and movie event this weekend in coordination with the Colfax Commercial Club. About 40 children attended.
- The volunteer for the Tween Book Club didn't work out, so Lisa will try to keep the program going on her own. There are several 4th and 5th graders currently using the library after school, so there may be more interest in the future.

- Recent snow melting brought some water into the basement, but it was able to be vacuumed up and is being monitored. There was also some roof leakage, but that was corrected by melting ice dams on the roof.
- Lisa went to the Director's Council meeting in Eau Claire on the 15th. They discussed online registration for e-materials using an e-card; the completion of the public library system redesign (PLSR) and the report to DPI; and the American Library Association (ALA) legislation related to library funding. Jim Tripp of Dunn County is now the IFLS Board President.
- National Library Week is coming up April 7th-13th. We have a performer, Beth Jean, scheduled for the 13th, and we will also be doing a book raffle.
- There is a really nice article about libraries written by Nick Butler for *Volume One*.
- Lisa has been looking at grants for the elevator
 - Anne Marie Foundation - \$1,000 for teen and tween book club money
 - AARP - \$10,000 for our door and ramp area
 - Bader and Philanthropies - \$20,000 for engineering and design costs or work on the basement
 - Dollar General grant - \$4,000 for ten mobile hotspots and ten children's Kindles with cases and loaded with e-books
 - Kohler Foundation - \$5,000 for the elevator fund
 - Menards Foundation - \$100,000 for the elevator project
 - RCU - \$50,000 for the elevator project

Monthly Reports

- Mark Halpin, Village Board Representative: No report.
- Gary Stene, County Board Representative: No report.
- Lori Halpin, School Representative: No report.
- Krista, Ottinger, Building Remodel Group Representative: Lisa shared that there was discussion about the importance of informing the public on progress toward their fundraising goals. The Restoration Group has committed \$35,000 toward the project, plus an additional \$300 for administrative costs. Using a "postal patron" mailing to inform to Colfax area residents which would cost \$0.18/flyer. Members also discussed having a kick-off event for fundraising. The library and other members could help to inform the public about the project during the Colfax Free Fair.

Olivia Landon left the meeting at 5:56 p.m.

Current Business

- Chapter 11 of Trustee Essentials: "Planning for the Library's Future"

- Lori shared that Lisa is very reflective about what is being offered - adding, changing, or developing programs or services as needed.
 - Lisa mentioned that they like to make patrons feel like guests.
- Start reviewing our library's Long Range Plan, which is due to be revised. Does it reflect our current goals?
 - Lisa shared copies of the Long Range Plan with potential changes already identified.
 - The Board discussed items they thought could be modified or reworded.
 - Gary Stene moved that we approve the Long Term Plan presented with the changes agreed upon at this meeting. Mark Halpin seconded the motion. Unanimously approved by the Board.
- Review of Dunn County Plan of Library Service. Do we want to amend any of the goals in the plan?
 - There is one error in this document related to the make-up of the Colfax Library Board. Lisa will inform the County Library Board at their next regular meeting.
 - A few other minor changes were suggested.
- Vote on allocating money to the Elevator Fund.
 - Gary Stene made a motion to approve a donation of \$10,000 from our savings account balance for the elevator fund and to revisit this as needed. Mark Halpin seconded the motion. Unanimously approved by the Board.
- Vote on whether we will contribute money to performers at the Colfax Free Fair.
 - Gene Stene made a motion to contribute \$300 from our programming budget to help the Restoration Group pay for performers at the Colfax Free Fair, Steve Russell and Kobi Shaw. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

The next meeting will be April 16, 2019 at 5:30 p.m.

The meeting was adjourned at 6:58 p.m.

Lori Halpin, Secretary



Regular Meeting of
The Colfax Public Library Board
April 16, 2019

President Krista Ottinger called the meeting to order at 5:26 p.m.

Attendance

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

Quorum: A quorum has been established.

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

Approval of Agenda

- Gary Stene moved to accept the agenda. Mark 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 March 19, 2019. Gary Stene seconded the motion. Unanimously approved by the Board.

