

**Village of Colfax  
Village Board  
Regular Meeting Agenda  
Monday, September 12, 2016  
Village Hall, 613 Main Street  
7:00 p.m.**

1. Call to Order
2. Roll Call
3. Public Appearances
4. Consent Agenda
  - a. Minutes
    - i. Regular Board Meeting Minutes, August 22, 2016
  - b. Training Requests
    - i. Spectrum Insurance Group – OSHA and Fair Labor Standards Act Changes – Lynn Niggemann – September 27, 2016 in Eau Claire, WI
    - ii. League of Wisconsin Municipalities Annual Conference – October 19 to October 21, 2016 – Lynn Niggemann in Stevens Point, WI
  - c. Facility Rental - none
  - d. Licenses –
    - i. Operator's Licenses – September 12, 2016 to June 30, 2017
      - \* Whitney Rae Halasz – The Buck Snort
      - \* Thomas J. Dunbar – Colfax American Legion
      - \* Angela N. Radomski – A Little Slice of Italy
5. Communications – Village President
6. Consideration Items
  - a. 2015 Financial Statements – Eric Davidson
  - b. Wastewater Treatment Phosphorus Analysis proposal – CBS Squared Inc.
  - c. Red Cedar Sounds Request for Donation
  - d. Recommendation from the Public Property Committee – Salt Shed
  - e. Recommendation from President Gunnufson – New Committee Members for the Colfax Development Block Grant
7. Committee/Department Reports – (NO ACTION)
  - a. *Rescue Squad – August 2016 Report*
  - b. *Police Department - August 2016 Report*
  - c. *Public Safety Committee minutes – August 22, 2016*
  - d. *Public Safety Committee minutes – August 24, 2016*
  - e. *Public Safety Committee minutes – August 31, 2016*
  - f. *Administrator-Clerk-Treasurer Update*
  - g. *Colfax Rescue – 2016 Annual Report – handouts at the meeting*
8. Review/Approval – Bills – August 22, 2016 – September 11, 2016
9. 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 Niggemann, Administrator-Clerk-Treasurer, 613 Main Street, Colfax, WI (715) 962-3311 by 2:00 p.m. the Friday 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 – August 22, 2016**

On August 22, 2016, the Village Board meeting was held at 7:10 p.m. at the Village Hall, 613 Main Street, Colfax, WI. Members present: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and President Gunnufson. Others present included Holly Wood Webster, Public Works Director Bates, and LeAnn Ralph with the Messenger and Administrator-Clerk-Treasurer Niggemann.

**Public Appearances** – Holly Wood Webster just wanted to introduce herself as a candidate running for the Dunn County District Attorney.

**Minutes- Regular Board Meeting August 8, 2016** - A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the Regular Board meeting minutes from August 8, 2016 with a correction adding the trustee that seconded the Pine and Maple Street Award Bid. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Licenses - Temporary Class "B"/"Class B" Retailer's Licenses- Colfax Firefighters – September 10-11, 2016** - A motion was made by Trustee Rihn and seconded by Trustee Wolff to approve the picnic license for the Colfax Firefighters on September 10 -11, 2016. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Gunnufson. Voting Against: none. Motion carried.

**Communications - Village President** – none.

**Colfax Kiwanis – 2016 Twister Run request for donation** – A motion was made by Trustee Halpin seconded by Trustee Rihn to approve the \$50 donation request for the 2016 Twister Run. Voting For: Trustees Halpin, Davis, Wolf, Schieber, Rihn, Burcham and Gunnufson. Voting Against: none. Motion carried.

**Review/Approval – Bills – August 8, 2016 to August 21, 2016**– A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the August 8 to 21, 2016 bills for payment. Voting For: Trustees Burcham, Rihn, Wolff, Davis, Halpin and Gunnufson. Abstained: Trustee Schieber. Voting Against: none. Motion carried.

**Adjourn:** A motion was made by Trustee Rihn and seconded by Trustee Schieber to adjourn Village Board meeting at 7:20 p.m. A voice vote was taken with all members voting yes. Motion carried.

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Scott Gunnufson, Village President

Attest: Lynn Niggemann  
Administrator-Clerk-Treasurer

## Meeting / Continuing Education Travel / Meeting Request Form

Name Lynn M. Niggemann  
Date 9/6/16

Position Admin-Clerk-Treasuer  
Department Clerk's Office  
Estimated Costs \_\_\_\_\_  
Employee is / (not) required to attend (circle one)

Date(s) of meeting Sept. 27, 2016

Name of Requested meeting Spectrum Insurance Group

How will this improve your ability to perform your job?

Topics: OSHA update, Temporary Work Education and Fair Labor Standards Act – Overtime Changes

What alternatives are there to attending this meeting? (In- house resources, literature review, participation in meetings closer to Eau Claire, etc.) Since there is no cost to attend this meeting, this is the best option to gain knowledge and have discussion of how to implement any changes that are necessary.

How will you share what you have learned with others? Possibly implementation of any changes in the laws by having department head meetings, committee meetings and go before the Board if necessary.

Please include any additional comments on the back of this form

Expense Estimate:	\$15.00	Requested 9-6-16	Approved
Tuition / Registration	\$ 0.00	*Are others attending this meeting	YES / <b>(NO)</b>
Mileage / Airfare <b>gas</b>	\$15.00	(If yes, list names)	
Lodging	\$ 0.00		
*Would like the Registration Fee Miscellaneous pre paid and mailed with your registration YES / <b>NO, will do online registration</b>			
Total	\$15.00		
Time Request:	Yes	Requested 9-6-16	Approved
Number of days absent:	1/2 day		
From Work Setting	1/2 day		
Vacation	none		
Paid Conference Time	yes		
Absent Without Pay (own time)	na		
Other			

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

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

# Spectrum Insurance Group



**Invites You to Attend**

## **OSHA and Fair Labor Standards Act Changes**

**Tuesday, September 27, 2016**

**8:00 am-12:00 (noon)**

**The Florian Gardens**

**2340 Lorch Avenue**

**Eau Claire, WI 54701**

**No cost to attend**

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**Presented By: Mary Bauer - OSHA**

**Thea Jenson - Manpower**

**Corey Walton – US DOL Wage and Hour Division**

- **Registration:** September 27, 2016 registration is from 7:30 am to 8:15 am  
Training begins at 8:15 and finishes at noon.  
\*Continental Breakfast will be served
- **Topics Discussed:**
  - OSHA Update
  - Temporary Worker Education
  - Fair Labor Standards Act Overtime Changes

RSVP by September 15, 2016 to Kimberly Nass  
kimberly.nass@spectruminsgroup.com or 715-858-9865

## **Meeting / Continuing Education Travel / Meeting Request Form**

Name Lynn M. Niggemann  
Date 9/6/16

Position Admin-Clerk-Treasuer  
Department Clerk's Office  
Estimated Costs \_\_\_\_\_

Date(s) of meeting Oct. 19 – 21, 2016 Employee is /not required to attend (circle one)

Name of Requested meeting League of Wisconsin Municipalities Annual Conference

### **How will this improve your ability to perform your job?**

There are many sessions that are very related municipal jobs such as connecting with the community, Public Works/Engineering discussions, improving changes for obtaining certain grants, the role of a municipal attorney, more affordable approaches to phosphorus compliance, Levy Limits, Wheel Tax, Wellness Programs, Library Boards & the Governing Board (Who Controls What?), Factors to consider when evaluating to use TIF financing, and performance based compensation systems.

**What alternatives are there to attending this meeting? (In- house resources, literature review, participation in meetings closer to Eau Claire, etc.)** There are no alternatives, but possible literature, which does not allow for additional questions or discussions.

**How will you share what you have learned with others?** If there are items that would be beneficial specifically in our community, I would hope to work on a process of implementation. Some of the material will assist in the everyday municipal functions.

Please include any additional comments on the back of this form

Expense Estimate:	<b>\$ 40</b>	Requested	9-6-16	Approved
Tuition / Registration	<b>\$100</b>	*Are others attending this meeting	YES / <u>NO</u>	
Mileage / Airfare	<b>\$ 60</b>	(If yes, list names)		
Lodging	\$82/night = approx. <b>\$190 with taxes</b>			
*Would like the Registration Fee Miscellaneous pre paid and mailed with your registration		YES / <u>NO</u> <b>online registration</b>		
Total	<b>\$390</b>			
Time Request:	Yes	Requested	<b>10/19 to 10/21/16</b>	Approved
Number of days absent:	3 days			
From Work Setting	3 days			
Vacation	n/a			
Paid Conference Time	yes			
Absent Without Pay (own time)	n/a			
Other				

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

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

139 miles x 2 = 278  
2 hrs. 24 min.

# 118th Annual Conference

October 19-21, Holiday Inn, Stevens Point, WI

TRAINING

Muni official or staff? If you've never attended an annual conference before, this is your year!

First-time attendees from member municipalities get half off full conference registration!

