

**Village of Colfax  
Village Board  
Regular Meeting Agenda  
Monday, December 28, 2015  
Colfax Village Hall  
7:00 p.m.**

1. Call to Order
2. Roll Call
3. Public Appearances
4. Consent Agenda
  - a. Minutes
    - i. Joint Board/Personnel Meeting Minutes, December 14, 2015
    - ii. Regular Board Meeting Minutes, December 14, 2015
  - b. Training Requests- none
  - c. Facility Rentals
    - i. Northern WI Show Pig Circuit – Fairgrounds - June 9-June 11, 2016 – Youth open swine show
  - d. Licenses – none
5. Communications – Village President
6. Consideration Items
  - a. Bauman Associates Engagement Letter for 2015 Audit
  - b. 2016-2017 Election Inspector Appointment
  - c. Rate of Pay Change for Chief Election Inspectors discussion
7. Committee/Department Reports (items not for discussion or action)
8. Review/Approval – Bills – December 14, 2015 to December 27, 2015
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 M. 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.

## **Joint Village Board/Personnel Meeting Minutes – December 14, 2015**

The December 14, 2015 Village of Colfax Joint Village Board/Personnel meeting was held at 5:30 p.m. at the Colfax Village Hall. Members present: President Gunnufson, Trustees Halpin, Davis, Wolff, Schieber, Burcham and Klukas. Other Present: Public Works Director Bates, Rescue Squad Director Knutson, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph from the Messenger.

**Public Appearances** – none.

**Rescue Squad- Part time vs. Volunteer staff** – A motion was made by Trustee Wolff and seconded by Trustee Halpin to approve Rescue Squad's request to hire part time staff vs. volunteer staff to allow for scheduling. January 1, 2016 will be the effective date. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Pay rate discussion/approval**- A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve Advanced EMT pay rate of \$7.75 per hour and Basic EMT pay rate of \$7.25 per hour. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

**30 hour employee/LTE**- A motion made by Trustee Wolff and seconded by Trustee Klukas to approve the Rescue Squad's request to convert the limited term employee to a 30 hour employee. In approximately six months the staffing should be evaluated on how the staffing is going with the changes effective January 1, 2016. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Public Works- 32 hour position vs. seasonal and consideration of posting or promoting within-** A motion was made by Trustee Schieber and seconded by Trustee Halpin to promote the seasonal employee to a 32 hour employee with no change in the hourly rate of pay effective January 1, 2016. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

**Discuss/Review employee contracts – January 1 vs. Anniversary date**- A motion was made by Trustee Halpin and seconded by Trustee Wolff to use January 1 of each year vs. the anniversary date as the merit pay determination. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

**Employee Contracts**- A motion was made by Trustee Schieber and seconded by Trustee Davis to change the employee contracts to a letter of hire addressing start date, starting pay and benefits available. All employees will use the employee handbook as their contractual agreement with the Village of Colfax rather than an annual agreement. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Closed Session-** A motion was made by Trustee Halpin and seconded by Trustee Klukas to convene into closed session at 6:10 p.m. pursuant to WI Statutes 19.85(1)(c) considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises.

- a. Public Works Employee Yearly Performance Evaluation
- b. Public Works Director Yearly Performance Evaluation
- c. Rescue Squad Director Yearly Performance Evaluation
- d. Administrator-Clerk-Treasurer Yearly Performance Evaluation

Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Open Session -** A motion was made by Trustee Davis and seconded by Trustee Halpin to convene into open session to take action resulting from closed session.

A motion was made to accept the merit pay as discussed in closed session:

- a. Public Works Employee 2.07% increase
- b. Public Works Director 2.1% increase
- c. Rescue Squad Director 4.8% increase
- d. Administrator-Clerk-Treasurer 2.1% increase

Voting For: Seven Ayes. Voting Against: Zero Nays. Motion carried.

**Adjourn:** A motion was made by Trustee Halpin and seconded by Trustee Burcham to adjourn the meeting at 6:57 p.m. All voted yes.

Meeting adjourned.

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Scott Gunnufson, Village President

Attest: Lynn M. Niggemann  
Administrator-Clerk-Treasurer

## **Regular Board Meeting – December 14, 2015**

The December 14, 2015 Village of Colfax Regular Board meeting was held at 7:00 p.m. at the Colfax Village Hall. Members present: President Gunnufson, Trustees Klukas, Burcham, Schieber, Wolff, Davis and Halpin. Other Present: Public Works Director Bates, Rescue Squad Director Knutson, Administrator-Clerk-Treasurer Niggemann, Brian White with Credit Management Control and LeAnn Ralph from the Messenger.