Approval of Bills

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

Director's Report

- Spectrum installed a new modem on April 5th, free of charge. Will help our internet speed increase if we are ever connected to fiber optic.
- Donations received: \$200 gift card from Kyle's for kids' afternoon snacks; \$200 from White Tail Golf Course Ladies' group
- I received an invitation to apply for a \$2500 grant from 3M for continued funding of our 1000 Books Before Kindergarten program; I completed the grant application last week to meet their deadline.

- Lynn the Village Administrator and I spent an hour in phone conference with Steve from Community Engineering Corporation. I had applied for free engineering services / advice regarding our basement water problem. They have agreed to take on our project, but first we need to be matched up with qualified professionals who reside in the area. It may take 3-6 months of advertising our project before they find someone who can take it on. We were pleasantly surprised to hear they can also assist us in researching / finding fund raising sources through grants and low interest loans.
- We celebrated National Library Week with a raffle, daily treats, and a children's performer.
- I give my presentation to the county on behalf of the library tonight on 4/17/19
- I am signed up for a webinar with John Thompson of IFLS about library renovation projects
- Jolene will be representing our library with a booth at the Spring Carnival in Menomonie (we were invited)

Monthly Reports

- Mark Halpin, Village Board Representative: No report.
- Gary Stene, County Board Representative: No report.
- Lori Halpin, School Representative: No report.
- Krista, Ottinger, Building Remodel Group Representative: Many administrative details were discussed, but one big decision the group made was to NOT undertake a large mailing to the whole postal area of Colfax. We will keep our mailing smaller and more targeted, to save money. We will try to reach everyone else through a newspaper ad (1/4 page, once a month for 4 months), newspaper articles LeAnn will write about our project, and other less expensive forms of advertising. We also discussed having a Library thrift sale at the fairgrounds in August and possibly a brat stand at a popular intersection in Bloomer.

Current Business

- Chapter 12 of Trustee Essentials: "Library Standards"
 - Chapter 12 is short but references a much longer document, Wisconsin Public Library Standards. We will review both and discuss at our next meeting.
- Personnel Policy
 - We tabled discussion for next month. This is a long document and we need time to pick through it. Lisa will bring recommendations next month.

The next meeting will be May 21, 2019 at 5:30 p.m.

The meeting was adjourned at 5:44 p.m.

(Notes taken by Nancy Baumgartner and type up by Lisa Bragg-Hurlburt, in secretary Lori Halpin's absence).



**Regular Meeting of
The Colfax Public Library Board
May 21, 2019**

Vice President Olivia Landon called the meeting to order at 5:30 p.m.

Attendance

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

Quorum: A quorum has been established.

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

Approval of Agenda

- Gary Stene moved to accept the agenda. Eve Suckow seconded the motion. Unanimously approved by the Board.

Public forum: N/A

Approval of Minutes

- Gary made a motion to approve the minutes of the regular meeting of April 2019. Eve seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Gary made a motion to approve the April bills. Eve seconded the motion. Unanimously approved by the Board.

Director's Report

- A new Circulation Librarian is needed and the position has been advertised. No applicants yet.
- Story Time is completed for the school year; now we are preparing for Summer Reading. We have new ideas for Summer Reading, including extending it to adults (twens and teens, too). Main Street Salon has donated a \$25 gift certificate to be used as an adult reading incentive.
- Tween Book Club fizzled out...we're just doing Teen and Adult Book Clubs, now
- Jenny Knipfer (former Colfax Children's Librarian) is giving an author talk in June

- Lisa's cataloguing certification through IFLS is completed
- Lisa renewed her temporary certification for her Director's certificate and will complete the last class for her permanent certificate in the fall, when the class is next offered
- We received a \$150 donation from the Colfax Woman's Club