Please print or type. Use a separate form for each person; or register online at [www.lwm-info.org](http://www.lwm-info.org)

Name: Lynn Niggemann Title: Administrator-Clerk-Treasurer  
Name Tag Should Read: Lynn Niggemann  
Municipality/Company: Village of Colfax  
Address: Po Box 417 City: Colfax State: WI Zip: 54730  
Telephone: 715-962-3311 E-Mail: clerktreasurer@villageofcolfaxwi.org

Guest Name Tag Should Read: \_\_\_\_\_

(Guests are welcome to participate in Thursday's Run/Walk & Guest Program, and ALL Conference Receptions.)

**CONFERENCE REGISTRATION FEES, LESS \$10 FOR PROCESSING, ARE REFUNDABLE IF RECEIVED BY 4:45 PM, FRIDAY, OCTOBER 14, 2016. NO REFUNDS AFTER THIS DATE.**

\*Officials and Staff of League Member Cities & Villages and League Business Partners can register at the Member Rate.

**Muni Official/Staff?  
Half Off Full  
Conference for  
First-Time Attendees!**

**Register Early to  
Save Money!  
Early Bird Deadline:  
September 7, 2016**

**Holiday Inn  
Convention Center  
(715) 344-0200  
Overflow Hotels at  
[www.lwm-info.org](http://www.lwm-info.org)**

**#LWM2016**

	Early Bird (Sept. 7) \$200 <i>First-time attendee half price!</i>	Regular \$230	Amount <u>100.00</u>
Member* Full Conference Registration			
Non-Member Full Conference Registration	\$220	\$245	_____
Member* Thursday Only Registration	\$110	\$135	_____
Non-Member Thursday Only Registration	\$130	\$155	_____
Guest	\$75	\$90	_____

The following are now included in the Registration Fee. Please indicate which session you plan to attend.

**Free! Wednesday 10:00-Noon: Deep Dive Workshops - check only one**

- ☐ Real Colors: Discover Your Personality and Communications Style (Limited to 30)  
☒ Building Engagement through Your Community's Front Door  
☐ The Bridge: Closing the Gap Between Wisconsin's Generations  
☐ Stevens Point Tour (Limited to 50): Cutting Edge Wastewater Treatment Plant, Point Brewery & Historic Downtown

**Free! Thursday Morning Run/Walk  
(Sponsored by WEA Trust)  
Unisex T-Shirt Size: S (M) L XL XXL**

**Free! Friday Morning Scrambled Eggs & Politics  
(Russ Feingold/Ron Johnson) (Limited to 100)  
☐ I will attend**

**PAYMENT:** (Must accompany registration for the Early Bird Rate to apply.)

☐ Check Enclosed (make checks payable to: League of Wisconsin Municipalities.)

Credit Card Type

☐ MasterCard ☒ Visa ☐ Discover

Number: \_\_\_\_\_

Exp: \_\_\_\_\_ VCode: \_\_\_\_\_ Zip Code: \_\_\_\_\_

☐ Please check if accommodations regarding a disability or dietary restriction are required. We will contact you.

You can register online at [www.lwm-info.org](http://www.lwm-info.org) or return this form to the League:

131 W. Wilson St., Suite 505  
Madison, WI 53703  
Fax: 608-267-0645

Questions? Call: 608-267-2380



# 118th Annual Conference Agenda

## Wednesday, October 19

Deep Dive Workshops (Included in the Conference Price. Choose one when you register for the Conference.)

10:00-12:00 pm

### **Stevens Point Tour (Limit 50)**

Presented by Mayor Mike Wiza and Stevens Point Staff

Wastewater Treatment Plant, Historic Point Brewery and Historic Downtown Stevens Point including the city's "Creative Crosswalk." Watch the video [here](#).

### **The Bridge: Closing the Gap Between Wisconsin's Generations**

Presented by [NEWaukee](#) (Recently featured in Forbes [here](#).)

We have all heard endlessly about the differences between Baby Boomers, Gen X-ers and the (infamous) Millennials. Yes, there are distinctions in the way each generation desires to live, work and play. But we all have something in common - we've chosen Wisconsin as our home. Thus, we need to work together to ensure our state stays competitive and attractive for future generations. Come learn about the Millennial Movement NEWaukee started and how you and your municipality can connect to it in the future!

### **Personality Types of the Governing Body - Real Colors: Discover Your Personality and Communication Style (Limit 30)**

Presented by Dan Hill, Local Govt. Specialist, [UW-Extension Local Government Center](#)

This is a hands-on, engaging, fun workshop where you will learn about the four-color personality spectrum and identify your preferred style and how to better communicate with others. The workshop is very interactive with many opportunities to understand yourself and others better and explore personality styles more deeply. A fun workshop that is also a great learning experience.

### **Building Engagement Through Your Community's Front Door**

Presented by Chad Doran, Communications Coordinator – City of Appleton (Twitter: [@doranchad](#)), Jim Healy, Village Administrator – Village of Richfield (Twitter: [@RichfieldWis](#)), Josh Schoemann, County Administrator – Washington County (Twitter: [@joshomen](#)), Lauren Stott, Management Analyst – City of DeKalb, IL (Twitter: [@Lauren\\_T\\_Stott](#)) > all [Engaging Local Government Leaders](#)

In an era of 140 character Tweets and 24/7 Facebook posts, diverse strategic external communication strategies and a deft understanding of who your "audience" is plays a large part in the success or failure of municipalities engaging their taxpayers. Hear leading edge techniques, lessons learned, and the future of strategic government communications from a few local and nationally recognized leaders in the field of public administration.

#### **Takeaways-**

- \*Tips for helping your organization find "it's voice" on social media.
- \*Crisis management and getting out ahead of the story.
- \*Best practices in developing relationships with the local media.
- \*Leveraging social media platforms to engage residents like never before.
- \*How to cultivate positive and meaningful communication with millennials.
- \*Bridging the digital divide with the "greatest generation"

11:30 – 1:30 pm Exhibit Hall Open

## 1:30 pm Opening Session

- Stevens Point Mayor Mike Wiza Welcomes the Conference to Stevens Point
- National League of Cities Executive Director Clarence Anthony
- Taking Inspiration from History: Thomas Jefferson Speaking on Leadership

Exhibit Hall opens again after the keynote

3:30-4:45 pm

EPW - Roundtable Discussion of Public Works/Engineering Concerns

4:00 pm

Resolutions Committee

5:00-7:00 pm

Reception in the Exhibit Hall

Please stop and thank the 97 Exhibitors!

## Thursday, October 20th

Single-Day Registration

7:00 am 4th Annual Run/Walk sponsored by WEA Trust

For a 4th Annual Run/Walk t-shirt provided by WEA Trust please register in advance!

8:00 am

Continental Breakfast hosted by the League Board

9:00-10:15 am

How to Improve Your Chances for Obtaining State WisDOT and WDNR Grants

Villages and Small Cities on the Cutting Edge: Innovative Small Communities

The Role of the Municipal Attorney – How to Best Work With Your Attorney

More Affordable Approaches to Phosphorus Compliance: The City of Oconomowoc's Watershed Improvement Program & the Village of Marathon's Use of Trading

EPW - Public Projects that Drive Economic Development

10:30-11:45 am



Everything You Need to Know About Levy Limits

Coyotes, Geese and other Creatures: Best Practices for Dealing with Urban Wildlife

Improving Police Community Relations

H2O Ideas Flow: Lead Lateral Pipe Replacement and other Water Issues

## Noon

Luncheon Speaker - Rebecca Ryan, The Future of Wisconsin Government

- Arts in the Community Award Winners Presented – Anne Katz, Arts Wisconsin
- Local Spark Award Winners Presented – Laura Taylor, WEA Trust
- Consideration of Resolutions and Business Meeting

## 1:30-2:30 pm

Is the Wheel Tax an Answer for Funding Streets in your Community?

2016 “Arts in the Community” Award Winners

Yes! Wellness Programs Really Do Work to improve Health and Well Being and Hold Down Health Care Costs!

Library Boards and the Governing Body: Who Controls What?

EPW- Mapping Your Future

## 2:45-4:15 pm

The Very Popular Municipal Roundtable

Advocating for Your Municipality: the League’s 2017-18 Proactive Legislative Advocacy

Ask the League Attorneys

EPW - The Cost of Clean: 20 Years of Sewer User Charge Trends in Wisconsin

## 4:30-6:00 pm

Celebrating Tree City USA in Wisconsin

Sponsored by the Wisconsin Department of Natural Resources

Friday, October 21

7:30-8:30 am

**Scrambled Eggs and Politics with Senate Candidates Former US Senator Russ Feingold & Senator Ron Johnson.**  
Sponsored by Enbridge (Included in Conference Registration. Separate Registration Required. Limited to 100.).

