

**Village of Colfax  
Village Board  
Regular Meeting Agenda  
Monday, September 11, 2017  
Colfax Village Hall  
7:00 p.m.**

1. Call to Order
2. Roll Call
3. Public Appearances
4. Communications from the Village President
5. Consent Agenda
  - a. Minutes
    - i. Regular Board Meeting Minutes – August 28, 2017
  - b. Training Request
    - i. Lynn Niggemann – Momentum West Industrial Land Development Seminar – September 26, 2017 - Menomonie, WI
  - c. Facility Rental – none
  - d. Licenses
    - i. Operator's License – September 11, 2017 – June 30, 2018 – Nicole Gotlibson – Kyle's Market
    - ii. Operator's License – September 11, 2017 – June 30, 2018 – Caroline Dworak – Kyle's Market
    - iii. Operator's License – September 11, 2017 – June 30, 2018 – Summer Hegge – Express Mart
6. Consideration Items
  - a. South Cedar Street – Project payment authorization
    - i. Budget Transfer Request
  - b. Consider Estimates for Water Tower Control Panel Upgrade
  - c. Consider recommendations from the Plan Commission
    - Sale price of a ½ lot
    - Pay as You Go TIF incentives for Developers
  - d. Network Infrastructure Assessment & Recommendations - CIT
  - e. Computer Integration Technologies (CIT) - IT Upgrades & Recommendations - Considerations for 2018 Budget
  - f. Bremer Bank – Change of account type and use of a letter of credit vs. collateral
7. Committee/Department Reports – (no action)
  - a. *Reminder: Dunn County – Colfax Hazardous Waste Collection Event – Wed., September 13, 2017*
  - b. *August 2017 Building Permits and Status Reports*
  - c. *Zoning notice for the Salt Shed*
  - d. *Notice of Land Sale by Sealed Bid notice*
  - e. *Colfax Rescue Squad Monthly Report - August 2017*
8. Review/Approval – Bills –August 28, 2017 –September 10, 2017
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 28, 2017**

On August 28, 2017, the Village Board meeting was held at 7:00 p.m. at Village Hall, 613 Main Street. Members present: President Stene, Trustees Halpin, Davis, Wolff, Schieber, Rihn and Burcham. Others present included Eric Davidson from Bauman Associates, Gareth Shambeau from Ayres Associates, LeAnn Ralph from the Messenger, Director of Public Works Bates and Administrator-Clerk-Treasurer Niggemann.

**Minutes - Regular Board Meeting August 14, 2017** - A motion was made by Trustee Halpin and seconded by Trustee Schieber to approve the Regular Board meeting minutes from August 14, 2017. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

**Minutes - Special Board Meeting – August 23, 2017**- A motion was made by Trustee Halpin and seconded by Trustee Rihn to approve the minutes for the Special Board Meeting of August 23, 2017. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

**Temporary Class “B”/“Class B” Retailer’s License – September 9-10, 2017 – Colfax Fire Fighters – Request to waive fee** - A motion was made by Trustee Halpin and seconded by Trustee Rihn to approve the Temporary Class “B”/“Class B” Retailer’s License for September 9-10, 2017 for the Fire Fighters event. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried. Please note that the fee for the picnic license will not be waived as a policy.

### **Operator’s Licenses – August 28, 2017 to June 30, 2018**

**Tammy Briggs – Colfax Softball Association and Peggy Wallace – Colfax Softball Association**  
A motion was made by Trustee Rihn and seconded by Trustee Schieber to approve both operators’ licenses for Tammy Briggs and Peggy Wallace with the Colfax Softball Association. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

**2016 Financial Statements – Bauman Associates, Ltd.** – Davidson discussed the two letters submitted with the financial statements which are required under GASB. The 2016 financial statements reference that GASB 72 has been implemented as required. Financial statements are required to explain any major estimates. These estimates include depreciation for general assets, uncollectable accounts for Rescue Squad and WRS net pensions. There were no difficulties in conducting the audit; Lynn and Sheila were very helpful. There were no disagreements with management. The budgetary comparison had some shortfalls, this is something that will be looked at more carefully moving forward. Control deficiencies is the other item that is required to be noted. Due to the small number of employees, it is difficult to have total segregation of duties, however, Lynn and Sheila do the best they can where possible to accomplish these segregations. Ambulance billing is processed in a separate program to allow for easy communications with insurance companies and Medicare, however there is no interface between the ambulance billing system and the accounting system. This creates additional entry of data and requires additional reconciliations. The taxes receivable is one of the items that the auditors and Lynn worked on during the audit. A worksheet was provided to assist with making this process more seamless. The findings with Information Technology are considered a significant deficiency. At minimum, a brief written plan stating what security

