

**Village of Colfax  
Board Meeting  
Monday, January 25, 2021  
7:00 p.m.**

**Rescue Squad, 614C Railroad Ave., Colfax, WI 54730**

**Join Zoom Meeting**

**<https://zoom.us/j/96622384572?pwd=U29BRkpiUUkra1czKzRKWWM2OUREdz09>**

**Meeting ID: 966 2238 4572 — Passcode: RG609D**

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 – January 11, 2021 (*By Monday*)
  - b. Training Request - none
  - c. Facility Rental - none
  - d. Licenses
    - i. Operator's License – January 25, 2021 to June 30, 2021
      - Julie Eiseth – Kyle's Market
      - Pierce Harvey – Synergy Co-op
      - Morgan Jensen – Synergy Co-op
7. Consideration Items
  - a. Riverview/High Street/Dunn Street Project
    - i. Amendment to the Agreement – Add Dunn Street to the Project for Bidding
    - ii. Updates regarding the Project
      - High Street/Birch Street
      - Title Work for the Right-A-Way for the Riverview/High Street Project
  - b. Colfax Solid Waste Updates
  - c. COVID-19 Review/Updates-possible action if needed
8. Review/Approval – Bills –January 11, 2021 to January 24, 2021
9. Committee/Department Reports – (no action)
  - a. Colfax Public Library Minutes – June through December 2020
  - b. ACT 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 – January 11<sup>th</sup>, 2021

On January 11<sup>th</sup>, 2021, the Village Board meeting was held at 7:00 p.m. at the Colfax Rescue Squad, 614C Railroad Avenue, Colfax, WI. Members present: Trustees Davis, Jenson, Stene (online), Michels (online), M. Burcham (online), Halpin (online) and Gunnufson. Others present include Administrator-Clerk-Treasurer Niggemann (late 7:15 p.m.) and LeAnn Ralph with the Messenger (online).

**Minutes - Regular Board Meeting December 28<sup>th</sup>, 2020** - A motion was made by Trustee Stene and seconded by Trustee Halpin to approve the Regular Board meeting minutes from December 28<sup>th</sup>, 2020. Voting For: Trustees Davis, Jenson, Stene, Michels, M. Burcham, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Training Request** – none

**Facility Rental** – none

**Licenses** - none

### **Solid Waste & Recycling Collection Site**

**Amendment to the RU Agreement/Update on first week of operations/Any other consideration items** – The original agreement stated the equipment cost incorrectly between the municipalities. The amendment changes the equipment cost as an equal split at each site between the corresponding groups. A motion was made by Trustee M. Burcham and seconded by Trustee Michels to approve the amendment to the RU Agreement. Voting For: Trustees Jenson, Davis, Stene, Michels, M. Burcham, Halpin and Gunnufson. Voting Against: none. Motion carried.

**CCC-505 Form – Farm Land Reduction Certification** – Niggemann explained that the change is in regards to the East View Development land. A motion was made by Trustee M. Burcham and seconded by Trustee Jenson to approve US Department of Agriculture’s notice of farm land acre reduction. Voting For: Trustees Michels, Halpin, M. Burcham, Stene, Jenson, Davis and Gunnufson. Voting Against: none. Motion carried.

**COVID-19 Review/Updates – possible action if needed** – none.

**Review/Approval – Bills – December 28<sup>th</sup>, 2020 to January 10<sup>th</sup>, 2021** – A motion was made by Trustee Jenson and seconded by Trustee M. Burcham to approve the bills from December 28<sup>th</sup>, 2020 to January 10<sup>th</sup>, 2021. Voting For: Trustees Stene, Michels, M. Burcham, Halpin, Jenson, Davis and Gunnufson. Voting Against: none. Motion carried.

**Adjourn** – A motion was made by Trustee Davis and seconded by Trustee Halpin to adjourn the meeting at 7:21 p.m. A voice vote was taken with all members voting in favor. Meeting Adjourned.

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

Attest:

\_\_\_\_\_  
Lynn Niggemann  
Administrator-Clerk-Treasurer



# 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: Cash

TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 2021, 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 Julie Marie Eiseh  
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-505-0353 Email Address JMEISEH64@gmail.com

Current Address 118 Park Drive lot 244 COLFAX, WI 54730 4 yr  
(Street) (City) (Zip Code) (yrs. at address)

Previous Address \_\_\_\_\_  
(Street) (City) (Zip Code)

Date of Birth 02/14/1965 Age 56

Place of Employment Kyle's Market

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

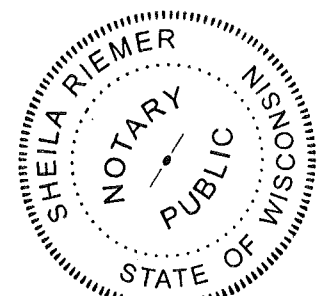
Recommendation  Approve  Deny [Signature]  
 (Chief of Police or designated staff Signature) (Date) 01/12/2021