8:45-9:45 am

**Keys to Highly Effective Governing Bodies**

**Avoiding Conflicts in Transmission Line Siting**

**Applying Big Data to Improve Facility Operations & Reduce Expenses**

10:00-11:00 am

**EPW - Factors to Consider when Evaluating Whether to use Tax Incremental Financing**

**Performance-Based Compensation Systems**

**EPW - The Next Generation of Storm Water Planning: Forecasting TMDL and Storm System Needs Through New Technologies & Strategies in Storm Water Planning**

11:15-Noon

**Around the Corner with John McGivern – WPT**  
Sponsored by Alliant Energy

**COLFAX POLICE DEPARTMENT**

Village of Colfax P.O. Box 417 Colfax, Wisconsin 54730  
Supplemental – General License Application

**Instructions:** Fill in all blanks, if a blank doesn't apply to your situation; fill in with "NA". A \$5.00 Investigation Fee is due to the Village of Colfax when submitting this application. The Investigation Fee does not apply to: fermented beer, liquor, or on-off sale licenses. The fee, if applicable, will be instituted by the Village Clerk. Your receipt of this application will be accepted or denied within 72 hours (3 days) by the Colfax Police Department upon receipt of this application. This form is to be filled out in addition to any others required by the Village of Colfax. Any information on this application found to be false will be grounds for non-approval of this application.

**NOTE:** If any further explanation is needed, please continue on back of application.

Full Name-First, Middle, Last Whitney Rae Halasz

Business/Organization Name The Buck Short

Full Prior Names (nicknames, maiden names, etc.) Whitney Rae Peterson

Date of Birth 03/23/1988 Place of Birth St. Cloud, MN

Sex Female Race White Height 5'2" Weight 100

Social Security No. 475-15-0992 Driver's License No. H420-8968-8603-02

Have you ever been arrested for, or convicted of any laws, including traffic? Yes

If yes, list offense, date and place occurring. Speeding, 5/12/16

List prior addresses for the past five years 1112 S. Dewey EC, 54703  
621 1/2 Union St. EC, 54701 1114 1/2 S. Dewey, 54703

List three personal references, not related to you. Include name, address & phone number

- 1) Amanda Boehm
- 2) Mark Schally 3470 Potter Rd. EC, 54703 715-210-0536
- 3) Letitia Jensen 3303 Wilson St. #A6 <sup>now</sup> Menomonee, WI 54751 715-209-2430

Have you ever been a member of the Military Service? No Discharge? \_\_\_\_\_

Education- include name of High School, location, grade completed and any training beyond high school.

North High School (EC) Graduated 2006  
CVTC (EC) Landscape, Plant + Turf Management

I certify that I am familiar with the laws, ordinances and regulations, and hereby agree, if granted a license, to obey all provisions of such laws. I further certify that all information included in this application is true, accurate and complete to the best of my knowledge.

Signature [Signature] Date 8/18/2016

**Official Use Only-Below This Line**

Date Received 8-19-16 Date Approved \_\_\_\_\_ Date Denied \_\_\_\_\_

Researcher \_\_\_\_\_ Approving Officer Signature \_\_\_\_\_

COLFAX POLICE DEPARTMENT  
Village of Colfax      P.O. Box 417      Colfax, Wisconsin 54730  
Supplemental – General License Application

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Full Name-First, Middle, Last Whitney Rae Halasz

Business/Organization Name The Buck Short

Full Prior Names (nicknames, maiden names, etc.) Whitney Rae Peterson

Date of Birth \_\_\_\_\_ Place of Birth St. Cloud, MN

Sex \_\_\_\_\_ Race \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Have you ever been arrested for, or convicted of any laws, including traffic? Yes

If yes, list offense, date and place occurring. Speeding, 5/12/16

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621 1/2 Union St. EC, 54701 1114 1/2 S. Dewey, 54703

List three personal references, not related to you. Include name, address & phone number

- 1) Amanda Boehm
- 2) Mark Schally
- 3) Letitia Jensen

Have you ever been a member of the Military Service? No <sup>never</sup> Discharge? \_\_\_\_\_

Education- include name of High School, location, grade completed and any training beyond high school.

North High School (EC) Graduated 2006  
CVTC (EC) Landscape, Plant + Turf Management

I certify that I am familiar with the laws, ordinances and regulations, and hereby agree, if granted a license, to obey all provisions of such laws. I further certify that all information included in this application is true, accurate and complete to the best of my knowledge.

Signature [Signature] Date 8/18/2016

**Official Use Only-Below This Line**

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_ Date Denied \_\_\_\_\_

Researcher \_\_\_\_\_ Approving Officer Signature \_\_\_\_\_

# WISCONSIN

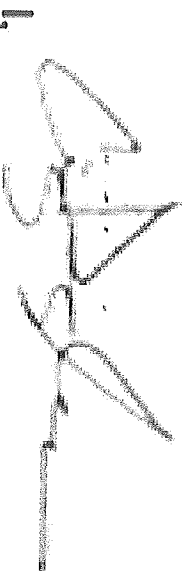
## SELLER / SERVER CERTIFICATION

**Trainee Name:** Whitney Halasz

**Date of Completion:** 08/15/2016

**School Name:** 360training.com, Inc.

**Certification #** WI-45878

I, 

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  
13801 Burnet Rd., Suite 100  
Austin, Texas 78727  
P: 800-442-1149

# COLFAX POLICE DEPARTMENT

Village of Colfax P.O. Box 417 Colfax, Wisconsin 54730  
Supplemental – General License Application

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**NOTE:** If any further explanation is needed, please continue on back of application.

Full Name-First, Middle, Last THOMAS J. DUNBAR

Business/Organization Name COLFAX AMERICAN LEGION

Full Prior Names (nicknames, maiden names, etc.) N/A

Date of Birth JULY 7, 1943 Place of Birth DUNN CO, WISCONSIN

Sex M Race W Height 5'11" Weight 220

Social Security No. 392-42-7752 Driver's License No. D516-8304-3243-26 WI

Have you ever been arrested for, or convicted of any laws, including traffic? YES

If yes, list offense, date and place occurring. SPEEDING 5-14-08 DUNN CO.  
FAILURE TO STOP/RE CROSSING SIGNAL 4-2-13 DUNN CO.

List prior addresses for the past five years N/A

List three personal references, not related to you. Include name, address & phone number

- 1) JOHN SUCROW 18177 HWY M COLFAX WI 962-4267
- 2) TERRY TURNER 510 E. 4TH AVE, COLFAX, WI 962-2071
- 3) KENNETH TATE 8442 E. 1080TH AVE, COLFAX, WI 962-3383

Have you ever been a member of the Military Service? YES Discharge? HONORABLE

Education- include name of High School, location, grade completed and any training beyond high school.

COLFAX HIGH SCHOOL 1961  
UN. FAU CLARE, W 35 1966

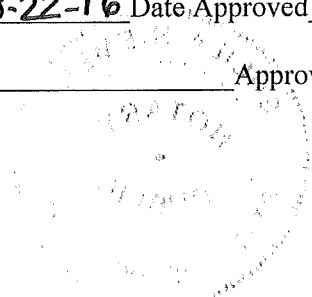
I certify that I am familiar with the laws, ordinances and regulations, and hereby agree, if granted a license, to obey all provisions of such laws. I further certify that all information included in this application is true, accurate and complete to the best of my knowledge.

Signature Thomas J. Dunbar Date 8/22/16

## Official Use Only-Below This Line

Date Received 8-22-16 Date Approved \_\_\_\_\_ Date Denied \_\_\_\_\_

Researcher \_\_\_\_\_ Approving Officer Signature \_\_\_\_\_



COLFAX POLICE DEPARTMENT  
Village of Colfax      P.O. Box 417      Colfax, Wisconsin 54730  
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Full Name-First, Middle, Last THOMAS J. DUNBAR

Business/Organization Name COLFAX AMERICAN LEGION

Full Prior Names (nicknames, maiden names, etc.) N/A

Date of Birth \_\_\_\_\_ Place of Birth DUNN CO, WISCONSIN

Sex \_\_\_\_\_ Race \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Have you ever been arrested for, or convicted of any laws, including traffic? YES

If yes, list offense, date and place occurring. SPEEDING 5-14-08 DUNN CO.  
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1) JOHN SUCKROW

2) TERRY TURNER

3) KENNETH TAPE

Have you ever been a member of the Military Service? YES Discharge? HONORABLE

Education- include name of High School, location, grade completed and any training beyond high school.

COLFAX HIGH SCHOOL 1961  
UNION CLARE, WI BS 1966

I certify that I am familiar with the laws, ordinances and regulations, and hereby agree, if granted a license, to obey all provisions of such laws. I further certify that all information included in this application is true, accurate and complete, to the best of my knowledge.

Signature Thomas J. Dunbar Date 8/22/16

**Official Use Only-Below This Line**

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_ Date Denied \_\_\_\_\_

Researcher \_\_\_\_\_ Approving Officer Signature \_\_\_\_\_

July 1, 2016 - June 30, 2017  
Application for License to Serve Fermented Malt Beverages  
and Intoxicating Liquors Fee - \$10.00

---

To the \_\_\_\_\_ Clerk \_\_\_\_\_ of the \_\_\_\_\_ Village \_\_\_\_\_ of \_\_\_\_\_ Colfax \_\_\_\_\_ Wisconsin:

I hereby apply for a License to serve, from July 1, 2016 to June 30, 2017, 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,

I certify that I am 40 years of age.

Angela Radomski  
Signature of Applicant

**Answer the following questions fully and completely:**

Name of Applicant Angela N Radomski

Address of Applicant E7986 770th Ave

Have you been convicted of any felony or of violating any law of the State of Wisconsin or of the United States?