Monthly Reports

- Mark Halpin, Village Board Representative: No report.
- Gary Stene, County Board Representative: A committee has suggested cutting library funding as part of the solution for the county's budget shortfall. The issue has not been formally brought before the County Board yet, but it will be.
- Lori Halpin, School Representative: Lori put together a hand-out for families about the "summer slump" and library programming. It was handed out at the time of the spring concert.
- Krista Ottinger, Building Remodel Group Representative (as Krista was absent, Lisa updated the group on the Elevator Project): The Elevator Fund has \$45,530 raised so far and \$655 in a separate administrative fund. The Library won't have its own booth at the Fair this year but will share a booth with the Commercial Club. We, along with the Restoration Group, will be using some of our time and space at the Fair to promote the Elevator Project. We will also be doing a "Library Thrift Sale" in August at the fairgrounds. Cindy Hatella of Pop-Up Pizzarias will be helping us do a fund-raiser pizza sale on August 10th, last day of the thrift sale.

Current Business

- Chapter 12 of Trustee Essentials: "Library Standards"
 - Chapter 12 is short but references a much longer document, Wisconsin Public Library Standards. Lisa discovered there is a checklist for Library Standards that will make it easier for us to review. She will send it out to everyone before the June meeting. We tabled the full discussion of Library Standards for next month.
- Personnel Policy
 - We tabled this discussion for next month. Lisa will send a marked up version of the Personnel Policy with suggested changes before the June meeting.

The next meeting will be June 19, 2019 at 5:30 p.m.

The meeting was adjourned at 6:05 p.m.

(Notes taken by Nancy Baumgartner and type up by Lisa Bragg-Hurlburt, in secretary Lori Halpin's absence).



Regular Meeting of
The Colfax Public Library Board
July 16, 2019

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

Attendance

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

Quorum: A quorum has been established.

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

Approval of Agenda

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

Public forum: N/A

Approval of Minutes

- Gary Stene made a motion to approve the minutes of our last regular meeting of May 16, 2019. Eve Suckow seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Lori Halpin made a motion to approve the May bills. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.
- Nancy Baumgartner made a motion to approve the June bills. Eve Suckow seconded the motion. Unanimously approved by the Board.

Director's Report

- The June meeting was cancelled because we didn't have a quorum.
- We have a new Circulation Librarian, Tamara Buffalo. Tamara has worked in libraries in the past, most recently at the Kitchigami Public Library in Brainerd, Minnesota. She has

a Bachelor's Degree in English and Journalism, taught literature and women's studies at the University of Minnesota as a PhD student, is an avid reader, and has a friendly way of interacting with people.

- In response to concerns about kids playing Roblox on our computers and noise at the library, we've implemented a few rule changes for kids. We are doing some things differently to make it easier for families who come in for AR quizzing:
 - Kids are limited to a maximum of one hour per day for game-playing at the Library. This is given in half hour increments.
 - We have a "3 strikes you're out" policy. If we have to talk to you 3 times about your noise or behavior in the library, we ask that you leave for the rest of the day.
 - Families are allowed to come into the library the hour before we open every day, if they feel they need maximum quiet for AR quizzing.
 - Sound-blocking headphones have been purchased to keep for children who have trouble concentrating.
 - Lisa's laptop will be refurbished for use as a designated AR computer that will only be used for AR quizzing.
- Summer Programs
 - We had a Registration Party for Summer Reading, and 25 children attended. So far we have 41 children signed up for Summer Reading, plus 11 teens and tweens. We are also promoting Summer Reading for adults by way of a raffle. For every book read, adults may enter their name for a drawing. We have a \$25 gift certificate from Main Street Salon and a book about notable Wisconsinites to give away.
 - We had our first Summer Reading program, Science Tellers, on July 10th. There were 68 children and 30 adults in attendance. The weather was nice and it was an enjoyable day. Jolene were glad to have Tamara trained in enough to work the circulation desk while we hosted.
 - We started Little Readers this month. There have been about four kids in attendance each time.
- County Library Planning meeting in Sand Creek
 - They wanted library boards to write letters to the County Board to advocate for rural broadband.
- We had a library booth at the Colfax Free Fair, and that seemed to go alright.
- Grants

- A \$2,500 grant was received from 3M to continue our 1,000 Books Before Kindergarten Program
- Jolene applied for and received a \$50 grant from Walmart to be used for summer reading.
- We received a \$520 grant from AnnMarie for afterschool snacks and book club treats.
- System Redesign
 - This is officially done at the state level, but we won't be seeing any noticeable changes here at our library. One exception may be a change to our courier program.
- Lisa shared that there are opportunities for trustee training coming up in August.