### 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 [Signature]  
Signature of Applicant

Subscribed and sworn before me this 11 day of January 2021.  
[Signature] 7-17-22  
(Signature of Notary Public) (Commission Expires)



Date Received: 1.11.2021 Date to the Board: 1-25-2021 Approved or Denied



**LEARN 2 SERVE™**

**CERTIFICATE OF COMPLETION**

This certifies that

Julie M Eiseth

is awarded this certificate for

**Wisconsin Responsible Beverage Server Training**

Completion Date  
01/05/2021

Expiration Date  
01/05/2023

Certificate #  
WI-00588895

*Smith*

Official Signature

This certificate is non-transfereable and represents the successful completion of an approved

Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

6801 N Capital of Texas Hwy, Bldg 1, Suite 250 | Austin, TX 78731 | 877.881.2235 | www.360training.com

# 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: ✓ cash

### TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 2021, 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 Pierce Ethan Harvey  
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-704-0909 Email Address PierceHarv@gmail.com

Current Address N9564 County Road N Colfax 54730 658  
(Street) (City) (Zip Code) (yrs. at address)

Previous Address 7246 Cty Rd D Wheeler 54772  
(Street) (City) (Zip Code)

Date of Birth \_\_\_\_\_ Age 18

Place of Employment Synergy Coop

### 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] 01/08/2021  
(Chief of Police or designated staff Signature) (Date)

### STATE OF WISCONSIN/ DUNN COUNTY

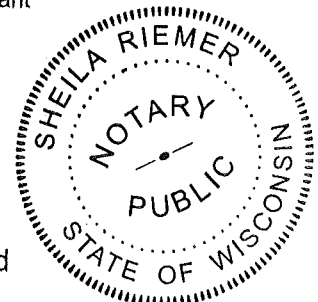
The above named applicant, being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license: that all the statements made by applicant are true.

x [Signature]  
Signature of Applicant

Subscribed and sworn before me this 5 day of January, 20 21.

[Signature] 7-17-22  
(Signature of Notary Public) (Commission Expires)

Date Received: 1-5-21 Date to the Board: 1-25-2021 Approved or Denied





**LEARN 2 SERVE™**

## CERTIFICATE OF COMPLETION

This certifies that

**Pierce Harvey**

is awarded this certificate for

**Wisconsin Responsible Beverage Server Training**

Completion Date  
01/05/2021



Expiration Date  
01/05/2023



Certificate #  
WI-00588892

Official Signature

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

6801 N Capital of Texas Hwy, Bldg 1, Suite 250 | Austin, TX 78731 | 877.381.2235 | www.360training.com

# 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: cash

### TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 2021, 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 Morgan Joelle Jensen  
FIRST NAME MIDDLE NAME LAST NAME  
Telephone Number 715-828-2348 Email Address morgjensen1@gmail.com  
Current Address 2675 82nd Ave Colfax 54730 5  
(Street) (City) (Zip Code) (yrs. at address)  
Previous Address \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip Code)  
Date of Birth \_\_\_\_\_ Age 18  
Place of Employment Synergy

**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.

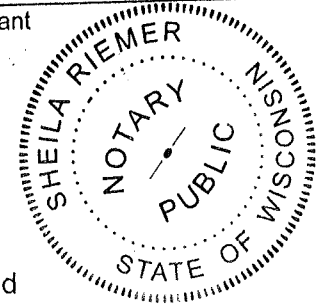
Recommendation  Approve  Deny Wagner 01/11/2021  
(Chief of Police or designated staff Signature) (Date)

### 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 Morgan Jensen  
Signature of Applicant

Subscribed and sworn before me this 8 day of January 2021.  
Sheila Riemer 7-17-22  
(Signature of Notary Public) (Commission Expires)



Date Received: 1-8-21 Date to the Board: 01-25-2021 Approved or Denied





**LEARN 2 SERVE™**

## CERTIFICATE OF COMPLETION

This certifies that

**Morgan Jensen**

is awarded this certificate for

**Wisconsin Responsible Beverage Server Training**



Completion Date  
**01/08/2021**



Expiration Date  
**01/08/2023**



Certificate #  
**WI-00588947**

Official Signature

This certificate is non-transfereable and represents the successful completion of an approved

Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

6801 N Capital of Texas Hwy, Bldg 1, Suite 250 | Austin, TX 78731 | 877.881.2235 | [www.360training.com](http://www.360training.com)

# AMENDMENT TO AGREEMENT

Amendment No. 1 dated January 18, 2021

The Individual Project Supplement made as of December 8, 2020 which is part of the Master Agreement dated December 21, 2018 between the Village of Colfax (OWNER) and Ayres Associates Inc, 3343 Oakwood Hills Parkway, Eau Claire, WI 54701 (CONSULTANT) is hereby amended as set forth below.