NO

Date of such conviction \_\_\_\_\_

Name of Court \_\_\_\_\_

Nature of offense \_\_\_\_\_

Have you been convicted or violating any license law or ordinance regulating the sale of beverages or intoxicating liquors?

NO

Angela Radomski  
Signature of Applicant

STATE OF WISCONSIN,

Dunn County.

ss.

Angela Radomski being first duly sworn on oath says that he is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

Subscribed and sworn to before me this

29th

day of

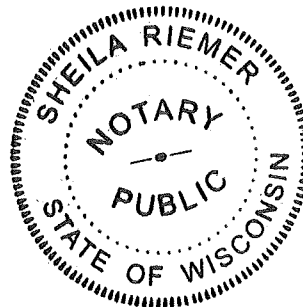
August 2016

Angela Radomski  
Applicant sign here

Sheila Riemer

Notary Public, Dunn County, Wis.

my comm. expires 8-27-18





COLFAX POLICE DEPARTMENT  
Village of Colfax      P.O. Box 417      Colfax, Wisconsin 54730  
Supplemental - General License Application

**Instructions:** Fill in all blanks, if a blank doesn't apply to your situation; fill in with "NA". A \$5.00 Investigation Fee is due to the Village of Colfax when submitting this application. The Investigation Fee does not apply to: fermented beer, liquor, or on-off sale licenses. The fee, if applicable, will be instituted by the Village Clerk. Your receipt of this application will be accepted or denied within 72 hours (3 days) by the Colfax Police Department upon receipt of this application. This form is to be filled out in addition to any others required by the Village of Colfax. Any information on this application found to be false will be grounds for non-approval of this application.

**NOTE:** If any further explanation is needed, please continue on back of application.

Full Name-First, Middle, Last Angela N Radomski

Business/Organization Name Little Italy

Full Prior Names (nicknames, maiden names, etc.) Angela N Radomski

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Have you ever been arrested for, or convicted of any laws, including traffic? No

If yes, list offense, date and place occurring. Disorderly Conduct - ordinance 5/2011

List prior addresses for the past five years 16011 W State Hwy 48  
BIRCHWOOD, WI 54817

List three personal references, not related to you. Include name, address & phone number

- 1) Sup Rapp
- 2) Mina Disimone
- 3) Jim Schmitt

Have you ever been a member of the Military Service? N/A Discharge? \_\_\_\_\_

Education- include name of High School, location, grade completed and any training beyond high school.

Completed Beauty School

I certify that I am familiar with the laws, ordinances and regulations, and hereby agree, if granted a license, to obey all provisions of such laws. I further certify that all information included in this application is true, accurate and complete to the best of my knowledge.

Signature Angela N Radomski Date 8/29/16

**Official Use Only-Below This Line**

Date Received 8/30/16 Date Approved 8/30/16 Date Denied \_\_\_\_\_

Researcher Chief of Police Approving Officer Signature [Signature]

# Wisconsin Responsible Beverage Server Training

## Angela Roppe

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL63858

Date of Completion: 06/09/2015



Authorized Signature

To the Village Board of Trustees and Management  
Village of Colfax  
Colfax, Wisconsin

In planning and performing our audit of the basic financial statements of Village of Colfax ("Village") as of and for the year ended December 31, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the Village's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Village's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiencies in the Village's internal control to be material weaknesses:

1. The size of the Village precludes a proper segregation of functions to assure adequate internal control over cash disbursements and cash receipts, especially as this relates to utility billing and receipts. This is not unusual in municipalities of your size, but the Village Board of Trustees and management should continue to be aware of this condition and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view. Our current understanding of your internal control over this function (as it existed during 2015) is that the both the Clerk-Treasurer and Clerk's Assistant have access to the subsidiary records/ general ledger postings and access to the cash receipts received in the mail on utility billings and is able to enter billing adjustments into the subsidiary records. We recommend that the Village segregate the control over cash receipts and general ledger entry wherever possible. We also recommend continued Board oversight of the reports noted previously as well as a comparison of budget to actual at interim periods throughout the year.

2. The Village's management is responsible for establishing and maintaining internal control and for the fair presentation of the Village's basic financial statements; supplementary information and disclosures in the financial statements in conformity with U.S. generally accepted accounting principles (GAAP). The Village does not have a system of internal control that would provide management with a reasonable assurance that the Village's financial statements and related disclosures are complete and presented in accordance with GAAP. As such, management has requested us to prepare a draft of the financial statements and supplementary information, including the related note disclosures. This is not uncommon in municipalities with a small management staff size such as yours, but it is our responsibility to report this condition to you.
3. The rescue squad receivables and related billings are maintained in separate billing software that is not integrated with the Village's general ledger. We propose the following recommendations:
  - a. All billing adjustments are printed and approved by the Administrator-Clerk-Treasurer on a monthly basis. We further recommend that the Village Board or committee review and approved these adjustments.
  - b. All write-offs of uncollectible accounts receivable are approved by the Administrator-Clerk-Treasurer on a monthly basis. We further recommend that the Village Board or committee review and approved these write-offs.
  - c. Management should provide for an allowance for uncollectible accounts monthly based on an estimate of the write-offs that are expected to occur after reviewing write-off history or as a % of revenue, whichever is a more accurate estimation of the write-offs. This should be a monthly journal entry that debits bad debts expense and credits the allowance for uncollectible accounts.
4. The receipts for the taxes receivable and related revenues were not properly recorded in the Village's financial statements. This requires significant additional time on our part to reconcile receipts and revenues and propose journal entries to properly reflect the receivables and revenues for the year and record items not reflected on the bank statements for the year in the tax accounts. We have provided accounting assistance in this area outside of the scope of the audit.

5. Several audit adjustments were proposed and accepted by management as a result of testing the utility accounts receivable (“AR”) and related revenues to bring the AR balance per the general ledger in agreement with a listing of AR at the end of 2015. Management has chosen to prepare the year-end adjustments based on work done by the accounting firm. It is important to accurately state accounts receivable continuously throughout the year. We recommend that the detailed listing of accounts receivable be reconciled to the billing software quarterly by the Utility’s accounting department to verify that all billings, adjustments and payments are being properly reflected in the general ledger. This will also allow management to place reliance on the aging reports; to be used in its review of older accounts with overdue balances for collections. We further recommend that all billing adjustments over a certain dollar amount are reviewed and approved and signed off by the Utility Superintendent and the Board President; the Administrator-Clerk-Treasurer should also review the adjustments made on each quarterly billing prior to the final bills being mailed to customers. The adjustments should have sufficient explanations and documentation to allow a clear understanding of why the adjustment was made. These adjustments should be retained as documentation and approval of the amounts by the Administrator-Clerk-Treasurer.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in internal control to be a significant deficiency:

1. During our review of the controls over information technology (IT)/computerized functions, we noted several opportunities for improvement. The Village does not have a written IT strategic plan, nor are written policies relative to IT in place. We recommend that the Village develop a written strategic plan for its use of IT that includes an annual risk assessment, documentation of significant IT policies including updating user passwords and a formal disaster recovery plan. This would not need to be overly complex given the size of the Village, but this would help improve controls over IT.

**Other comments:**

1. The legally adopted budget for the general funds contains perspective differences, which is allowed per GASB No. 41 and requires formatting the budgetary comparison schedule required by GAAP for the general fund with reconciliation adjustments to the actual amounts on this budgetary basis due to these perspective differences, as shown in the notes to the budgetary comparison schedule. We noticed that the budgetary comparison schedule showed some over expenditures of the general fund budget amounts (general government, conservation and development and capital outlay). This is a violation of WI Statute 65.90 (5) (a), which requires a 2/3 vote to amend the budget line items (appropriated amounts). There are no monetary penalties for this violation; however we recommend reviewing budget to actual amounts at the end of the year after the audit and amending the budget in the future, if necessary to keep the expenditures within the legally adopted amounts.
2. In reviewing the interfund balances, we noticed that they remained unchanged from 2014. We recommend settling these through the pooled cash accounts in each fund to settle these interfund balances in 2016.

This communication is intended solely for the information and use of management and the Village Board of Trustees. It is not intended to be and should not be used by anyone other than these specified parties.

*Bauman Associates, Ltd.*

CERTIFIED PUBLIC ACCOUNTANTS

Eau Claire, Wisconsin  
September 08, 2016

September 08, 2016

To the Village Board of Trustees  
Village of Colfax  
Colfax, Wisconsin

Dear Trustees:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Village of Colfax for the year ended December 31, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Findings

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Village are described in Note 1 to the financial statements. As described in Note 1B to the financial statements, the Village adopted Statement of Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, in 2014-2015. The Village also adopted GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68*, as this is effective with the implementation of GASB No. 68. No other new accounting policies were adopted and the application of existing policies was not changed during 2015. We noted no transactions entered into by the Village during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

1. Management's estimates of depreciation and amortization of its capital assets are based on assumptions of the estimated useful life and industry standards. We evaluated the key factors and assumptions used to develop the depreciation and amortization estimates in determining that they are reasonable in relation to the financial statements taken as a whole.
2. Management's estimate of the accumulated provision for uncollectible accounts relative to the ambulance accounts receivable is based on management's estimate of the likelihood that existing receivables will become uncollectible. This is based on conditions known as of December 31, 2015 as well as a review of write off history from prior years. We evaluated the key factors and assumptions used to develop these estimates in determining they are reasonable in relation to the financial statements taken as a whole.
3. The net pension asset information used to implement GASB 68 was provided to all participating governmental units by the Wisconsin Department of Employee Trust Funds and is based upon an actuarial valuation performed on the plan's data as of the measurement date of December 31, 2014 and related employer reporting schedules. This information relative to the Wisconsin Retirement System has been audited by the State of Wisconsin Legislative Audit Bureau who expressed an unmodified opinion in its report dated August 13, 2015. We have evaluated the key factors and assumptions used to develop these estimates including the allocations to participating employers for their proportionate share in determining that they are reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

#### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.



### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### ***Disagreements with Management***

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in the management representations letter dated September 08, 2016.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Other Matters**

We applied certain limited procedures to the Budgetary Comparison Schedule – General Fund, Schedule of Village's Proportionate Share of the Net Pension Liability (Asset) and Schedule of Village's Contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

**Restriction on Use**

This letter is intended solely for the use of the Village Board of Trustees and management of Village of Colfax and is not intended to be and should not be used by anyone other than these specified parties.

*Bauman Associates, Ltd.*

CERTIFIED PUBLIC ACCOUNTANTS

## **CBS Squared Inc.**

### **Agreement for Professional Services**

This agreement is effective as of September 12, 2016 between Village of Colfax, 613 Main Street, PO Box 417, Colfax, WI 54730-0417 (Client), and CBS Squared, Inc. (Consultant).

This letter agreement describes the understanding of project, scope, schedule, and payment conditions for Consultant's work on the Project described in the scope of services below.

**UNDERSTANDING OF PROJECT:** Consultant understands that the Client is requesting wastewater engineering services to evaluate solutions for the Wastewater Treatment Plant (WWTP) phosphorous limit changes that take effect on January 1, 2017. The Client's WWTP currently discharges to the Red Cedar River. After January 1, 2017 a new phosphorus limit of 320 lb/year goes into effect. The Client's WWTP has a maximum design capacity of 105,000 gallons per month and a current interim phosphorus monthly average limit of 3 mg/l.

The Client can meet the phosphorus limit through various methods prescribed by the Wisconsin Department of Natural Resources (WDNR). Some of the phosphorus reduction methods involve payments to landowners upstream of the Client for improvements to the landowners' property that will reduce phosphorus levels (Adaptive Management and Water Quality Trading). The Consultant's understanding is that the Client has looked at Adaptive Management and Water Quality Trading and has decided that these options are not in the best interest for the Client.

There are other phosphorus reduction methods which include adding additional alum that combines with the phosphorus in the WWTP sludge. The sludge is then disposed of on predetermined farm fields and is not discharged to surface waters. A second phosphorus reduction strategy is to change the effluent discharge of the WWTP from surface water discharge to irrigation discharge. With irrigation discharge, the treated WWTP effluent is sprayed onto farm fields and is used to grow specific crops that are harvested and used for animal feed. The treated wastewater effluent and the nutrients that it contains are taken up by the vegetation through plant growth. Soil microorganisms further treats the wastewater effluent as it moves through the soil. Both the alum method and spray irrigation method are used by other WDNR regulated WWTP's.

**SCOPE:** The services to be provided by the Consultant for the Project will be to provide Wastewater Engineering Services to evaluate solutions for the WWTP phosphorous limit changes that take effect on January 1, 2017. The Engineering Services will include evaluating the alum method and spray irrigation method and to present the comparison between the two methods in terms of estimated capital cost and estimated annual operating costs. The results of this Project will include a letter type report, cost analysis and preliminary layout of WWTP improvements.

**PAYMENT:** The Project will be invoiced on a time and materials basis with a not-to-exceed fee of \$4,400 without an amendment approved by Client. Expenses will be invoiced based on actual cost and mileage per the current federal mileage rate.

If additional services are required or requested, the Consultant will submit an estimate of additional costs prior to commencement of the proposed work. No additional work will be performed until the amendment has been approved and signed by the Consultant.

The payment method, basis, frequency and other special conditions are set forth below:

### **Hourly Basis**

The Client and Consultant agree as to the hourly basis for payment for services provided by Consultant. The Client will be invoiced per the attached Rate Table for personnel. The Rate Table may be amended from time to time by mutual written agreement between the parties. Monthly charges for services shall be based on Consultant's Rate Table for personnel for applicable employees plus charges for expenses and equipment as agreed upon between the parties. Consultant shall be paid monthly for work performed.

### **Expenses**

The following items represent reimbursable expenses by Consultant's employees or professional consultants on behalf of the Client providing the same are required to perform the work contracted for and shall be paid for as described in the Agreement.

1. Transportation and travel expenses (mileage).
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expenses connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, reports, plan and specification reproduction expenses.
6. Postage, handling, and specific delivery services.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. Any sales tax or use tax (excluding specifically income tax) levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project, including but not limited to, additional project specific insurance requirements.
11. The cost of special consultants or technical services (not already included in contracted fees) as required. The cost of sub-consultant services shall include actual expenditure plus 10% markup for the cost of administration and associated insurance.

## Equipment Utilization

The utilization of specialized equipment, including automation (survey equipment, reproduction equipment etc.), is recognized as benefiting the Client. The Client, therefore, agrees to pay the reasonable cost for the use of such specialized equipment on the project.

Consultant invoices will contain detailed information regarding the use of specialized equipment on the project when it is to be reimbursed by the Client. Charges will be based on the standard rates for the equipment published by Consultant.

**AGREEMENT SUMMARY:** This Agreement for Professional Services, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant within this document. The Agreement for Professional Services (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party, within fifteen (15) calendar days of notification by either party.

The contract is between the following representatives:

**Client's Representative: Lynn Niggemann, Administrator / Clerk**

**Address: Village of Colfax, 613 Main Street, PO Box 417, Colfax, WI 54730-0417**

**Telephone: 715.962.3311**

**e-mail: [clerktreasurer@villageofcolfaxwi.org](mailto:clerktreasurer@villageofcolfaxwi.org)**

**Project Manager: Sheryl Claflin, PE**


**Address: CBS Squared Inc, 770 Technology Way, Chippewa Falls, WI 54729**

**Telephone: 715.861.5226**

**email: [sclaflin@cbssquaredinc.com](mailto:sclaflin@cbssquaredinc.com)**

**CBS Squared, Inc.**

**Village of Colfax**

By: 

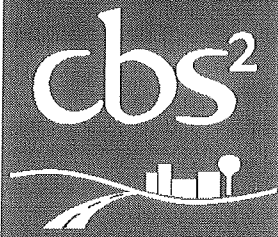
By: \_\_\_\_\_

**Title: Sheryl Claflin, President**

**Title: Lynn Niggemann, Administrator/Clerk**

**Exhibit 1 – Rate Table**

**Exhibit 2 – Expense Rate Table**



# CBS squared, Inc

## Employee Rates Table 2016

<u>Employee Title</u>	<u>Billable Rate</u>
Senior Project Manager	\$145/hr
Project Manager	\$130/hr
Senior Professional Engineer	\$130/hr
Professional Engineer	\$110/hr
Staff Engineer	\$80/hr
Senior Architect	\$130/hr
Architect	\$110/hr
Project Leader	\$ 80/hr
Lead Designer	\$100/hr
Designer	\$90/hr
Senior Technician	\$85/hr
Technician	\$65/hr
Administrative Assistant	\$60/hr
Senior Professional Land Surveyor	\$110/hr
Registered Land Surveyor	\$100/hr
Survey Crew Chief	\$75/hr
Survey Crew Assistant	\$60/hr
Planner/Specialist	\$95/hr

770 Technology Way  
Chippewa Falls, WI  
54729

Note: All rates based on Fiscal Year 2016.

info@cbssquaredinc.com

cbssquaredinc.com

# Exhibit 2



CBS Squared, Inc. Expense Rate Table 2016

Schedule of Direct Cost Items:	
Items	Cost
Employee Vehicle Mileage	Current Federal rate
Overnight per diem (lodging and meals)	Current Federal rate
Meals only per diem(breakfast, lunch & dinner)	Current Federal rate
Breakfast	Current Federal rate
Lunch	Current Federal rate
Dinner	Current Federal rate
GPS equipment	\$30 per hour
Geodimeter/Total Station equipment	\$25 per hour
Postage/Shipping (at cost)	\$0.49 per letter (or actual cost of shipping)
Copies/reproduction	\$0.15 per letter, \$0.20 per tabloid and \$1.50 per large sheet media (or actual cost of reproductions)
Rebar (property Irons - Survey)	\$2.00 each
Research and Data Base Reports & access fees	actual cost
Historic maps, research, aerials & photopraphs	actual cost
Plat Recording fees	actual cost
ATV rental	\$100/day
Boat rental	\$100/day

**CBS Squared, Inc.**  
**Master Agreement and General Conditions for Professional Services**

This Master Agreement for Professional services is effective as of September 12, 2016 between Village of Colfax, 613 Main Street, PO Box 417, Colfax, WI 54730-0417 (Client) and CBS Squared, Inc. (Consultant).