measures are in place and how a disaster would be handled would be appropriate way to address this deficiency. Niggemann did mention that the Departments are in the preliminary stages of a risk assessment with CIT. The accounting adjustments found were minimal and the findings that were adjusted were due to lack of time in completing. Davidson also went over the fund balances in more detail, explaining the restricted, assigned and unassigned balances. The budget to actual is something that Niggemann will also focus on for 2017. Many agencies review budget to actual items at year end and make the necessary adjustments. Davidson mentioned that the overall audit went smoothly; Sheila and Lynn were very accommodating with providing necessary data when requested.

**Colfax Kiwanis – 2017 Twister Run request for donation** – A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve a \$50 donation to the Kiwanis 2017 Twister Run. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

**Rescue Squad preliminary budget – rate increase consideration from Public Safety** – The preliminary budget was reviewed briefly to allow discussions relative to the ambulance rates. The annual meeting and the Public Safety Committee were in agreement that a twenty-five cent per capita rate increase would be beneficial in helping with saving funds for a new ambulance. The primary driver of this increase was that the cost of a new ambulance increased \$15,000 in January of 2017. A motion was made by Trustee Burcham and seconded by Trustee Wolff to approve a twenty-five cent per capita rate increase from \$16.17 to \$16.42 for 2018. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

**Salt Shed land discussion-** The Board members discussed the current interest in the property. The commercial business is no longer interested due to the neighborhood concerns. The Village Board has decided to rezone the parcel to residential from public use. A motion was made by Trustee Davis and seconded by Trustee Rihn to rezone the salt shed parcel at 602 Evergreen Street to residential prior to the sealed bid opening. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

A motion was made by Trustee Davis and seconded by Trustee Rihn to post the salt shed land for sale through sealed bids with the opening on October 5<sup>th</sup>, 2017 and the bid review on October 9<sup>th</sup> at the Village Board meeting. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

A motion was made by Trustee Rihn and seconded by Trustee Wolff to set the minimum bid amount to \$15,000 “as is”. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

**December meeting dates and holiday schedule consideration** – The December holiday falls on Sunday and Monday this year; the office will be closed on Monday and Tuesday. This is a normal meeting week. A motion was made by Trustee Schieber and seconded by Trustee Rihn to cancel the December 25<sup>th</sup> meeting. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Rihn, Burcham and Stene. Voting Against: none. Motion carried.

**Review/Approval – Bills – August 14, 2017 – August 27, 2017** – A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the August 14 to 27, 2017 bills. Voting For: Trustees Burcham, Rihn, Schieber, Wolff, Davis, Halpin and Stene. Voting Against: none. Motion carried.

**Adjourn** – Meeting adjourned at 8:24 p.m.

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Gary Stene, Village President

Attest: Lynn Niggemann  
Administrator-Clerk-Treasurer

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

Name Lynn Niggemann  
Date 09/8/2016

Position Administrator-Clerk-Treasurer  
Department Administration  
Estimated Costs \$30  
Employee is / (not) required to attend (circle one)

Date(s) of meeting 9/26/2017

Name of Requested meeting Momentum West Industrial Land Development Seminar

How will this improve your ability to perform your job? I feel this seminar may be very beneficial for me with the East View Development, the land transactions that are currently in progress, etc. I feel it will assist me with asking the proper questions up front when working on such transactions. The seminar will also discuss financing and funding options available.

What alternatives are there to attending this meeting? (In- house resources, literature review, participation in meetings closer to Eau Claire, etc.) This seminar will allow for interaction, etc. There may be other seminars available, but the location is close.

How will you share what you have learned with others? Continue to partner with Dunn County Economic Corp. when opportunities may be available.