## ATTACHMENT A - SCOPE OF SERVICES

Add the following scope of services:

3. **Dunn Street** at Intersection of 3<sup>rd</sup> Avenue - extend sanitary sewer main to manhole located in intersection to new manhole located 160-ft North of 3<sup>rd</sup> Avenue Intersection and new manhole 90-ft South of 3<sup>rd</sup> Avenue Intersection. Work will be bid as an alternate bid item to the same contract if awarded.

## ARTICLE 1 - BASIC SERVICES

Add the following to Article 1 – Basic Services:

### PRELIMINARY DESIGN PHASE

2. Project will use the Village of Colfax standard road and utility details and specifications.
  - c. Typical street section for **Dunn Street** is anticipated to consist of returning street grades and widths to match existing conditions. Sanitary sewer will be extended, and new sanitary services provided within the right of way to future lots.

## ARTICLE 5 - COMPENSATION AND PAYMENTS

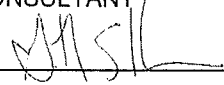
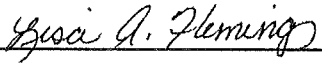
Amend Article 5 – Compensation and Payments as follows:

CONSULTANT shall perform Basic Services set forth in Attachment A based on the following:

1. Topographic Survey	\$ -	Already Complete
2. Design and Bidding Phase	<del>\$25,300</del> \$ 30,600	Lump Sum
3. Construction Phase	<del>\$22,100</del> \$ 25,800	Lump Sum

~~Seventy Two (72)~~ Eight-six (86) hours of full-time construction observation during utility construction and part-time observation for street construction are included in above Lump Sum Compensation. Contractor production rates may require additional construction observation. A rate of \$135 per hour will be charged for construction observation services beyond the included hours.

In Witness Whereof, the parties hereto have made and executed this Amendment to Agreement as of the day and year first written above.

<u>Village of Colfax</u> OWNER		<u>Ayres Associates Inc</u> CONSULTANT
_____	(Signature)	<u></u>
<u>Scott Gunnufson</u>	(Typed Name)	<u>Gareth Shambeau, PE</u>
<u>Village President</u>	(Title)	<u>Project Manager</u>
_____	(Date)	<u>January 18, 2021</u>
_____	(Attest)	<u></u>
<u>Lynn Niggemann</u>	(Typed Name)	<u>Lisa A. Fleming, PE</u>
<u>Village Administrator-Clerk-Treasurer</u>	(Title)	<u>Manager, Municipal Services</u>
_____	(Date)	<u>January 18, 2021</u>



## Northwest Land Title, Inc.

105 Central Ave • P.O. Box 520 • Milltown, Wisconsin 54858 • Phone: 715-825-4411 • Fax: 715-825-4226  
<http://nw-title.com>

---

January 12, 2021

Christopher Badtke, PLS  
Ayes Associates, Inc  
3433 Oakwood Hills Parkway  
Eau Claire, WI 54701-7698

Re: Dunn County – Colfax – 23-1799.00

Northwest Land Title, Inc. proposed to provide you with DOT 1.1 compliant searches for a fee of \$275 per parcel. Updates will be completed for a fee of \$25 per parcel. Total cost of project will be dependant upon total number of parcels searched.

All search work can be completed within two weeks of request.