By entering into this Agreement, Client agrees to utilize the professional services of Consultant and Consultant agrees to provide the professional services described in this Agreement, exhibits or attachments. The General Conditions of this Agreement for Professional Services shall apply to all work performed by Consultant on behalf of Client. Individual projects requested by Client on an as needed basis and accepted by Consultant will be described in Supplemental Letter Agreements (SLA) with other optional exhibits and attachments cited. Nothing herein shall be deemed to require Client to retain Consultant or require Consultant to provide services beyond those specified in Supplemental Letter Agreements.

The following may be attached to an SLA: Exhibit 1 for Hourly Payments, Exhibit 2 or 3 for Lump Sum Payments, and Exhibit 4 for Resident Project Representative Duties/Responsibilities. If attachments are needed, they will be provided with the SLA. Invoicing and payment will be per the Master Agreement.

This Master Agreement for Professional Services, General Conditions, Exhibits, and Attachments to Exhibits (collectively referred to as the "Agreement") represent the entire understanding between Client and Consultant and supersedes all prior contemporaneous oral or written agreements with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all Exhibits unless alternate terms have been specifically agreed to on the SLA under "Other Terms and Conditions". The Supplemental Letter Agreement shall take precedence over Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

**General Conditions**

Services of the Consultant

Consultant agrees to perform professional service as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of service hereunder.

Schedule

Unless specific period of times or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said service. If Client has requested change in the scope, extent, or character of the Project or the service to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that the Consultant is not responsible for damages arising directly, or indirectly, from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then the Consultant shall be entitled to an equitable adjustment in schedule and compensation.



### Additional Services

If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification, and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services and to an extension of time for completion of additional services absent written objection by Client. Additional service shall be billed in accordance with agreed upon rate, or if not addressed, then at Consultant's standard rates as set forth in the rate table.

### Suspension and Termination

If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's Services are delayed by actions or inactions of other for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 day written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in the Agreement to reflect reasonable costs incurred by Consultant.

This Agreement may be terminated by either party upon seven day written notice should the other party fail substantially to perform in accordance with its term through no fault of the party initiating the termination.

This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.

In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expense and equipment costs then due and all termination expenses.

### Client Responsibilities

The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private land required for Consultant to perform its services.

The Client shall provide all legal, accounting, financial and insurance counseling and other special service as may be required for the Project, along with all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's service, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of sample environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.

Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.

Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect aid utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damage which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.

Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or service furnished by the Client is in error or is inadequate for its purpose.

## **Payment**

### **Invoices**

Undisputed portion of invoices are due and payable within 30 days or as stated on the invoice. Client must notify Consultant in writing of any disputed item within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoice 30 day past due. Consultant reserve the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding service or Instrument of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.

Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.

Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoice in small claims court or through the American Arbitration Association Construction Industry Rules without the necessity of any mediation proceedings and the Client agree to be bound by such venue.

## **General Considerations**

### **Standards for Performance**

The standard of care for all professional engineering and related service performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by member of Consultant's profession practicing under similar circumstance at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.

Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omission, nor for it mean, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.

If requested in the scope of a Supplemental Letter Agreement, the Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinion of Probable Construction Cost provided for herein is to be made on the basis of Consultant's experience and qualification and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's method of determining price, or over competitive bidding or market condition, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional service and fee with Consultant.

#### Indemnity for Environmental Issues

Consultant is not a user, generator, handler, operator, arranger, store, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, sub-consultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to cost of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

#### Limitations on Consultant's Liability

The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omission, strict liability, breach of contract or breach of warranty shall not exceed one million dollars (\$1,000,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall be modified to cover the additional liability costs to provide the Consulting Services.

Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.

It is intended by the parties to this Agreement that Consultant's service shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agree that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

#### Assignment

Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this sub-section shall be null and void.

### **Dispute Resolution**

#### Mediation

Any dispute between Client and Consultant arising out of or relating to this Agreement or service provided under this Agreement, (except for unpaid invoices which are governed as stated previously),

shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

#### Litigation – Choice of Venue and Jurisdiction

Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

### **Intellectual Property**

#### Proprietary Information

All document including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.

Consultant shall retain all of its rights in its proprietary information including, without limitation, it methodologies and method of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience processed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

#### Client Use of Instruments of Service

Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its sub-consultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instrument of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.


Records requests or request for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant' current rate schedule, or fee negotiations in advance of release of documents or files.

#### Reuse of Documents

All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fee arising out of or resulting from reuse of Consultant documents without written consent.

#### **CBS Squared, Inc.**

By: \_\_\_\_\_



Title: Sheryl Claflin, President

#### **Village of Colfax**

By: \_\_\_\_\_

Title: Lynn Niggemann, Administrator/Clerk

# **TOAST TO 10**

## **"Musical Memories"**

On Saturday, October 29, 2016, the Red Cedar Sounds will present their 10<sup>th</sup> Annual Harvest of Harmony Cabaret, **TOAST TO 10, "Musical Memories"**. The matinee will include dessert and refreshments and will start at 2:00 P.M. The evening performance will start at 5:15 P.M. and will include a Soup Dinner plus dessert. Matinee tickets are \$3 for children and \$8 for adults. Evening tickets are \$5 for children, \$12 adults or \$10 presale. The event will be held at the Martin Anderson Gymnasium at 601 University Avenue, Colfax, Wisconsin. Tickets are available at the door. This is great family entertainment to be enjoyed by all and will include appearances by quartets "Con Brio" and "Totally Connected", with additional appearances by an acappella chorus from the University of Wisconsin, Eau Claire, "Audacious" and the famous local quartet "Sir Arthur's Quartet".

We are asking you to sponsor us with a donation of money to be used to fund the show costs and to offset some of our yearly expenses. Your donations to Red Cedar Sounds Chorus are welcomed in any amount; past donations have been \$15, \$25, \$50, \$100, and more. We are a 501c3 nonprofit organization. In exchange we will print your sponsorship in our programs for the performances and if requested, you will receive a free matinee show ticket. We are very happy to receive your support. As a Chorus, we believe we are providing musical education opportunities for members of the chorus and communities along with entertainment to the communities we live and work in. We work very hard to improve our singing abilities, learning new music, attending education programs provided by our regional organization, polishing favorite melodies and even traveling to our regional competition. At our last regional competition in Rochester, Minnesota in May of 2016, we were pleased to receive the "Most Improved Chorus" award.

Red Cedar Sounds offers membership to women of all ages, covering a wide demographic area of West Central Wisconsin and enjoy singing for both old and young.

This year we are offering a free Basket Raffle Ticket for each item of a women's product donated to be delivered a local women's shelter.

We look forward to entertaining you all and thank you for your anticipated response.



T&R Recycling, LLC.  
13744 County Hwy OO  
Chippewa Falls, WI 54729  
715-720-9311 Cell: 715-828-7272  
Fax: 715-720-1912 [www.trrecycling.com](http://www.trrecycling.com)

## ***BID PROPOSAL***

---

**DATE:** August 31, 2015

**SUBMITTED TO:**

Village of Colfax  
PO Box 417  
Colfax, WI 54703

**WORK TO BE PERFORMED AT:**

Sand/salt shed  
Colfax, Wisconsin

---

**WORK TO BE PERFORMED:**

**Project Name:** N/A

**Date of Plans:** N/A

- #1) Removal of old sand and salt shed. Includes removal of concrete pad outside. \$3,800.00
- #2) Removal of old sand and salt shed. Bid does not include the removal of concrete pad. \$3,300.00

\*\*\*Bid does not include any hazmat inspection or removal of such material. Hazmat inspection cost will not exceed \$300.00

\*\*\*All scrap metal resulting from work as noted above becomes property of T&R Recycling, LLC.

\*\*\*Owner is responsible for all hazardous materials, drain down, electrical, refrigerant and gas disconnections.

We propose to furnish material and labor – complete in accordance with above specifications for the sum of:

See Above

**Payment to be made as follows:**

**Net Due Upon T&R Recycling, LLC's Completion of Project**

All material and labor is guaranteed to be as specified. The above work is to be completed in accordance with the drawings and specifications submitted and completed in a substantial workmanlike manner. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the original proposal amount. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workman's Compensation Insurance. If T&R Recycling, LLC. commences legal action to enforce its rights, pursuant to this agreement, the other party in said legal action shall pay for any attorney fees and costs of litigation relating to said legal action.