Please include any additional comments on the back of this form

Expense Estimate:	\$30	9/8/17	Requested	Approved
Tuition / Registration	----	*Are others attending this meeting		<u>NO</u> / YES
Mileage / Airfare	----	(If yes, list names)		
Lodging	----			
*Would like the Registration Fee Miscellaneous pre paid and mailed with your registration				
<u>YES</u> / NO				
Total	\$30			
Time Request:			Requested	Approved
Number of days absent:	1 day			
From Work Setting	1 day			
Vacation	na			
Paid Conference Time	1 day			
Absent Without Pay (own time)	na-			
Other	na			

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

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

## Colfax Clerk Treasurer

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**From:** Momentum West <info@momentumwest.org>  
**Sent:** Tuesday, August 08, 2017 9:01 AM  
**To:** clerktreasurer@villageofcolfaxwi.org  
**Subject:** You're Invited! Momentum West Industrial Land Development Seminar



# Momentum West Industrial Land Development Seminar

**You're invited!**  
**September 26th, 2017**

Momentum West, the 10 county Economic Development Corporation serving west central Wisconsin, is hosting an industrial land development seminar on Tuesday, September 26th from 8:30 a.m. to 3:30 p.m. at Bill's Distributing in Menomonie.

This event will highlight the need for property owners (both public and private) to have site information available in a timely manner as inquiries come in from companies, real estate professionals and/or site consultants looking for land suitable for an industrial project. The forum will assist the property owner in the type of information that should be gathered but also will cover key site related issues that should be addressed ahead of time along with potential assistance to fund infrastructure needs.

Topic areas will include:

- What site consultants look for
- Site development steps
- Wetlands and Wetland delineations
- Power needs

- Financing such as USDA Rural Development, New Market Tax Credits, WEDC, etc.

The day will also include a vendor fair featuring companies involved in site development, planning, construction and financing.

The cost of the event is \$30 which includes a light breakfast and lunch. Click the following link for more information and to register.

## Register

### Location

Bill's Distributing  
5900 Packer Dr NE, Menomonie, WI 54751

### Date/Time

Tuesday, September 26th  
8:30am - 3:30pm

### Cost

\$30 - Includes a light breakfast and lunch

Additional event details to follow

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Questions? E-mail [info@momentumwest.org](mailto:info@momentumwest.org) or call our office at 715-874-4673

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Momentum West, 2322 Alpine Road Suite 7, Eau Claire, WI 54703

[SafeUnsubscribe™](#) [clerktreasurer@villageofcolfaxwi.org](mailto:clerktreasurer@villageofcolfaxwi.org)

[Forward this email](#) | [Update Profile](#) | [About our service provider](#)

Sent by [info@momentumwest.org](mailto:info@momentumwest.org) in collaboration with

**Constant Contact** 

Try it free today

July 1, 2017 - June 30, 2018  
Application for License to Serve Fermented Malt Beverages  
and Intoxicating Liquors

Fee - \$10.00

RECEIVED

AUG 17 2017

To the Clerk of the Village of Colfax Wisconsin

I hereby apply for a License to serve, from July 1, 2017 to June 30, 2018, 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 24 years of age.

*Nicole J. Gottlibson*

Signature of Applicant

Answer the following questions fully and completely:

Name of Applicant Nicole J. Gottlibson

Address of Applicant 118 Park Drive Lot 244 Colfax, WI 54730

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

N/A

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?

*Nicole J. Gottlibson*

Signature of Applicant

STATE OF WISCONSIN,

Dunn County.

ss.

Nicole Gottlibson 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 11th

day of August 2017

Applicant sign here

*Margaret Burcham*

Notary Public, Dunn County, Wis.

Margaret Burcham

Notary Public-State of Wisconsin

My Commission Expires Dec 16, 2019



## 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 Nicole Josie Gottibson

Business/Organization Name Kyle's Market

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

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

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. \_\_\_\_\_

List prior addresses for the past five years 384 Red Cedar Apt #14b Menomonie, WI 54751  
3408 #2 Gateway Drive, Eau Claire, WI 54601  
66792 CAYRA B COLFAX, WI 54730

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

- 1) Rachel Munoz -
- 2) Lydia Plank -
- 3) Stephanie Kohl -

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.