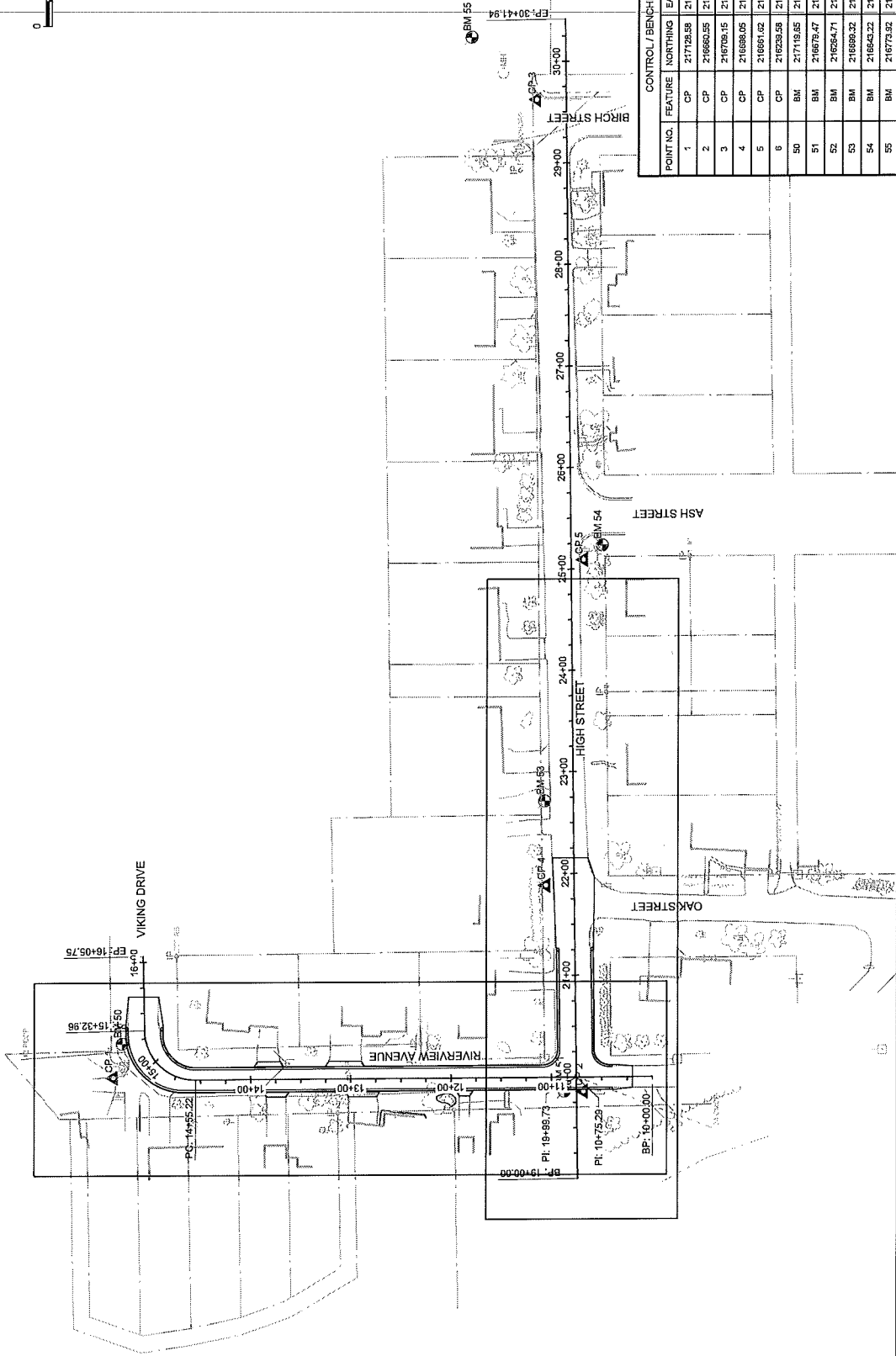
Sincerely,

A handwritten signature in black ink, appearing to read "John F. Rawlings", is written over a faint, illegible stamp or watermark.

John F. Rawlings,  
President



0 50 100



CONTROL / BENCHMARK POINT DATA					
POINT NO.	FEATURE	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	CP	217123.58	213067.09	945.67	SURVEY NAIL
2	CP	216660.05	213062.50	841.33	12" NAIL
3	CP	216709.15	214059.93	946.14	SURVEY NAIL
4	CP	216668.05	213265.05	945.64	12" NAIL
5	CP	216661.02	213605.05	844.91	12" NAIL
6	CP	216233.58	213188.15	626.96	PK NAIL
50	BM	217119.65	213130.40	946.07	BURY TAG BOLT
51	BM	216679.47	213622.04	945.41	BURY TAG BOLT
52	BM	216264.71	213368.72	633.11	BURY TAG BOLT
53	BM	216699.32	213367.73	944.76	BURY TAG BOLT
54	BM	216643.22	213620.32	946.38	BURY TAG BOLT
55	BM	216773.92	214122.75	950.67	BURY TAG BOLT

