

**Town of Colfax Joint Board & Plan Commission Meeting Agenda**  
**May 21, 2018**  
**Town Hall**  
**7:00PM**

1. Call to order – Town Board
  - a. Bartender License application – Mike Buchner
2. Call to order – Plan Commission
3. Public comment – Three (3) minute limit, no discussion, decision or action
4. Policies & Procedures
  - a. When people want something done in the township (building permit, variance, special exception, land subdivision), who do they talk to first? What are they told?
  - b. Can we agree on an informational brochure to hand out to people so that the response is unified?
  - c. How can we balance the desire to give people timely answers with the desire to give them answers that are consistent with our ordinances, comprehensive plan, and legalities (proper notice of neighbors and the public)?
5. Minor/Major Subdivision Ordinance and checklists
  - a. Should there be a separate checklist for CSM
  - b. Do we need to modify our subdivision ordinance so that it aligns with our procedures and/or checklist
  - c. Can we modify/simplify an existing checklist
6. Ferry Pit
  - a. What is the next step to let Dunn County know we are interested.
  - b. Discussion on timeline, responsibilities and outcomes
7. Rotary Grant Funds
  - a. What is the status of the project
  - b. Who is responsible for the purchases
  - c. Who is responsible for the installation
  - d. Timeframe of the project
8. Emergency Response Plan
  - a. Request from Marie Marty, Dunn Cty Emergency Management Program Assistant
  - b. Who is responsible for creating this plan?
  - c. Timeline for completing plan
9. Adjourn – Plan Commission
10. Adjourn – Town Board