Menomonie High, Menomonie, WI 54751, 12  
Project Search Program, Wal Mart Dist, Menomonie, WI 54751

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 Nicole Gottibson Date 8/11/17

Official Use Only-Below This Line

Date Received 8/17/17 Date Approved 8/17/17 Date Denied \_\_\_\_\_

Researcher Chief of Police Approving Officer Signature [Signature]

# WISCONSIN

## SELLER / SERVER CERTIFICATION

Trainee Name: Nicole Gotlibson

Date of Completion: 08/02/2017

School Name: 360training.com, Inc.

Certification # WI-64590

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

July 1, 2017 - June 30, 2018  
Application for License to Serve Fermented Malt Beverages  
and Intoxicating Liquors

Fee - \$10.00

RECEIVED


AUG 17 2017

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

Wisconsin:  
Village of Colfax

I hereby apply for a License to serve, from July 1, 2017 to June 30, 2018, 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 18 years of age.

  
\_\_\_\_\_  
Signature of Applicant

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

Name of Applicant Caroline Rose Dworak

Address of Applicant 29299 94th Ave

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

NO


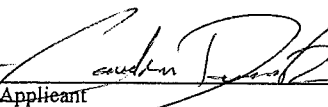
Date of such conviction NA

Name of Court NA

Nature of offense NA

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

NO

   
\_\_\_\_\_  
Signature of Applicant

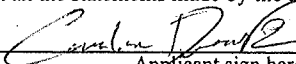
STATE OF WISCONSIN,

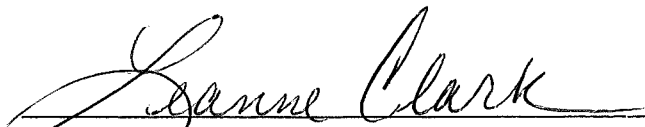
Dunn County, ss.

Caroline Dworak 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 11th

day of August, 2017

  
\_\_\_\_\_  
Applicant sign here

  
\_\_\_\_\_  
Notary Public, Dunn County, Wis.

My Commission expires 6/4/21

## 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 Caroline Rose Dworak

Business/Organization Name Kyle's Market

Full Prior Names (nicknames, maiden names, etc.) Cari

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

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. NA

List prior addresses for the past five years NA

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

- 1) Carlotta Benson
- 2) Viki Seston
- 3) Robert Otto

Have you ever been a member of the Military Service? NO Discharge? NA

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

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  Date 8/11/17

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**Official Use Only-Below This Line**

Date Received 8/17/17 Date Approved 8/17/17 Date Denied \_\_\_\_\_

Researcher Chief of Police Approving Officer Signature \_\_\_\_\_

# WISCONSIN

## SELLER / SERVER CERTIFICATION

**Trainee Name:** Caroline Dworak

**Date of Completion:** 08/10/2017

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

**Certification #** WI-65096



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



learn<sup>2</sup>  
serve

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

July 1, 2017 - June 30, 2018  
Application for License to Serve Fermented Malt Beverages  
and Intoxicating Liquors

Fee - \$10.00

RECEIVED

AUG 17 2017

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

I hereby apply for a License to serve, from July 1, 2017 to June 30, 2018, 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 36 years of age.

Summer Kim Hegge  
Signature of Applicant

Answer the following questions fully and completely:

Name of Applicant Summer Kim Hegge  
Address of Applicant 806 University Ave. Apt #2 Colfax WI 54730

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

yes

Date of such conviction 2006

Name of Court Menomonee, WI

Nature of offense OWI; driving outside of hrs. on suspended licence

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

no

Summer Kim Hegge  
Signature of Applicant

STATE OF WISCONSIN,

Dunn County.

ss.

Summer Hegge 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.

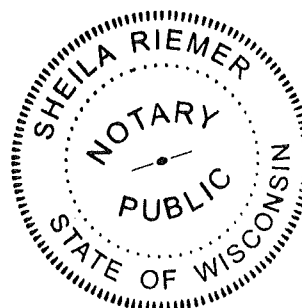
Subscribed and sworn to before me this 17th

day of August 2017

Summer Kim Hegge  
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 Summer Kim Hegge

Business/Organization Name Express Mart

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

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

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. DWI; '06; Menomonie, WI

driving on suspended licence; '06, Menomonie, WI

List prior addresses for the past five years 801 University Ave, Apt #2 Colfax WI 54730

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

1) Megan VanDeLoo, \_\_\_\_\_

2) Emily Riker, WA, \_\_\_\_\_

3) Lizbeth Lewit, WI, \_\_\_\_\_

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.

