

**Village of Colfax**  
**Village Board Meeting Agenda**  
**Monday, June 22<sup>nd</sup>, 2020**  
**7:00 p.m.**  
**Village Hall, 613 Main Street**

Join Zoom Meeting

<https://zoom.us/j/99410297622?pwd=anRIUUJnNGpsVkFQWFR3NWZVUVQrdz09>

Meeting ID: 994 1029 7622 Password: 3GnNd6

**THIS MEETING WILL ONLY HAVE AUDIO, NO VIDEO.**

Any questions on logging into the meeting call or email Lynn Niggemann, 715-308-9986 or [clerktreasurer@villageofcolfaxwi.org](mailto:clerktreasurer@villageofcolfaxwi.org).

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Communications from the Village President
6. Consent Agenda
  - a. Regular Board Meeting Minutes – June 8<sup>th</sup>, 2020
  - b. Board of Review Meeting Minutes – June 8<sup>th</sup>, 2020
  - c. Training Request
    - i. Sheila/Lynn/Bill/Jolene – (RESCHEDULED) Annual Refresher –Boyceville, WI
    - ii. Rand/Don/Mitch – (RESCHEDULED) Annual Refresher –Boyceville, WI
  - d. Facility Rental - none
  - e. Licenses

**July 1, 2020-June 30, 2021 Operator's License**

Jeffrey Prince	Edith McKee	Nathaniel Lee
Tiffany Prince	Joshua Larson	Jeffrey Peterson
Michael Buchner	Sawyer Best	Tiffany Reed
Andrew DeRaad	Kaylee McCawley	Elizabeth Dachel
Jessica Checkalski	Jasmine Hanson	Elizabeth DeMoe
Tammy Briggs	Jeremy Artist	Jazmyne Peterson
Peggy Wallace	Chris Lunn	Nicole Nierenhausen
Gary Stene	Timothy Kettner	Nicole Gotlibson
Tarris Turner	Brenda Kettner	Kyle Krall
Thomas Dunbar	Patrick L'Esperance	Elizabeth Affolter
Raelyn Tretsven	Seth Sikora	Kara Buchner
Bryana Buchanan	Kelly Roe	Bridgette Lenz
Hailey Prince	Tammy Dalhoe	Hailey Klukas
Robin Thompson	Carey Davis	Lyndsey Pederson
Joni Koehler	Evia Gehrman	Elizabeth Harshman
Jozie Buchanan	Tamara Whinnery	Kathryn Earsom
Suzanne Hagen	Mary Roehl	Emily Rubenzer
Mary Durand	Jalene Amick	Emily Sedahl
Kayla Brown	Mikki McCutcheon	

**July 1, 2020-June 30, 2021 Alcohol License**

Mark Nelson & Lisa Johnson/Outhouse Bar- Class "B" Beer and Class "B" Liquor-413 Main Street  
A Little Slice of Italy-Class "B" Beer and Class "C" Wine-501 Main Street  
J & S Sales/Express Mart-Class "A" Beer-616 Main Street  
Kyle's Market-Combination –Class "A" Beer and Class "A" Liquor-115 Main Street  
Synergy Community Coop.- Class "A" Beer-401 E Railroad Avenue  
Mom's Restaurant & Pub-Class "B" Beer and Class "B" Liquor-225 Bremer Ave Suite 101  
The Blind Tiger-Class "B" Beer and Class "B" Liquor-512 Main Street

**July 1, 2020-June 30, 2021 Tobacco Retailer License**

J & S Sales of Chippewa Falls/Express Mart	616 Main Street
Kyle's Market	115 Main Street
Mark Nelson & Lisa Johnson/Outhouse Bar	413 Main Street
Synergy Community Coop.	401 E. Railroad Avenue
DolgenCorp/Dollar General	120 Main Street
The Blind Tiger	512 Main Street

**June 22, 2020 – June 30, 2020 Chicken License**

Sarah Teele

610 East River Street (permission to also foster an injured duckling)

**July 1, 2020-June 30, 2021 Chicken License**

Stephanie Johnstone

604 University Avenue

Heather Pyka

504 High Street

Pamela Moen

705 University Avenue

Sarah Teele

610 East River Street (permission to also foster an injured duckling)

7. Consideration Items

- a. ATV/UTV Discussion
- b. Police Department Designated Funds Consideration
- c. Police Department Full Time Employee Position Wage
- d. COVID-19 Review/Updates
  - i. Library Policy Implementation
  - ii. County Order
  - iii. Any other discussion

8. Review/Approval – Bills –June 8<sup>th</sup>, 2020 to June 21<sup>st</sup>, 2020

9. Committee/Department Reports – (no action)

- a. Library Board Minutes – March through June 2020

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 – June 8<sup>th</sup>, 2020

On June 8<sup>th</sup>, 2020, the Village Board meeting began at 7:00 p.m. at Colfax Rescue Squad, 614C Railroad Ave., Colfax, WI. Members present: Trustees Halpin, K. Burcham, Jenson, Davis, Michels, Stene and Gunnufson. Others Present: Director of Public Works Bates, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger (via zoom).