PROJECT NO. 3



2021 STREET AND UTILITY IMPROVEMENTS  
COLFAX, WISCONSIN

NOT FOR CONSTRUCTION	
NO.	DATE

DATE	BY	PROJECT NO.
JAN 25 2021		
JAN 25 2021		
FEBRUARY 2021		

DATE: FEBRUARY 2021



## 2021 Street & Utility Improvements – Summary of Costs

Project Summary	Construction (Estimate)	Engineering (Contract)	Total Project Cost
<u>Riverview Ave. (High St. to Viking Dr.)</u> <ul style="list-style-type: none"> <li>▪ 500' Street/Curb (24' Face-Face)</li> <li>▪ Storm Sewer Reconstruction (not including outfalls)</li> <li>▪ Watermain Reconstruction</li> <li>▪ Sanitary Sewer Reconstruction</li> </ul>	\$ 253,000		
<u>High St. (Riverview Ave. to Oak St.)</u> <ul style="list-style-type: none"> <li>▪ 100' Street/Curb (36' Face-Face), stop at intersection</li> <li>▪ Storm Sewer Reconstruction</li> <li>▪ Watermain Reconstruction</li> <li>▪ Sanitary Sewer Reconstruction</li> </ul>	\$ 96,000	\$ 53,900*	\$404,900
<u>Riverview Ave / High Street Storm Sewer Outfall</u> <ul style="list-style-type: none"> <li>▪ Restore Riverbank Erosion</li> <li>▪ Replace existing corrugated metal pipe outfall</li> <li>▪ New Drop Manhole to get outfall closer to river</li> <li>▪ Concrete outfall pipe with riprap protection</li> </ul>	\$ 30,000		
<u>Dunn St. (Riverview Ave. to Oak St.)</u> <ul style="list-style-type: none"> <li>▪ Sanitary Sewer Extension (215' total)</li> <li>▪ Pavement Reconstruction</li> <li>▪ No Watermain</li> <li>▪ No Storm Sewer</li> </ul>	\$79,000	\$9,000	\$88,000

\* Depending on decision regarding outfall and follow-up discussions with WDNR, additional fees may be required for permit application preparation and submittal.

## 2021 Street & Utility Improvements – Schedule

January 25, 2021	Board Meeting – 7:00 PM <ul style="list-style-type: none"> <li>• Review Design Scope</li> <li>• Review Cost Estimate</li> <li>• Review Addendum</li> </ul>
February 22, 2021	Public Information Meeting (PIM) – 5:45 PM Board Meeting – 7:00 PM <ul style="list-style-type: none"> <li>• Review Final Bidding Document</li> <li>• Any action from PIM</li> </ul>
February 26, 2021	Advertisement for Bids to Paper/Release for Bids
March 18, 2021	Bid Deadline/Opening – 11:00 AM
March 22, 2021	Board Meeting – 7:00 PM <ul style="list-style-type: none"> <li>• Review bids and award</li> </ul>
June 7, 2021	Earliest Start of Construction (after school is out)
August 27, 2021	Latest Completion Date (before school starts)





## POOLED CHECKING ACCOUNT

## Accounting Checks

Posted From: 1/11/2021 From Account:  
Thru: 1/24/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
UHS	1/12/2021	UHS PREMIUM BILLING	221.55
76938	1/15/2021	ANTHEM BLUE CROSS AND BLUE SHIELD	229.68
76939	1/15/2021	BIG RIG TOWING & TRANSPORT LLC	450.00
76940	1/15/2021	BOUND TREE MEDICAL, LLC	50.90
76941	1/15/2021	CARLTON DEWITT	1,138.58
76942	1/15/2021	CARLTON DEWITT	3,958.21
76943	1/15/2021	CENAGE LEARNING INC/GALE	44.29
76944	1/15/2021	CHIPPEWA VALLEY TECH COLLEGE	16,584.32
76945	1/15/2021	COAST TO COAST SOLUTIONS	174.80
76946	1/15/2021	COLFAX RESCUE SQUAD	19,348.65
76947	1/15/2021	COLFAX SCHOOLS	146,230.30
76948	1/15/2021	COMMERCIAL TESTING LAB	173.00
76949	1/15/2021	CRAMER CONSULTING, LLC	250.00
76950	1/15/2021	DAKOTA SUPPLY GROUP	1,302.85
76951	1/15/2021	DUNN COUNTY FIRE CHIEFS ASSOCIATION	50.00
76952	1/15/2021	DUNN COUNTY HUMANE SOCIETY	544.76
76953	1/15/2021	DUNN COUNTY TREASURER	118,606.94
76954	1/15/2021	DUNN ENERGY COOPERATIVE	88.00
76955	1/15/2021	E.O. JOHNSON	39.06
76956	1/15/2021	EMS eSCHEDULE INC	2,640.00
76957	1/15/2021	EXPRESS MART	259.44
76958	1/15/2021	GEORGE ENTZMINGER	100.00
76959	1/15/2021	HUEBSCH	48.61
76960	1/15/2021	HUEBSCH	48.61
76961	1/15/2021	JERRYS TRANSMISSION SERVICE, INC	55.27
76962	1/15/2021	LEAGUE OF WI MUNICIPALITIES	519.30
76963	1/15/2021	LOGMEIN COMMUNICATIONS, INC	71.73
76964	1/15/2021	MP CLOUD TECHNOLOGIES	549.00
76965	1/15/2021	POSTMASTER OF COLFAX	55.00
76966	1/15/2021	SYNERGY COOPERATIVE	2,591.32
76967	1/15/2021	VIKING DISPOSAL, INC	120.00
76968	1/15/2021	VILLAGE OF COLFAX	387.07
76969	1/15/2021	WATER CARE SERVICES	31.50