Elk Mound High School, Elk Mound, WI, 12th, Graduated

Professional Hair Design Academy, Eau Claire, WI Graduated

CUTE, Eau Claire, WI General Classes

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 Summer C/A Date 8/17/17

Official Use Only-Below This Line

Date Received 8/17/17 Date Approved 8/17/17 Date Denied \_\_\_\_\_

Researcher Chief of Police Approving Officer Signature [Signature]

# WISCONSIN

## SELLER / SERVER CERTIFICATION

Trainee Name: Summer Hegge  
Date of Completion: 08/15/2017

School Name: 360training.com, Inc.  
Certification # WI-65376



I, Summer Hegge,  
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



**SENN BLACKTOP, INC.**

12154 40TH AVENUE  
CHIPPEWA FALLS, WI 54729  
USA

**INVOICE**

Invoice Number: si-9407  
Invoice Date: Aug 14, 2017  
Page: 1

Voice: 715-723-8527  
Fax: 715-723-7928

**Bill To:**

VILLAGE OF COLFAX  
PO BOX 417  
COLFAX, WI 54730

**Ship to:**

Customer ID	Customer PO	Payment Terms	
VILLAGE COLFAX	SOUTH CEDAR STREET	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
2007-HAUSE			8/29/17

Quantity	Item	Description	Unit Price	Amount
		PROJECT 20171079-PER CONTRACT LOCATION: SOUTH CEDAR ST - THIRD AVE TO LEGION ST ***** ROAD PAVED 08/10/17		16,430.27

53311-600 ?

Check/Credit Memo No:

Subtotal	16,430.27
Sales Tax	
Total Invoice Amount	16,430.27
Payment/Credit Applied	
<b>TOTAL</b>	<b>16,430.27</b>

OVERDUE INVOICES ARE SUBJECT TO LATE CHARGES

Avail. Budget 5,000  
Inv. (16,430.27)  
Budget Amend. \$ 11,430.27

1120500 32 416 1005 000

BUDGET TRANSFER REQUEST FORM

TRANSFER TO: AMOUNT \$12,000.00

ACCOUNT TITLE AND NUMBER Transfer to Streets 100.00.53311

LINE ITEM NAME AND EXTENSION Street Maint.-Outside Services .600

TRANSFER FROM:

ACCOUNT TITLE AND NUMBER Unassigned Fund Balance 100.00.33000

LINE ITEM NAME AND EXTENSION Contingency .100.000

REASON: (This does not mean "budget overdrawn": It means why is proposed budget overdraft necessary!)

Cedar Street (south) repair was approved in the bid process at the May 22, 2017 Board meeting. The Iverson Road repair was also approved. Together with these two road repairs the Street Maintenance projects need money transferred to allocated funds. Street Maintenance account is short funds. The Streets Department is requesting permission to allocate funds to the Street Maintenance account to cover the expenses.

Lynn Riggemann  
(Authorized Signature)

09/08/2017  
(Date)

B & M TECHNICAL SERVICES  
 PO Box 48  
 Coloma, WI 54930  
 715-228-7604 (Office)  
 715-459-7003 Cell  
 715-228-3418 (Fax)

Page: 1 of 1  
 Date: 7/24/2017

To: Village of Colfax  
 Attn Randy Bates  
 Re: Water System Alarm and Backup

Quote Expiration: 30 days  
 Estimated Delivery:

We are pleased to provide the following base bid:

Qty.	Description	Net Each	Net Extension
------	-------------	----------	---------------

#### Alarm Dialer at Well #1

1	Antx Scout 4-channel alarm dialer, PLC digital output card, Installation, Programming, Testing and Training. Note, a dial up phone line will be required at Well #1 site	\$ 2,755.00	\$ 2,755.00
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#### Backup Control at Well #1

1	ABB Pressure Transducer	\$ 1,200.00	\$ 1,200.00
1	Hand-Off-Auto Selector Switch to allow Backup pressure control in fixed or auto control	\$ 50.00	\$ 50.00
1	Pilot indicator light(blue) for backup control	\$ 45.00	\$ 45.00
3	PLC programming to allow operator to adjust pump start/stop setpoints, installation of all listed equipment, start up, testing and training	\$ 900.00	\$ 2,700.00