Monthly Reports

- Mark Halpin, Village Board Representative: No report.
- Gary Stene, County Board Representative: Regarding the broadband initiative, the County Board is trying to get community support for rural broadband. They feel they are missing out on people would like to live in rural areas and also work from home. The State recognizes this need, as well, and would like the county boards to appropriate money toward this effort. The state legislature continues to cut back on what they distribute to counties, municipalities, and schools. At the same time, the county has been hit with some substantial unexpected expenses. A computer system issue will cost the county several million dollars. The snow removal budget is \$700,000 in the hole because of the severe winter. There was also a million dollar overrun in Social Services. These budget problems are causing some difficult decisions, but Gary doesn't believe this will negatively affect the libraries. We'll have to wait for the final budget numbers this fall to know for sure how we will be impacted.
- Lori Halpin, School Representative: We continued our "Avoid the Summer Slide" campaign at the end of the school year by sending home flyers and AR goal sheets for all children through 8th grade. Lori worked with Mr. Hovde, elementary principal, and the Director to create a flyer similar to last year's flyer with information about the summer slide phenomenon on one side and information about the public library offerings on the other. Lisa told the group that there seems to be a higher number of children using the library for AR books and quizzes this summer compared to last summer.
- Lisa Bragg-Hurlburt, Building Remodel Group Representative: The group discussed grant progress and Lisa is in the process in applying for two different long-form grants:
 - Bremer Trust – A grant application has been submitted.
 - The Jeffries Foundation, grants specifically for historical buildings – A grant application has been submitted.

- AARP – They rejected our application.
- RCU – Still a possibility. Lisa will resubmit the application by September 1st.
- Chris and Andrea Menard – A letter of interest has been sent.
- Gary Stene suggested applying for a grant from Westconsin Credit Union.
- We will be having a thrift sale August 8-10 as a fundraiser for the elevator. Food will be served every day of the fundraiser. Thrift sale items may be dropped off at the Fairgrounds, 5-7 p.m., August 5-7. Three storage units have been donated for the sale.

Current Business

- Suggested changes to Personnel Policy
 - Lori Halpin made a motion to approve the Personnel Policy with the suggested changes, effective immediately. Gary Stene seconded the motion. Unanimously approved by the Board.

- Suggested changes to Internet Policy
 - The idea was to give children up to an hour per day to play videogames; however, this is no longer deemed to be necessary due to the new rules for behavior.

- Chapter 12 of Trustee Essentials: “Library Standards”
 - Based on the service population size, there are different standards for our particular library. Our population size is determined to be 2,789 based on the population of our Village and the surrounding area. Based on this population, we are short books by about 3,000 books. We exceeded the required CDs and audiobooks. The state would like the library to have enough space for our collections, as well as a couple of meeting rooms. Our current space is an issue, but there was a lively discussion about how to increase our book collection within the current space.

The next meeting will be August 20th at 5:30 p.m.

The meeting was adjourned at 6:38 p.m.

Lori Halpin, Secretary



Regular Meeting of
The Colfax Public Library Board
August 20, 2019

Acting President Olivia Landon called the meeting to order at 5:35 p.m.

Attendance

- Members present: Lori Halpin, Nancy Baumgartner, Eve Suckow, Olivia Landon, Mark Halpin, and Library Director Lisa Bragg-Hurlburt
- Members not present: Krista Ottinger, 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. Nancy Baumgartner 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 our last regular meeting of July 16, 2019. Eve Suckow seconded the motion. Unanimously approved by the Board.

Approval of Bills

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

Director's Report

- Our library thrift sale was a big success, earning \$6,476 over the course of three days through thrift, bake, and produce sales. Elaine Knutson's food stand contributed \$785 of this. People were generous, and there was a real sense of community at the event. It was a positive experience, and they will try to do this annually. Eve Suckow asked if it was easy to get rid of things after the sale. Lisa explained that some individuals had to

load the remaining items into trucks and take them to places like Hope Gospel Mission and the Salvation Army.