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 1/11/2021 From Account:  
Thru: 1/24/2021 Thru Account:

Check Nbr	Check Date	Payee	Amount
76970	1/15/2021	WORKHORSE SOFTWARE SERVICES, INC.	3,750.00
76971	1/15/2021	ZOLL MEDICAL CORP	510.00
EFTPS	1/21/2021	EFTPS-FEDERAL-SS-MEDICARE	5,517.37
WIDOR	1/21/2021	WI DEPARTMENT OF REVENUE	1,020.18
AMAZON	1/22/2021	AMAZON.COM	869.65
BREMER	1/11/2021	CARDMEMBER SERVICE	657.52
BREMER	1/11/2021	CARDMEMBER SERVICE	-657.52
BREMER	1/11/2021	CARDMEMBER SERVICE	657.52
WIDCOMP	1/21/2021	WISCONSIN DEFERRED COMPENSATION	240.00
WEENERGIES	1/11/2021	WE ENERGIES	520.87
WEENERGIES	1/11/2021	WE ENERGIES	271.05
WEENERGIES	1/11/2021	WE ENERGIES	-271.05
WEENERGIES	1/11/2021	WE ENERGIES	271.05
WEENERGIES	1/11/2021	WE ENERGIES	-520.87
WEENERGIES	1/11/2021	WE ENERGIES	520.87
Grand Total			330,319.38



Regular Meeting of  
The Colfax Public Library Board  
June 16, 2020

---

Secretary Megan Pawlak called the meeting to order at 5:32 p.m.

Attendance

- Members present: Nancy Baumgartner, Megan Pawlak, Eve Suckow, Gary Stene, Claudia Kressin, and Library Director Lisa Bragg-Hurlburt
- Non-members present: LeAnn Ralph, Colfax Messenger

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: No Comment

Approval of Minutes

- Gary Stene made a motion to approve the minutes of our last regular meeting of May 2020. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Nancy Baumgartner made a motion to approve the bills for May 2020. Eve Suckow seconded the approval. Unanimously approved by the Board.

Director's Report

- See attachment

Monthly Reports

Village Board Representative—Gary Stene

- No Report

County Board Representative - Gary Stene

- County Board meeting this week, new information to come.

School Representative— Megan Pawlak

- Reading is encouraged over the summer at home. AR quizzes can be scheduled to be taken at the library with an appointment, or contact homeroom teacher for access URL.
- Meals will continue through the end of this month, June 30<sup>th</sup>.
- No updates about school in the fall, information will be shared as soon as it is known.

Building Remodel Group Representative—Nancy Baumgartner:

- A \$90.00 increase in the funds. The Elevator Fund total is at \$64,099.93 and the Administration Fund at \$956.36.
- A Zoom call took place with the Grant company and a list of recommendations was stated in the final report form. This will be given out in late June or July.
- The Fall Thrift Sale has been cancelled due to Covid-19.

Current Business

- Director Lisa Bragg-Hurlburt proposes that the library reopens July 1, 2020 (attachment) based on OSHA, CDC, and WEDC guidelines. Gary Stene motions to approve. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.
- Director Lisa Bragg-Hurlburt proposes a new draft on the Epidemic and Library Health Emergency Policy. Gary Stene motions to approve. Eve Suckow seconded the motion. Unanimously approved by the Board.
- Director Lisa Bragg-Hurlburt proposes amendment to our Library Patron rules of Conduct Policy. Based on the library capacity, family member limit is at the discretion of the library, with the main goal to honor all patrons. Gary Stene motions to approve. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.
- Director Lisa Bragg-Hurlburt proposes amendment to our Public Library Personnel Policy. This policy is subject to change in order to follow County Rules and respond to situations as they arise. Guidelines will be followed from Government systems or as directed from by the library board. Nancy Baumgartner motions to approve. Gary Stene seconded the motion. Unanimously approved by the Board.

Next Meeting: July 21<sup>st</sup> at 5:30 P.M.

Adjourn



Regular Meeting of  
The Colfax Public Library Board  
July 21, 2020

---

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

Attendance

- Members present: Nancy Baumgartner, Megan Pawlak, Eve Suckow, Gary Stene, Claudia Kressin, Olivia Landan, and Library Director Lisa Bragg-Hurlburt
- Non-members present: LeAnn Ralph, Colfax Messenger

Quorum: A quorum has been established.