**Total for Backup Control Well #1 \$ 3,995.00**

#### Water Tower Improvements

1	Replace existing Micrologix 1000 PLC with current higher resolution Micrologix 1100 PLC	\$ 1,200.00	\$ 1,200.00
1	Replace existing pressure transducer with ABB transducer	\$ 1,200.00	\$ 1,200.00
1	Replace existing panel heaters with 200 watt panel heater	\$ 370.00	\$ 370.00

Installation Manuals	Incl.
Operation Manuals:	Incl.
Sales Tax:	Not Incl.
Estimated Freight:	Incl.
Installation/Start-up:	Incl.
Service Contract:	Not Incl.
50% Down payment Upon Bid Acceptance	Not Req.
Invoice Payment Term:	Net 30

Additions or deductions to base bid:

\$ 9520.00

Exceptions and Special Notes: If there are any password protected devices passwords will be obtained by owner. B&M will assist owner in obtaining passwords.

Clarification Notes:

Unless otherwise noted any other equipment/services to be supplied by you.

Quoted by \_\_\_\_\_  
Jesse Claflin

Accepted by \_\_\_\_\_  
Village of Colfax

**This information provided is confidential and proprietary to B&M Technical Service and is intended solely for the recipient listed above. Do not duplicate or distribute.**

Visit our web site at <http://www.bmtechservice.com>

# PROPOSAL

Phone 608.222.8622  
Fax 608.222.9414



## Altronex Control Systems

A Division of L. W. Allen, LLC

*Excellence, By Design*

4633 Tompkins Drive  
Madison, WI 53716

Village of Colfax  
613 Main Street  
P.O. Box 417  
Colfax, WI 54730  
Attn: John Logslette  
clerktreasurer@villageofcolfaxwi.org

PROPOSAL ID: 17071009CMB  
REFERENCE: Water Control System Modification  
LOCATION: Colfax Water Utility Sites  
BID DATE: July 7, 2017

TERMS: NET-30 DAYS PER ATTACHED TERMS AND CONDITIONS

FREIGHT IS F.O.B. ORIGIN – ALLOWED

ADDENDUM \_\_ ACKNOWLEDGED

PRICES DO NOT INCLUDE SALES OR USE TAXES

ITEM	QUAN	DESCRIPTION	TOTAL PRICE
		<p>L.W. Allen and its Altronex Control Systems division are pleased to provide a quotation for the following equipment and services.</p> <p>The existing water control system was installed in 2002 and included an external red light and horn for alarm notification. A recent low water incident has led to the Village to consider additional control system improvements to allow optimal monitoring and control.</p> <p>Altronex proposes the following current technology upgrades. Various options are offered for your consideration.</p>	
A	1	<p><b><u>Alarm Dialer</u></b></p> <p>Furnish and install a 4-channel alarm dialer to alert maintenance personnel during an alarm condition. Includes a PLC digital output card. Complete Electrical installation, revised drawings and operator training are included. <b>Note, a dial-up phone line will be required at the Well No.1 site</b></p>	
		<b>Total Price Item A Only ...</b>	<b>\$3146.00</b>
B	1	<p><b><u>Backup Control</u></b></p> <p>Furnish and install a local back-up control system for Well No.1. Major items include:</p> <ol style="list-style-type: none"> <li>1. Provide a Foxboro pressure transducer in the existing Consolidated Electric Motor Starter panel.</li> <li>2. Provide local PLC programming to allow operator to adjust pump start/stop setpoints based on local water pressure.</li> <li>3. Selector switch to allow Backup pressure control in fixed or Auto control. Auto mode will also be activated when a Tower panel communications failure alarm is received.</li> <li>4. Backup control enabled light</li> <li>5. Complete Electrical installation</li> <li>6. Operator training</li> </ol>	
		<b>Total Price Item B Only ...</b>	<b>\$4276.00</b>