- We received a check for \$5,000 from Chris and Andrea Menard.

Gary Stene joined the meeting.

- Lisa recently applied for two \$50,000 grants, one from the Otto Bremer foundation and one from RCU. We should find out by December about the RCU grant. Eve Suckow asked if Lisa has heard from Bremer. They did call to clarify some information.
- Lisa received a call from the Menomonie Rotary Club. Lisa was told that she should re-apply for a grant from them.
- Summer Reading finished up. Little Readers is almost done for the summer. Having Little Readers only on Mondays proved successful.
- Our summer reading program numbers went down this summer, but checkouts went up.
- We are preparing for our fall activities: story time, Lego club, and reading to residents.
- Lisa will be taking her last class in September. She will be officially certified. In the budget for next year, Lisa cut the budget for her education, but this will need to be added back in for future years. Lisa shared that she is anticipating continuing her education by attending conferences.
- Mark Halpin shared that he and his wife donated to the elevator fund in memory of someone who passed away and asked if there were others. Lisa responded that there have been some memorial donations to the elevator fund.

Monthly Reports

- Mark Halpin, Village Board Representative: No report.
- Gary Stene, County Board Representative: The CR&T committee is suggesting a 5% decrease in funding for individual libraries. Gary suggested that Lisa contact the County Board to inquire. The County budget will be extremely tight this year. On another note, Gary recently urged Lynn Niggemann to write a letter to the Bremer Foundation to thank them for their generous support for our community in the past.
- Lori Halpin, School Representative: School starts for students next week. Open house is Monday, the 26th, and students start on the 27th.
- Lisa Bragg-Hurlburt, Building Remodel Group Representative: The group has been primarily focused on the thrift sale. They are still working on the signs. Gary Swartz is working on a large wooden sign for the elevator project. The person who originally painted the public library sign wants to repaint it to take care of the chipped paints. If anyone on the Board would like to Group, they could replace Krista who has stepped down. Nancy Baumgartner volunteered to represent the Library Board. Gary Stene asked if Lutheran Brotherhood or AAL would consider matching funds from the thrift sale or other fundraising. Lisa will look into this.

Current Business

- Start planning the 2020 budget
 - Lisa explained the numbers. Olivia Landon appreciated the extra notes that had been added for clarification. Lisa calculated that the 5% shortfall from the County will be \$3,607.66. There was some discussion about the areas from which these cuts could be made. Lisa made note of the ideas and will look into them further.
- Chapter 13 of Trustee Essentials: "Library Advocacy"
 - Lisa explained that this chapter is just saying that part of what we can do to help the library is to promote the library in conversation or writing letters. Nancy suggested continuing to promote the book club. Lisa and Jolene have been brainstorming ways to increase the number of books in our library. Children's books are the most popular, so they are thinking of having someone build a cart on wheels to store easy reader books at a child's height. Another option is to build onto the old TV shelf for book displays.

The next meeting will be September 17th at 5:30 p.m.

The meeting was adjourned at 6:43 p.m.

Lori Halpin, Secretary



Regular Meeting of
The Colfax Public Library Board
September 24, 2019

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

Attendance

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

- Olivia Landon made a motion to approve the minutes of our last regular meeting of August 20, 2019. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Approval of Bills

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

Director's Report

- Lisa attended Dunn County's Library Planning meeting on 9/17/19. There is still a chance we may get 100% funding from the county rather than 95% funding. It will be decided for sure when they vote.
- Lisa started her Advanced Public Library Administration class.