**Company Authorized Signature:** \_\_\_\_\_ Travis Rowan \_\_\_\_\_

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**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Colfax Rescue

August 2016 Report

**Municipalities Responded to:**

Village of Colfax	12
Village of Elk Mound	6
Village of Wheeler	2
Township of Colfax	2
Township of Elk Mound	5
Township of Sand Creek	3
Township of Grant	1
Township of Otter Creek	4
Township of Tainter	4
<u>City of Menomonie</u>	<u>1</u>

***Total*** **42**

**Receiving Facilities:**

Mayo Eau Claire	10
Mayo Menomonie	7
Mayo Chippewa Valley	1
Sacred Heart	3
<u>Cancelled, Refused, Standby, etc.</u>	<u>21</u>

***Total*** **42**

**Financial:**

August 2016 Billed Out: \$25,356.66

August 2016 Collected: \$17,291.42

**CRS August Notes:**

- Colfax Rescue Held the annual meeting, which was very well attended. Represented were: Town of Colfax, Town of Tainter, Town of Grant, Town of Elk Mound, Town of Otter Creek, Village of Elk Mound, Village of Colfax, Colfax Messenger and Lynn Village of Colfax Clerk-Treasurer Administrator. At this meeting the ten-year plan was reviewed, operations reviewed, the proposed budget presented, proposed base rate changes presented.
- The Clinic search committee met with an interested party with a future community meeting being scheduled.
- The ambulance schedule has begun to get busier with football games, horse shows, and staff going back to school.
- Don's surgery has been pushed back for some pre-therapy.
- Charter has discontinued the distinctive ring feature for our fax line and switched us to a one-year free second line.
- On behalf of my family I would like to thank the Village Board and employees for the sympathy extended with the death of my mother. It is very reassuring to know you friends there for you when you need the! Part of the memorial money is going to be used to donate a rolling tool box for Colfax Rescue in memory of Gordon and Balance Mittelstadt.
- August training was performed by Lisa from Sacred Heart Hospital on heat emergencies and concussions. September's training is scheduled to be Robin from Sacred Heart on Critical Incident Stress for responders.



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

## AUGUST 2016 MONTHLY POLICE REPORT

**CALLS FOR SERVICE: 52**

TRAFFIC STOPS: 12

- ASSIST OTHER AGENCY: 3
  - 1 TRAFFIC ACCIDENTS, DOMESTIC, TRAFFIC STOP, MENTAL SUBJECT
- BURNING COMPLAINT: 1
  - REPORT OF A LARGE AMOUNT OF SMOKE COMING FROM LOT IN TRAILER PARK- FIRE IN FIRE RING
- AMBULANCE ASSIST: 3
- LOST / FOUND: 1
  - BICYCLE ABANDONED IN DITCH
- INFORMATION: 3
  - WANTED PERSON IN AREA, DRUG PARAPHERNALIA FOUND IN PARK, LARGE AMOUNT OF DEBRIS AT A RESIDENCE
- SUSP PERSON/CAR: 5
  - 2 REPORTS OF SUSPICIOUS CARS AT DIFFERENT LOCATIONS- SUBJECTS WERE PLAYING 'POKEMON GO', MALE SUBJECT ON A PERSONS DECK, WANTED PERSON AT A RESIDENCE, VEHICLE PARKED ON ANOTHERS PROPERTY
- CHECK WELFARE: 2
  - ELDERLY FEMALE HAD NOT BEEN HEARD FROM FOR A COUPLE OF DAYS, SUBJECT WITH MENTAL HEALTH ISSUES HALLUCINATING
- OPEN DOOR: 1
  - LIGHTS ON, DOOR OPEN AT WARMING HOUSE AT TOM PRINCE MEMEORIAL PARK- NO ONE AROUND AND BUILDING SECURED (12:45 AM, 08/21/2016)

- JUVENILE COMPLAINT: 1
  - INAPPROPRIATE BEHAVIOR BETWEEN SIBLINGS
- ALARM: 1
  - BUSINESS ALARM- ACCIDENTAL SET OFF
- ASSIST CITIZEN: 1
  - RETRIEVE PROPERTY FROM A FAMILY MEMBERS RESIDENCE FOR SAFEKEEPING
- PROPERTY WATCH: 2
  - RESIDENT VACATIONING, RESIDENT IN HOSPITAL
- 911 HANGUP/MISDIAL: 1
- HARASSMENT: 1
  - SUBJECT CLAIMING TO BE HARASSED AND FOLLOWED BY SOON TO BE EX WIFE
- PROPERTY INSPECTION: 1
  - ANNUAL SAFETY INSPECTION OF CTL FOODS
- DISORDERLY CONDUCT: 1
  - ELDERLY MALE EXCESSIVELY HONKING AND YELLING OUTSIDE OF RESIDENCE
- CHILD CUSTODY: 1
  - DISAGREEMENT OVER COURT ORDERED CHILD VISITATION
- THEFT: 4
  - STOLEN VEHICLE RECOVERED IN MINNESOTA, 3 OTHER VEHICLES HAD ITEMS STOLEN FROM THEM
- MISCELLANEOUS: 3
  - ELECTION SIGNS REMOVED, UNDERAGE DRINKING THAT HAD OCCURRED IN MENOMONIE, REPORT OF PERSON YELLING IN AREA
- TRAFFIC ACCIDENT: 1
  - HIT AND RUN ON UNIVERSITY AVE- 2 CARS DAMAGED
- DOMESTIC: 2
  - SUBJECT ARRESTED FOR BATTERY AND STRANGULATION TOWARD GIRLFRIEND, INTOXICATED FAMILY MEMBERS ARGUING
- WARRANT: 1
  - SUBJECT ARRESTED ON CHIPPEWA COUNTY WARRANTS

**Public Property Committee Meeting**  
**August 22, 2016**  
**5:00 p.m.**

The Village of Colfax Public Property Committee met on Monday, August 22, 2016 at 5:00 p.m. at Village Hall. Members present were Chair Wolff, Trustees Schieber and Gunnufson. Other present Mark Halpin, Library Director Bragg-Hurlburt, Director of Public Works Bates, LeAnn Ralph with the Messenger and Administrator-Clerk-Treasurer Niggemann.

**Village of Colfax Building Tour – we will meet at the Public Works Building**

Locations that the tour stopped or mentioned:

Public Works Building  
Rescue Squad  
Police Department  
Library  
Salt Shed  
Well Houses  
Lift Station  
Lagoon  
Village Hall (next meeting)

There will be more information in the August 24, 2016 meeting minutes once we discuss the tour. All meeting items were completed and the tour concluded at 7:05 p.m. Meeting adjourned.

---

David Wolff, Chairperson

**Public Property Committee Meeting**  
**August 24, 2016**  
**5:00 p.m.**

The Village of Colfax Public Property Committee met on Wednesday, August 24, 2016 at 5:02 p.m. at Village Hall. Members present were Chair Wolff, Trustees Schieber and Gunnufson. Others present Mark Halpin, Library Director Bragg-Hurlburt, Director of Public Works Bates, and Administrator-Clerk-Treasurer Niggemann.

**Discussion regarding the tour of public buildings – possible recommendations to the Board**

**Public Works**

- Water issue – Rand will get costs to landscape the front of the building.
- Current Salt Shed – cost to take down and remove concrete slab from T & R Recycling \$3,800.
- Building a new Salt Structure 30' x 50' with a hoop top – concrete \$9,650 plus the roof \$16,140 = \$25,790.
- Lift Station could be a location for a salt shed and possibly a Public Works building, if there are no flood plain issues there.
- Lagoon- January 2017, the DNR will set the Village's phosphorus limits. Something that may be required is a chemical building at the lagoon due to chemical usage. This building would include a wash station. Possible alternative would be to keep the DNR permit, but instead of pumping the water into the Red Cedar River, the Village could install a pump and piping which would allow for a farmer to use the water on fields instead. This will be something that needs additional research, etc.
- Wells – generator – Location of a generator would be Well #2. Thoughts regarding the purchase of a generator may be to participate in a cost share with other municipalities. A higher priority than the well generator is the Lift Station generator. Randy will get a more firm cost of the generator and check into emergency grant opportunities.

**Rescue Squad**

- Exhaust system in the ambulance bay – Approx. \$26,000. This is an item that Don has been trying to get funding assistance for.
- Floor drains were never installed into the ambulance bay. This has been a concern of the worker's comp carrier.
- Sleeping area – temperature control is difficult. Currently the space has been code compliant, but the location is upstairs with no elevator or a sprinkler system.

**Police**

- Garage at the police station
- Interview room
- Evidence room
- Private bathroom
- Water damage in the storage space

**Library**

- Wheelchair access at the front of the building
- Children's space – downstairs
- Elevator
- Parking
- Space in general

**Village Hall**

- Larger Board Room/Election space
- Storage
- ADA compliance

**Basement**

- The electric would need to be brought to code.
- Is the damp proofing working or is it good enough?
- Basic decorative seal coating on the floors
- Elevator location/issues
- Walls and ceilings- what type of coverings for environment
- Decorative arch supports for the basement

**Auditorium**

- Possible shades for the windows
- Elevator issues
- Fire escape out of the balcony has been closed off due to safety
- No public is allowed in the balcony level

Other discussion items included that Durand has a Library joined with the School. Chetek has Ambulance and Fire joined.

The next meeting is scheduled for Wednesday, August 31, 2016 at 5 p.m., everyone should attempt to bring ideas they have or have heard of that can be discussed. The committee needs to try and pick a direction for the Village.

At some point it may be helpful to take a tour of other municipalities to see how they have their departments organized.

A motion was made by Gunnufson and seconded by Scheiber to adjourn the Public Property Committee Meeting at 6:29 p.m. A voice vote showed all present voting yes. Meeting adjourned.