ITEM	QUAN	DESCRIPTION	TOTAL PRICE
C	1	<p><b><u>Water Tower Improvements</u></b></p> <p>The existing Micrologix 1000 PLC at the Water Tower Telemetry panel is no longer manufactured. We propose to replace the device with a current technology and higher resolution Micrologix 1100 PLC.</p> <p style="text-align: right;"><b>Total Price Item C Only...</b></p>	<b>\$1510.00</b>
D	1	<p>Replace the existing pressure transducer with a more reliable and considerably more accurate Foxboro IGP10 Pressure transducer.</p> <p style="text-align: right;"><b>Total Price Item D Only...</b></p>	<b>\$1240.00</b>
E	1	<p>Replace the existing Screw-In type panel heaters with a UL listed fan forced 200 Watt panel heater.</p> <p style="text-align: right;"><b>Total Price Item E only</b></p>	<b>\$305.00</b>
<p><b><u>Notes</u></b></p> <p>1. Product brochures attached</p>			

\$ 10,477<sup>00</sup>

ACCEPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

PRICE FIRM FOR 30 DAYS

NAME OF PURCHASER

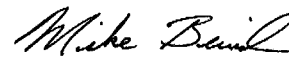
SUBMITTED THIS:

July 10, 2017

BY: \_\_\_\_\_

L.W. ALLEN, INC.-BY:

NAME &amp; TITLE



Mike Bewick

**Terms and Conditions**

**Controlling Provisions:** These terms and conditions shall supersede any provisions, terms, and conditions contained on any purchase order or other written form Buyer may use or provide (whether received by Seller prior or subsequent to date hereof), and the rights of the parties shall be governed exclusively by the provisions, terms, and conditions hereof.

**Quotations and Acceptance:** Acceptance of a quotation, whether by a separate purchase order or by other means, shall constitute an acknowledgment and approval of the quotation as written and an acceptance of the Terms and Conditions hereof. Written quotations shall expire on the date specified in the quotation or, in the absence of such specification, thirty calendar days from the date issued. Seller may, by written notice, terminate a quotation at any time prior to acceptance. Any purchase order received after expiration of a quotation, which Seller honors, shall be subject to all of the Terms and Conditions hereof.

**Submittal Drawings:** Submittal of drawings for approval, if required, will be made after receipt of complete information from buyer. The quantity of the submittal drawings will be as specified in the contract documents. Additional sets will be supplied at \$150.00 per set. Return to Seller of one (1), final approved drawing constitutes notice to Seller to proceed with manufacturer. If this order is conditioned upon "engineer approval" Seller requires written notification from buyer in the form of approved submittal data.

**Force Majeure:** Seller shall not be liable for failure to deliver or perform, for any delay in the performance of orders or contracts, or in the delivery of shipment of goods, or for any damages suffered by the buyer due to such delay or failure, when the delay or failure is, directly or indirectly, caused by or arises from delays of suppliers or carriers or any other cause beyond Seller's control.

**Prices and Taxes:** All prices are F.O.B. factory unless expressly stated otherwise. Prices do not include sales, excise, municipal, state or other governmental taxes. Buyer shall be responsible for all taxes.

**Credit Approval:** The credit terms specified on the face hereof are subject to Seller's continuing approval of Buyer's credit. Seller may withdraw the extension of credit and require modified payment terms if, in Seller's sole judgment, Buyer's credit or financial standing is impaired to the point where Seller in good faith deems itself insecure.

**Delivery:** Unless otherwise specified in this quotation, delivery will be F.O.B. Seller's point of shipment. Buyer will accept delivery within twenty (20) days after Seller notifies Buyer that the equipment is ready for shipment. If Buyer does not furnish exact shipping instructions within ten (10) days after acceptance of this proposal, Seller will select, at its discretion, the means and terms of shipment. Seller will not be liable for any loss resulting from such selection. The time of delivery is an estimate only, and Seller may change such time if it does not receive the information and approvals necessary to proceed with the manufacture of equipment.

**Title, Risk of Loss, Inspection of Equipment:** Title and risk of loss to the equipment shall pass to Buyer upon delivery of the equipment to the carrier. Buyer shall immediately inspect equipment upon receipt and any damage must be noted on the carrier's bill of lading at time of receipt. Seller is not liable for any shortages or nonconformance unless notified by Buyer within 10 days of Buyer's receipt of the equipment. Buyer will make all claims for loss or damage in transit against the carrier.

**Changes, Cancellations, Returns:** All changes, cancellations, or returns must have Seller's prior written approval and are conditional on compliance with manufacturer's cancellation/return policies and subject to restocking fees and service charges. Authorized returned equipment must be packaged and shipped prepaid to manufacturer.