- Lisa provided RCU with the 501c3 number of CMBRG in regards to the \$50,000 Elevator fund grant she applied for.
- Lisa applied for a grant from Menomonie's Rotary Fest.
- Community Engineer Corps has found a project engineer for us and he will come do a site review in October or November. He had Lisa send photos of the basement water issues and the ramp entrance to the building.
- The Elevator Group met with Bob Sworski of CBS Squared. He thinks we're on the right track. Pending review of the cost, the village will hire CBS Squared to write grants for the building project.
- Discussed current and upcoming fall events and programming.
- We need to do staff evaluations next time.
- Herb from the Railroad Museum approached Lisa about the museum's library being a satellite of the Public Library. Lisa does not think this will be feasible as his books would need to be catalogued and open to the public for checkout, but she will do some additional research and it will be put on next month's agenda for a vote (to determine whether or not this is something the Library Board would like to pursue).

Monthly Reports

Village Board Representative—Mark Halpin (no report)

County Board Representative- Gary Stene (no report)

School Representative-- Cassandra Scholz: This was Cassandra's first meeting with us. She was appointed by Mr. Yingst to replace Lori Halpin. Unfortunately she will not be with us long as she is moving out of the area.

Building Remodel Group Representative—Lisa B-H: At the last Elevator Group meeting Bob Sworski of CBS Squared talked to us about fund-raising opportunities. Public money is available (such as the Community Block Development Grant), but we are next eligible for that in 2021. USDA Rural Development gives out low interest loans, but there is a lot of paperwork involved and it may be better to get the loan from a private lender like Bremer. There may also be an opportunity for storm shelter money for the basement.

The second fund-raising sources available to us are private foundations. The third is private donors.

He urged us to “stay the course” if the economy takes a downturn, such as recession. A downturn may actually help drive building costs down.

It was noted that the Village Board does not currently have a representative on the Elevator Group, as Margaret Burcham resigned. Meanwhile, Nancy Baumgartner has volunteered to be the Library Board’s representative on the group, replacing Krista.

Current Business

- Chapter 14 of Trustee Essentials: “The Library and Open Meetings Law”
 - We need to be careful how we post agenda items when we know a portion of the meeting will be closed session (such as next week when my review is given).

The next meeting will be October 15 at 5:30 p.m.

The meeting was adjourned at 6:43 p.m.

Lisa Bragg-Hurlburt (minutes taken by Lisa because we haven’t elected a new secretary yet)



Regular Meeting of
The Colfax Public Library Board
October 15, 2019

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

Attendance

- Members present: Nancy Baumgartner, Olivia Landon, Mark Halpin, Cassandra Scholz, Krista Ottinger, Eve Suckow 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. Olivia Landon seconded the motion. Unanimously approved by the Board.

Public forum: N/A

Approval of Minutes

- Nancy Baumgartner made a motion to approve the minutes of our last regular meeting of September 2019. Mark Halpin seconded the motion. Unanimously approved by the Board.

Approval of Bills

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

Director's Report

- Lisa did reviews with staff and recommends that Jolene and Lynne each get a 2% raise for good performance this past year. Our new employee Tamara is past her 90 day training period so should get an additional 50 cents per hour backdated for that date.

- We're starting cold weather clothing donations in November and also doing Food for Fines.
- Jolene has been trying her hand at applying for grants, too. This past year she's gotten \$100 from Woods Run for the Halloween party, \$25 from Marketplace for children's programming, and \$50 from Walmart for Summer Reading. We were also given another \$100 gift card from Claudia Kressin for Kyle's Market; I gave that to Jolene to use for Story Time treats.
- Lisa is nearing completion of her Advanced Public Library Administration class.

Monthly Reports

Village Board Representative—Mark Halpin (no report)

County Board Representative- Gary Stene (no report)

School Representative-- Cassandra Scholz: Megan Pawlak will be appointed as our new School Liaison.

Building Remodel Group Representative—Nancy Baumgartner:

- We have \$58,523 pledged or present in the Elevator Fund, and \$1,215.05 in the Administrative Fund.
- Community Engineering Corporation has matched us with an engineering partner. Greg Huan of Minnesota will be managing our project. Greg and three other engineers came and looked at our building. They will give us free engineering help on what to do about our basement water problem.
- We are planning an Open House December 7, from 1 - 3 pm. CMBRG and the Woman's Club will be helping host the event. We have Village permission to take groups down to the basement for a walk-through tour.