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

Approval of Agenda

- Nancy Baumgartner moved to accept the agenda. Eve Suckow seconded the motion. Unanimously approved by the Board.

Public forum: No Comment

Approval of Minutes

- Gary Stene made a motion to approve the minutes of our last regular meeting of June 2020. Eve Suckow seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Gary Stene made a motion to approve the bills for June 2020. Eve Suckow seconded the approval. Unanimously approved by the Board.

Director's Report

- See attachment

Monthly Reports

Village Board Representative—Gary Stene

- No Report

County Board Representative - Gary Stene

- No Report

School Representative— Megan Pawlak

- Updates about fall schooling is in the works.

Building Remodel Group Representative—Nancy Baumgartner:

- An anonymous donor donated \$500 toward the elevator fund.

- Recently, there was a plant sale located in front of the library that raised \$274. This donation amount will go toward the elevator fund.

---

#### Current Business

- Olivia Landan motions to table the discussion of the limited reopening of library programs, including story time, to next month. Gary Stene motions to approve to table. Eve Suckow seconded the motion to table. Unanimously approved by the Board.
- Eve Suckow makes a motion to give Director Lisa Bragg-Hurlburt the flexibility to require face mask wearing due to activity level of COVID in Dunn County or/if mandated by the state or/if the level of activity in Dunn County moves to High Activities, masks are mandatory or at the discretion of the librarian. Gary Stene the motions to approve. Unanimously approved the board.
- We discussed Chapter 20 of Trustee Essentials: "The Library Board and Building Accessibility."

Next Meeting: August 25<sup>th</sup> at 5:30 P.M.

Adjourn



Regular Meeting of  
The Colfax Public Library Board  
September 15, 2020

---

President Krista Ottinger called the meeting to order at 5:27 p.m.

Attendance

- Members present: Nancy Baumgartner, Megan Pawlak, Eve Suckow, Gary Stene, Claudia Kressin, Olivia Landon, Krista Ottinger, and Library Director Lisa Bragg-Hurlburt
- Non-members present: LeAnn Ralph, Colfax Messenger

Quorum: A quorum has been established.

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

Approval of Agenda

- Oliva Landon moved to accept the agenda. Eve Suckow seconded the motion. Unanimously approved by the Board.

Public forum: No Comment

Approval of Minutes

- Gary Stene made a motion to approve the minutes of our last regular meeting of June 2020 with the name corrections. Eve Suckow seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Eve Suckow made a motion to approve the bills for July and August 2020. Nancy Baumgartner seconded the approval. Unanimously approved by the Board.

Director's Report

- See attachment

Monthly Reports

Village Board Representative—Gary Stene

- No Report

County Board Representative - Gary Stene

- No Report

School Representative— Megan Pawlak

- School is a hybrid model. This means that there is both in-person and virtual learning. This is going well so far. Many teachers were ready to be back in the classroom. There are strict sanitation and cleaning rules that are followed.



- In discussing with other teachers, there were many praises about the library videos posted during summer and quarantine. This was a Great way to communicate with the community.
- 

Building Remodel Group Representative—Nancy Baumgartner:

- Meeting Thursday, September 17<sup>th</sup>, 2020.

Current Business

- Gary Stene makes the motion to approve the 2021 library budget as presented (with corrections to account for clerical errors) anywhere in between the upper and lower budget limit, as per funding from the county. If the full budget is not approved, the new budget copy will be forwarded to the board members. Eve Suckow seconds the motion. Unanimously approved by the Board.

Next Meeting: October 20<sup>th</sup> at 5:30 P.M.

Adjourn



Regular Meeting of  
The Colfax Public Library Board  
October 20, 2020

---

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

Attendance

- Members present: Nancy Baumgartner, Megan Pawlak, Eve Suckow, Gary Stene, Claudia Kressin, Krista Ottinger, and Library Director Lisa Bragg-Hurlburt
- 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

- Claudia Kressin moved to accept the agenda. Eve Suckow seconded the motion. Unanimously approved by the Board.

Public forum: No Comment

Approval of Minutes

- Eve Suckow made a motion to approve the minutes of our last regular meeting of June 2020 with the name corrections. Claudia Kressin seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Claudia Kressin made a motion to approve the bills for September 2020. Eve Suckow seconded the approval. Unanimously approved by the Board.

Director's Report

- See attachment

Monthly Reports

Village Board Representative—Gary Stene

- No Report

County Board Representative - Gary Stene

- No Report

School Representative— Megan Pawlak

- Virtual conferences have been held over the past two weeks. Conferences took place over Google Meet or via telephone depending on parent/ guardian preference.
- Hybrid model still in place for schooling, all-in-all going well.