**Public Comments**– none.

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

### **Consent Agenda**

**Regular Board Meeting Minutes –May 26<sup>th</sup>, 2020-** A motion was made by Trustee Halpin and seconded by Trustee Michels to approve the minutes for the May 26<sup>th</sup>, 2020 Board meeting. Voting For: Trustees Stene, Michels, Davis, K. Burcham, Jenson, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Training Requests-** none.

**Facility Rental** – none.

**Licenses –Six Month-Class “B”/”Class B” Retailer’s License – Colfax Softball Association- June 8<sup>th</sup>, 2020 to December 7<sup>th</sup>, 2020** - A motion was made by Trustee Stene and seconded by Trustee Davis approve the six month Class “B”/”Class B” Retailer’s License for the Colfax Softball Association for June 8<sup>th</sup>, 2020 to December 7<sup>th</sup>, 2020. Voting For: Trustees Halpin, K. Burcham, Jenson, Davis, Michels, Stene and Gunnufson. Voting Against: none. Motion carried.

### **Consideration Items**

**THANK YOU to Timber Technologies – Flower Beds in tower Park have been one of the selected Community Projects for 2020** – Niggemann informed the Village Board that Timber Technologies selected the Village Tower Park Flower Beds as one of their Community Enrichment Projects. The Public Works removed the soil and the old timbers from the flower beds and the Colfax Women’s Group removed the plants they wanted to keep. Timber Technologies brought their crew over at about 9 am and they assembled the new flower beds with their laminate timbers. They look wonderful and everyone should be sure to drive past and take a look. The soil and plants will be replaced by the Village and the Women’s Group soon.

**Colfax Evergreen Cemetery –Private Mausoleum Structure – Update** – Niggemann informed that Board that the architect from the state has been corresponding with her. The plans for the mausoleum are currently still in limbo between the departments due to the clarification of what the definition of a Private Mausoleum is. They are reaching out to Mr. Troot regarding the processes he has seen since he was a resource that Niggemann used and his family has been in the monument business for approximately 60 years. Mr. Hadidi has sent the village a letter indicating that if construction is not able to begin by June 30, 2020, he will be requesting his money back for the plots. He is not disappointed in the village efforts in regards to this matter, but he is disappointed with the progress of the state.

### **COVID-19 Review/Updates**

**County Order Discussion** – Niggemann provided a copy of the June 2, 2020 Dunn County Health Department’s recommendations for review. The Village has been answering questions regarding gatherings that reflect the Dunn County recommendations.

**Other Discussions-** Board members discussed the bar and restaurant capacity allowance currently in place. It was determined that fifty (50) percent of total capacity is the recommendation.

**Review/Approval – Bills –May 26<sup>th</sup>, 2020 to June 7<sup>th</sup>, 2020** – A motion was made by Trustee Stene and seconded by Trustee Halpin to approve the bills for May 26<sup>th</sup>, 2020 to June 7<sup>th</sup>, 2020. Voting For: Trustees Stene, Michels, Davis, Jenson, K. Burcham, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Closed Session** – A motion was made by Trustee Stene and seconded by Trustee Halpin 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: Public Works Employee – One Year Evaluation. Voting For: Trustees Stene, Michels, Davis, Jenson, K. Burcham, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Open Session** – The Board reconvened into open session at 7:38 p.m. The Board voted unanimously to approve a pay raise for the one year evaluation of the Public Works employee of two percent.

**Adjourn** – A motion was made by Trustee Stene and seconded by Trustee Michels to adjourn the meeting at 7:40 p.m. A voice vote was taken, and all members voted in favor to adjourn. Motion carried.

Attest:

Lynn Niggemann  
Administrator-Clerk-Treasurer

\_\_\_\_\_  
Scott Gunnufson, Village President

## Board of Review – June 8<sup>th</sup>, 2020

The June 8<sup>th</sup>, 2020 Village of Colfax Board of Review meeting was held at 5:00 p.m. at the Rescue Squad, 614C Railroad Avenue. Present: Trustees Davis, Halpin, K. Burcham, President Gunnufson and Administrator-Clerk-Treasurer Niggemann. Also present: Assessor, Barb Zempel. Arrived around 6 pm. Trustee Jenson and Michels.

President Gunnufson called the meeting to order.

**Confirmation of Board of Review and Open Meeting notices** – Niggemann explained that the Open Book notice was published in the Messenger on May 13<sup>th</sup>, 2020 and the Notice of Board of Review had been published in the Messenger on May 20<sup>th</sup>. Both notices was also posted in front of the Clerk's office, on the front door of the Clerk's office, outside the Village Hall, at the Post Office, at the laundromat and online at the Village of Colfax website, [www.villageofcolfaxwi.org](http://www.villageofcolfaxwi.org) on May 20<sup>th</sup>, 2020.

**Election of Chair** – A Motion was made by Halpin and seconded by Davis to nominate Gunnufson as the Chair of the Board of Review. Voting For: K. Burcham, Halpin, Davis, Gunnufson and Niggemann. Voting Against: none. Motion carried.