**Payment:** Unless the Seller extends alternative credit terms, 90% of the total purchase price is due net 30 days after delivery of equipment (but in all cases prior to field service start-up, if earlier) and the remaining 10% is due upon start-up of equipment by Seller's field technician, but in no event more than 90 days after shipment of equipment. Any balance owed by Buyer after the due date is subject to a 1.5% per month delinquency charge until paid. **FIELD START-UP SERVICE CANNOT BE AUTHORIZED WITHOUT RECEIPT OF PAYMENT IN THE AMOUNT OF 90% OF THE TOTAL PURCHASE PRICE.** If no start-up is required, 100% payment is due net 30 days from invoice date. **BUYER'S PAYMENT OBLIGATION IS IN NO WAY CONTINGENT UPON BUYER'S RECEIPT OF PAYMENT FROM ANY OTHER PARTY.**

**Indemnification and Default:** In addition to all other amounts due hereunder, buyer shall reimburse Seller in full for all collection costs or changes, including reasonable attorney fees, which Seller may incur in the collection of past due amounts from buyer, including interest on overdue accounts. If buyer is in default under this or any other agreement with Seller, Seller may defer performance hereunder until such default is cured. Seller shall have no obligation to provide factory startup assistance and/or factory training until all invoices (including retentions) for equipment have been paid in full.

**Security Interest:** Seller shall retain a security interest in the equipment until the full purchase price has been paid. Buyer's failure to pay any amounts due shall give Seller the right to possession and removal of the equipment after providing ten (10) days written notice. Seller's taking of such possession shall be without prejudice to any other remedies Seller may have.

**Warranty and Liability:** Buyer shall have such warranty rights, and only such warranty rights, as may be extended by the manufacturer of the product. The terms and conditions of any such warranty rights are set forth in the Manufacturer's Operation/Maintenance Manual which accompanies each product. Seller does not otherwise offer any guaranty or warranty for the product. Seller disclaims any and all warranties; express or implied, including the warranties of merchantability and fitness, except as may be set forth in the terms and conditions of sale in this Agreement or in any express written warranty which seller may have otherwise extended to Buyer for the product.

Seller shall not be liable for any damages, charges for labor, or expense in making repairs or adjustments to the product without prior written approval of Seller. Seller shall not be liable for any damages or charges sustained in the adaptation or use of its engineering data or service by Buyer or any third party. Seller shall not be liable for startup or any other field work performed by personnel other than authorized representatives of Seller unless expressly approved in writing in advance by Seller. Seller shall in no event be liable for any consequential, incidental or liquidated damages or penalties. Seller's liability under this Agreement shall in no event exceed the lesser of: (i) the cost of remediating any defect or deficiency in the performance of Seller hereunder; or (ii) the purchase price of the product in respect of which the claim is made.

**Operation/Maintenance Manuals:** Buyer's installation, maintenance and operation manuals will be furnished in the number of copies specified at the time of quotation in contract documents. If none specified, one will be provided at no added cost, with additional copies at \$150.00 each.

## Pay-As-You-Go TIF

Tax Incremental Financing (TIF) Districts are used to provide financial incentive to encourage development or redevelopment in communities. The new tax increment generated goes back to the community to reimburse itself for the incentives provided to the developer.

Sometimes a community does not have the ability to pay for improvements up front so the community and developer can enter into a pay-as-you-go agreement.

The developer pays for the up-front eligible project costs with the promise of being reimbursed by the community after the taxes are paid. The developer may be able to use this agreement with the community to secure a loan for the project costs.

TID 4 is a Mixed-Use TIF created in 2006. The expenditure period ends in 2021. The maximum life is 2026.

The Village would enter into a developers agreement guaranteeing the value of the improvements.

Example: A developer pays for utility improvements needed for multi-family housing and guarantees the improvements will increase the value of the property by \$550,000 per 8-Plex. The improvements cost \$75,000.

Based on the calculations below, the new 8-Plex should generate \$13,475 in new tax revenue per year that will go into the TIF District. That money can then be paid back to the developer.

8-Plex:             $\$550,000 / 1,000 = \$550$   
                       $\$550 \times \$24.50 = \$13,475/\text{year in increment}$

It would take 5.6 years worth of tax increment to reimburse the developer. The Village can choose what percentage of improvement costs it is willing to reimburse the developer.