---

David Wolff, Chairperson

**Public Property Committee Meeting**  
**August 31, 2016**  
**5:00 p.m.**

The Village of Colfax Public Property Committee met on Wednesday, August 31, 2016 at 5:06 p.m. at Village Hall. Members present were Chair Wolff, Trustees Schieber and Gunnufson. Others present Library Director Bragg-Hurlburt, Director of Public Works Bates, Police Chief Anderson, and LeAnn Ralph with the Messenger and Administrator-Clerk-Treasurer Niggemann.

**Discussion regarding the tour of public buildings – possible recommendations to the Board**

**Public Works**

- Parking area estimates: Public Works would remove the concrete along the front of the building, J&K Concrete would fill with Village provided material and pour 8' concrete apron with 2" foam under the concrete for a cost of \$6,782 plus trucking cost estimated from Bobcat Pro of \$350 to total \$7,132.00.
- Salt Shed – take down at \$3,800 is a priority for safety and liability. At minimum, the Public Works can use the current slab or pour a new slab (\$9,650) if there is a location determined and cover the sand. Contingent upon budget.
- Still checking on the Floodplain at the Lift Station.
- Lagoon – Meeting with CBS Squared Friday, September 2, 2016 to see if they have the requirements at the Lagoon for chemicals. What is required of a structure there, tempered water, well, holding tank, etc.
- A higher priority than the well generator is the Lift Station generator. Randy will get a more firm cost of the generator and check into emergency grant opportunities.

**Rescue Squad**

- Don Knutson will try to get estimates on a sprinkler system for the Rescue Squad sleeping quarters and another estimate for sprinkler in the entire DPW building.

**Police**

- Bill feels that the garage is the number one item on his list of space needs. The water issue in the northeast corner should be addressed before this winter if possible.
- Discussions: If Public Works moved to another location, the Rescue Squad could take over the Public Works facility, the Police could take over the Rescue Squad and the Administration could be moved to the cold storage.

**Library**

- Ideas for the Library space included:
  - \* Remodel the current building with ADA compliance.
  - \* Is there a possibility to build a library and share a community space with the Senior Center?
  - \* There is a vacant lot next to the Dollar General which is a great location.
  - \* The Dairy State Bank lot is still a building site.
  - \* Can the Library and the School share some space?

- Bragg-Hurlburt will bring a list of space needs, programs, etc. that she feels is the future outlook of the Library. That information will be helpful with space planning needs.

#### **Village Hall**

- Larger Board Room/Election space
- Storage
- ADA compliance

#### **Basement**

- Rand will get a cost estimate from LBR Electric to get some temporary lighting in the basement.
- Contact Bear Valley Electric to get an estimate of costs to bring the basement up to code.

#### **Auditorium**

- Have CBS Squared give the Village advice regarding the fire escape and exit of the balcony.

The object of these meetings is to develop a long term plan for the Village buildings. By getting some costs, the Village can develop a priority list to use for budget planning purposes.

A motion was made by President Gunnufson and seconded by Trustee Schieber to recommend to the Board that the salt shed needs to come down in 2016 if budget is available. Voting For: President Gunnufson, Trustees Schieber and Wolff. Voting Against: none. Motion carried.

The next meeting is scheduled for Thursday, September 15th, 2016 at 5:00 p.m.

A motion was made by Schieber and seconded by Gunnufson to adjourn the Public Property Committee Meeting at 7:11 p.m. A voice vote showed all present voting yes. Meeting adjourned.

---

David Wolff, Chairperson

# Administrator-Clerk-Treasurer Report

## September 9, 2016

### **Election Stuff**

Laws will be changing again for the November election.

- Residency requirements have been changed from 28 days back to 10 days.
- The Department of Transportation issues Voter ID's.
- Absentee voting has been opened up for a longer period of time. Absentee voting can begin as early as ballots are printed and in office. The Village of Colfax has allowed absentee voting Monday-Friday 8 a.m. to 4 p.m. 9/26/2016 to 11/3/2016 and Friday 11/4/16 8 a.m. to 5 p.m. There is still no absentee voting on Monday before the election.

### **Iverson Road**

We have some options back from Mr. Schneider and we are waiting on a couple other items. We are getting closer to bringing the entire project back before the Board.

**Public Buildings Committee meeting** (Committee Members- David (chair), Scott and Anne)  
Next meeting is scheduled for Thursday, September 15<sup>th</sup>, 2016 at 5 p.m. – I need to discuss this time and date with the committee members as I have a conflict. Please have your calendars available to reschedule a date and time.

I feel that the meetings have been very interactive and a lot of ideas have been brought up and discussed.

**Tower Park** – Rand has been communicating with Tony from ABreeze. Tony will be back this fall to do some reseed, fertilizer, etc.

**Pine and Maple Street** – Oium Asphalt Paving Inc. has indicated the start date of the project will September 19<sup>th</sup>, 2016 and should be complete by October 7<sup>th</sup>, 2016.

**Third Avenue Project** – The project is in forward motion even though there has been a few rain days already. Haas has been working through the weather☺

### **2016 HAZARDOUS WASTE COLLECTION EVENT**

**Wednesday, September 14, 2016**

**Colfax Fairgrounds**

831 E. Railroad Ave.

Colfax, WI 54730

4 p.m. to 6 p.m.

and/or

**Thursday, September 15, 2016**

**Dunn County Transfer Station**

E3900 Hwy 29

Menomonie, WI 54751

2 p.m. to 3 p.m. – VSQG Business

3 p.m. to 4 p.m. – Farms

4 p.m. to 7 p.m. - Households



POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 8/22/2016 From Account:  
Thru: 9/11/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
XCEL	8/30/2016	XCEL ENERGY	4,351.61
73218	8/22/2016	MYERS SEPTIC SERVICE	210.00
73219	8/22/2016	TECH SALES CO.	500.00
73221	8/31/2016	24-7 TELCOM	24.95
73222	8/31/2016	ACE HELICOPTERS, LLC	150.00
73223	8/31/2016	ARAMARK UNIFORM SERVICE, INC	330.09
73224	8/31/2016	ARROW INTERNATIONAL, INC	699.70
73225	8/31/2016	ASPEN MILLS	213.61
73226	8/31/2016	AYRES ASSOCIATES	891.43
73227	8/31/2016	BOUND TREE MEDICAL, LLC	167.81
73228	8/31/2016	CENTURY LINK	45.20
73229	8/31/2016	CHIPPEWA VALLEY LOCK & KEY LLC	1,524.55
73230	8/31/2016	CITY OF EAU CLAIRE	867.69
73231	8/31/2016	CITY OF MENOMONIE	400.00
73232	8/31/2016	COLFAX KIWANIS	50.00
73233	8/31/2016	DIANE HODGSON	144.00
73234	8/31/2016	FIRST SUPPLY LLC-EAU CLAIRE	310.46
73235	8/31/2016	GENERAL COMMUNICATIONS	348.48
73236	8/31/2016	GRAINGER	306.13
73237	8/31/2016	HAWKINS, INC.	1,719.24
73238	8/31/2016	HENRY SCHEIN	243.65
73239	8/31/2016	HIPPI'S TRUCKING	200.00
73240	8/31/2016	INDUSTRIAL SAFETY	47.50
73241	8/31/2016	JIM ANDERSON	15.00
73242	8/31/2016	JOYCE BATES	8.00
73243	8/31/2016	KATHERINE RIEDER	136.00
73244	8/31/2016	KATHLEEN MITCHELL	143.75
73245	8/31/2016	MEDICA INS.	10,086.56
73246	8/31/2016	ORVILLE LARSON	30.00
73247	8/31/2016	RANDY BATES	12.66
73248	8/31/2016	RUTH HILL	136.00
73249	8/31/2016	THE LIBRARY STORE	226.86
73250	8/31/2016	UHS PREMIUM BILLING	977.72

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 8/22/2016 From Account:  
Thru: 9/11/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
73251	8/31/2016	WAL MART COMMUNITY/GECRB	74.60
73252	8/31/2016	WI SCTF	57.75
73253	8/31/2016	ZOLL MEDICAL CORP	778.00
AFLAC	8/26/2016	AFLAC	426.42
EFTPS	8/25/2016	EFTPS-FEDERAL-SS-MEDICARE	5,501.61
EFTPS	9/08/2016	EFTPS-FEDERAL-SS-MEDICARE	5,362.39
WIDOR	8/25/2016	WI DEPARTMENT OF REVENUE	858.63
WIDOR	9/08/2016	WI DEPARTMENT OF REVENUE	828.48
WIETF	8/31/2016	WI DEPT OF EMPLOYEE TRUST FUNDS	4,758.16
AMAZON	8/22/2016	AMAZON.COM	948.19
BREMER	9/02/2016	CARDMEMBER SERVICE	1,691.18
CHARTER	8/28/2016	CHARTER COMMUNICATIONS	548.28
WIDCOMP	8/25/2016	WISCONSIN DEFERRED COMPENSATION	155.00
WIDCOMP	9/08/2016	WISCONSIN DEFERRED COMPENSATION	155.00
Grand Total			47,662.34