Building Remodel Group Representative—Nancy Baumgartner:

- The village has approved to move forward with the grant writing. Cedar Corp is working on state approval for a block grant.
- Currently there is \$65,218.00 in the elevator fund and \$956.00 in administrator fund.
- A new fundraiser has started. This idea is 22 Dollars for 22 steps for 2022. So far there has been \$123.00 has been raised so far for this.

Gary Stene motions to go into a 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.” Eve Suckow seconded the motion. Unanimously approved by the board at 5:45 P.M. Six members are present.

#### Closed Session

Gary Stene makes a motion to come out of the closed session. Eve Suckow seconded the motion. Unanimously approved by the Board at 5:57 P.M. Six members are present.

The Library Board made a motion to approve a 2% raise for the Library Board Director, Lisa Bragg-Hurlburt. Nancy Baumgartner motioned to approve. Unanimously approved by the Board.

Next Meeting: November 17<sup>th</sup> at 5:30 P.M.

Adjourn



Regular Meeting of  
The Colfax Public Library Board  
November 17, 2020

---

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

Attendance

- Members present: Nancy Baumgartner, Megan Pawlak, Eve Suckow, Gary Stene, Claudia Kressin, Olivia Landon, and Library Director Lisa Bragg-Hurlburt
- 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

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

Public forum: No Comment

Approval of Minutes

- Gary Stene made a motion to approve the minutes of our last regular meeting of October 2020. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Eve Suckow made a motion to approve the bills for October 2020. Claudia Kressin seconded the approval. Unanimously approved by the Board.

Director's Report

- See attachment

Monthly Reports

Village Board Representative—Gary Stene

- No Report

County Board Representative - Gary Stene

- Hospitals are getting to, if not, at max capacity.

School Representative— Megan Pawlak

- Hybrid model still in place for schooling, all-in-all going well.
- MyOn, an online reading program, is beneficial for students to be reading at home. This program is accessible on the student's Chromebooks.

Building Remodel Group Representative—Nancy Baumgartner:

- The fundraiser 22 Dollars for 22 Steps has raised \$1,169.00.
- 

Current Business

- Gary Stene makes a motion to approve the revised Library budget for 2021. Eve Suckow seconded the motion. Unanimously approved by the Board.
- COVID-19 procedures and situations will continue to be monitored and up to the discretion of the Library Director, Lisa Bragg-Hurlburt.

Next Meeting: December 15<sup>th</sup> at 5:30 P.M.

Adjourn



Regular Meeting of  
The Colfax Public Library Board  
December 15, 2020

---

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

Attendance

- Members present: Nancy Baumgartner, Megan Pawlak, Eve Suckow, Gary Stene, Claudia Kressin, Olivia Landon, Krista Ottinger, and Library Director Lisa Bragg-Hurlburt
- 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

- Olivia Landon moved to accept the agenda. Eve Suckow seconded the motion. Unanimously approved by the Board.

Public forum: No Comment

Approval of Minutes

- Gary Stene made a motion to approve the minutes with the correction of the minutes from last regular meeting of November 2020. Olivia Landon seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Gary Stene made a motion to approve the bills for November 2020. Eve Suckow seconded the approval. Unanimously approved by the Board.

Director's Report

- See attachment

Monthly Reports

Village Board Representative—Gary Stene

- No Report

County Board Representative - Gary Stene

- Bloomer telephone is installing internet from Highway 40 and a mile north and south of this roadway.
- Letter released from the board encouraging mask wearing and social distancing.

School Representative— Megan Pawlak

- Hybrid model still in place for schooling, all-in-all going well.

- In order to share important events with the school, sharing videos on the school Social Media pages may be useful about Curbside pickup.

---

Building Remodel Group Representative—Nancy Baumgartner:

- No Report

Current Business

- Discussion of “Trustee Essential’s, Chapter 21: The Library Board and Accessible Services”
- 

Next Meeting: January 19<sup>th</sup> at 5:30 P.M.

Adjourn

**Administrator-Clerk-Treasurer  
January 23<sup>rd</sup>, 2021**

---

**Election**- February 16<sup>th</sup>, 2021 is the Spring Primary Election.

Ballot will contain the State Superintendent of Public Instruction. There are seven individuals running. Jill Underly, Deborah Kerr, Steve Krull, Shandowlyon Shawn Hendricks-Williams, Troy Gunderson, Joe Fenrick or Sheila Briggs.

No other items are on the ballot for February.

**February 22 – 24, 2021** – Online audit will take place these three days. At one point during these three days, the auditor will request to either conduct a zoom meeting with a Board member a whatever location they would prefer or I can have a computer set up at Village Hall to have the online meeting with the auditors. Please let me know if you will be unavailable during this period of time.