Current Business

Nancy Baumgartner made a motion to go into closed session "under Wisconsin State Statute 19.84c to consider the employment, promotion, compensation, or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, the reason being to discuss the director's performance evaluation." Olivia Landon seconded it. Unanimously approved by Board.

(Closed session)

Nancy Baumgartner made a motion to reconvene into open session; Mark Halpin seconded it. The motion was unanimously approved by the Board.

- Olivia Landon made a motion that the Board approve a 2% wage increase in 2020 for Jolene Albricht and Lynne Yohnk. Nancy Baumgartner seconded it. Unanimously approved by Board.
- Krista Ottinger made a motion that the Board approve a 2% wage increase for the Director in 2020. Kassandra Scholz seconded it. Unanimously approved by Board.

Additional Current Business:

- We discussed Herb Saukalak's idea of the Colfax Railroad Museum Library becoming a branch of the Colfax Public Library. I talked to John Thompson from IFLS about this and looked into it. It would require a lot of start up work in getting the books catalogued and then at least ten hours of my presence a week to maintain the standard. There would be other requirements as well, and our Library does not have the resources to provide the assistance. For this reason I recommended (and the Board agrees) we NOT pursue the idea further.
- We discussed Chapter 15 of Trustee Essentials "The Library Board and the Public Records Law." Lisa will see about getting Library Board agendas and minutes posted on the Library web page.



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Activity Report

Village of Colfax

October

Date	Customer	Service	Pass/Fail	Project
<input type="checkbox"/> 10/11/2019	Schuyler	Rough Construction	Passed	
		111 Railroad Ave. Entry to home.		

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

November 18th, 2019 at 6 pm – Audit & Finance Committee meeting – Final portions of the budget

December 2nd, 2019 at 7 p.m. – Budget Public Hearing & Set Tax Rate

Chad Berge- Thank you for your service, May 2019 to November 18th, 2019. Chad's last meeting will be November 12th, 2019.

Trustee Vacancy Ad will be published in the Messenger on November 20th and November 27th, 2019. I have also posted it online and at our four posting locations. See ad below:

Trustee Vacancy

The Colfax Village Board is seeking a candidate to fill a vacant Trustee position expiring April 19, 2021. Please contact the Village Hall at 715-962-3311, or send a letter of interest to: Village of Colfax, Re: Trustee Vacancy, P.O. Box 417, Colfax, WI 54730. The deadline for submission is Friday, December 6, 2019 at 10 a.m.

Lynn M. Niggemann
Administrator-Clerk-Treasurer

April 2020 Election information for the Local Ballot

Trustee's terms that expire April 20, 2020 are Carey Davis, Mark Halpin and Margaret Burcham.

Papers to declare candidacy will be available on Monday, December 2, 2019. All papers with qualified signatures are due back into my office no later than Tuesday, January 7th, 2020 at 5 p.m. If you do not plan on running and your term is up, you should turn in the non-candidacy papers.

2020 Elections

2020 Spring Primary

02/18/2020

2020 Spring Election and Presidential Preference Primary

04/07/2020

2020 Partisan Primary

08/11/2020

2020 General Election

11/03/2020

Public Safety Grant Award – Walmart Community Foundation Grant

The Village of Colfax requested in conjunction with the Colfax School District a grant to assist with the safety of students and all other pedestrians that cross at the intersection of Birch Street and University Avenue. Walmart Community Grant has awarded \$3,500 of our \$5,000 request towards the project that started out as \$9,798.53. The initial quote request was for the school zone signs with flashing beacons to make greater awareness to drivers of the pedestrian crosswalk. A second quote was requested to include flashing lights that would be installed into the asphalt; cost \$23,000. Through conversations between the School, Public Works, Village President and me . . . the best deal was the original quote. Once we contacted the vendor, they indicated that there was something new that we may be interested in at a more reasonable cost; the sidewalk crosswalk illuminator (photos in packet). All parties agree that this would be a great investment for the added safety for the additional cost of \$1000. The total cost is estimated to be \$10,798.53. I have included in the packet a project summary which indicates how the cost would be distributed. **Thank you Walmart Community Foundation.**