**Election of Vice Chair** – A motion was made by Halpin and seconded by Gunnufson to nominate Davis as Vice Chair of the Board of Review. Voting For: Niggemann, K. Burcham, Halpin, Davis, and Gunnufson. Voting Against: none. Motion carried.

Gunnufson assumed the Chair position.

**Mandatory Training Requirements** – Niggemann has completed the training for the 2020 Board of Review requirements for the State. The Village of Colfax Board of Review is in compliance.

**Swear in the Assessor** – Barb Zempel read and signed the oath of office. The reading was witnessed by all members present.

**Assessor's Affidavit** – Barb Zempel read the assessor's affidavit aloud. The reading was witnessed by all members present.

The Board of Review remained in session, but turned off the recorder while awaiting any citizens to appear.

Gunnufson announced at 7:00 p.m. that no citizens have appeared.

At 7:00 p.m. a motion was made by Trustee Jenson and seconded by Trustee Davis to adjourn the Board of Review. Voting For: Michels, Davis, Niggemann, Jenson, K. Burcham, Halpin and Gunnufson. Voting Against: none. Meeting adjourned.

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Scott Gunnufson, Chair

Attest: Lynn M. Niggemann  
Administrator-Clerk-Treasurer

## Lynn Niggemann

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**From:** Mary Matarrese <mmatarrese.astinc@yahoo.com>  
**Sent:** Wednesday, June 17, 2020 12:32 PM  
**To:** baldpw@baldwin-telecom.net; Don Rose; Chris Jackson Clear Lake; Chief Tim Strohubusch; Colfax Clerk Treasurer; Rand Bates Colfax; Matt Gilles; Mark Levra; Chuck Ferdie  
**Subject:** UPCOMING TRAINING REMINDER

Good Afternoon,

LISTED BELOW PLEASE FIND THE REMINDER FOR UPCOMING ANNUAL REFRESHER TRAINING:

CLASS: ANNUAL REFRESHER TRAINING

DATE: WEDNESDAY, JULY 22, 2020

LOCATION: BOYCEVILLE COMMUNITY CENTER, 1233 CHARLOTTE STREET

START TIME: 8:30 AM

-OR-

CLASS: ANNUAL REFRESHER TRAINING

DATE: TUESDAY, AUGUST 18, 2020

LOCATION: HAMMOND VILLAGE HALL, 455 DAVIS STREET

START TIME: 8:30 AM

Thanks. Please continue to check our website.  
Have a good day.  
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)

### CONFIDENTIALITY NOTICE

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## Meeting / Continuing Education Travel / Meeting Request Form

Name Sheila/Lynn/Bill/Jolene Position Clerk/ACT/Police/Library  
 Date 3/5/2020 NEW DATE 7/22/2020 Department Admin/Police/Library  
 Estimated Costs \$300.00  
 Date(s) of meeting 3/25/2020 7/22/2020 Employees ARE not REQUIRED to attend (circle one)

Name of Requested meeting: Annual Refresher- Advance Safety Technology– Boyceville, WI

How will this improve your ability to perform your job? Required annual refresher training – Advanced Safety Technology. Topics include: DSPS Injury & Illness Reporting, Bloodborne Pathogens, BLR& NIOSH Numbers, Permit-Required Confined Space Entry, Control of Hazardous Energy Procedures, Particulate Respirators, Electrical Safety and Traffic Control. Administrative staff generally will be able after 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 6/19/2020	Approved
Tuition / Registration \$ \$75/person	*Are others attending this meeting names are listed above (If yes, list names)	
Mileage / Airfare	Village Vehicle	
Lodging		
*Would like the Registration Fee Miscellaneous pre paid and mailed with your registration		
Total	\$300.00 split by department	
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 Heggemann  
Supervisor

6/19/20  
Date

## Meeting / Continuing Education Travel / Meeting Request Form

Name Rand Bates/Don Logslett/Mitch Kreutzer Position Public Works  
 Date 3/5/2020 NEW DATE 7/22/2020 Department Public Works  
 Estimated Costs \$260.00  
 Date(s) of meeting 3/25/2020 7/22/2020 Employees (ARE) not **REQUIRED** to attend (circle one)

Name of Requested meeting: Annual Refresher- Advance Safety Technology- Boyceville, WI

How will this improve your ability to perform your job? Required annual refresher training – Advanced Safety Technology. Topics include: DSPS Injury & Illness Reporting, Bloodborne Pathogens, BLR& NIOSH Numbers, Permit-Required Confined Space Entry, Control of Hazardous Energy Procedures, Particulate Respirators, Electrical Safety and Traffic Control.

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 6/19/20	Approved
Tuition / Registration \$ 260.00	*Are others attending this meeting names are listed above (If yes, list names)	
Mileage / Airfare Village Vehicle		
Lodging		
*Would like the Registration Fee Miscellaneous pre paid and mailed with your registration		
Total \$260.00		
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**

Lynn Neggemann  
Supervisor

6/19/2020  
Date