**Public Appearances** – none.

**Regular Board Meeting Minutes, November 23, 2015** – A motion was made by Trustee Halpin and seconded by Trustee Klukas to approve the November 23, 2015 minutes. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

### **Training Requests-**

A motion was made by Trustee Davis and seconded by Trustee Wolff to approve Lynn Niggemann and Scott Gunnufson's request to attend the Dunn County Economic Development Annual meeting on January 20, 2016 for a cost of \$40 each. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

A motion was made by Trustee Halpin and seconded by Trustee Schieber to approve the request for William Anderson to attend the Law Enforcement Management Conference from January 18 through 20 for an estimated cost of \$210. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the request for William Anderson to attend WI Police Leadership Foundation Training Conference from February 7 through 10 for an estimated cost of \$350. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

A motion was made by Trustee Wolff and seconded by Trustee Klukas to approve the request for the Rescue Squad to send Gary Reither, Valerie Henrichs and Blake Miller to Advanced EMT Classes two nights a week and one Saturday a month beginning January 12 through May 3, 2016 for a cost of \$597.84 each. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

A motion was made by Trustee Halpin and seconded by Trustee Wolff to approve the request for the Rescue Squad to send Michelle Briggs, Tyler Clark, Erin Geraghty, Peter Jain, Daniel Lamettry, Jerry Loftus and Dustin Toellner to Basic EMT refresher classes beginning January 13 through March 9, 2016 for a cost of \$106.86 each. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Facility Rental** – none

### **Licenses-**

A motion was made by Trustee Davis and seconded by Trustee Klukas to approve both operators' licenses effective December 14, 2015 through June 30, 2016 for Tamara Whinnery – Outhouse Bar and Noah Schoenick-Express Mart. Voting For: Trustees Halpin, Davis, Wolff, Klukas, Schieber, Burcham and Gunnufson. Voting Against: none. Motion carried.

A motion was made by Trustee Halpin and seconded by Trustee Davis to approve the Mobile Home Park License for January 1, 2016 through December 31, 2016 for Don and Marcia Henderson, Cityview Villa Court. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

A motion was made by Trustee Schieber and seconded by Trustee Wolff to approve the Secondhand Jewelry Dealer License effective January 1, 2016 through December 31, 2016 for Nancy Odom. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

A motion was made by Trustee Davis and seconded by Trustee Wolff to approve the Multiple Dogs License for the period January 1, 2016 to December 31, 2106 for JoAnn Mayfield. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Communications-** President Gunnufson reminded board members to drive past East View Development to see the progress on Andy Demoe's lot. Gehrman's property on Main Street is also looking very nice.

**Credit Management Control** –Brian White introduced his company as well as explained the processes they use in the collection process of uncollectible debt. The cost structure is not based on a monthly fee, but a 20% fee of the collected debt. A motion was made by Trustee Halpin and seconded by Trustee Wolff to move forward with the agreement with Credit Management Control effective January 1, 2016. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

**2016-2017 Agreement for Environmental Monitoring at the Landfill-Short Elliott Hendrickson, Inc.** – A motion was made by Trustee Davis and seconded by Trustee Schieber to enter into the agreement with Short Elliot Hendrickson Inc. for January 1, 2016 through December 31, 2017 for a total cost of \$6,000. Voting For: Trustees Halpin, Davis, Wolff, Schieber, Burcham, Klukas and Gunnufson. Voting Against: none. Motion carried.

**Review/Approval Bills – November 23, 2015 to December 13, 2015** - A motion was made by Trustee Halpin and seconded by Trustee Klukas approve the bills for November 23, 2015 through December 13, 2015. Voting For: Trustees Klukas, Burcham, Schieber, Wolff, Davis, Halpin and Gunnufson. Voting Against: none. Motion carried.

**Adjourn:** A motion was made by Trustee Schieber and seconded by Trustee Davis to adjourn the meeting at 7:38 p.m. All voted yes.

Meeting adjourned.

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Scott Gunnufson, Village President

Attest: Lynn M. Niggemann  
Administrator-Clerk-Treasurer

Request to have  
the fee waived.

## APPLICATION FOR COMMUNITY USE OF VILLAGE FACILITIES

Any person or organization intending to rent the fairground buildings or other park grounds must submit their rental agreement and payments at least fifteen (15) days prior to using the facilities. This will be handled the same as the Class B Picnic License, requiring approval by the Village Board.

Name of Renter or Organization: Northern WI show Pig Circuit

Activity: Pig Show

Date of Use 6/11/16 Circle ALL Days FRI SAT SUN. MON. TUES. WED. THURS

Time of Use: From 7:00 AM/PM To 8:00 AM/PM

Facility to be Used: FAIRGROUNDS and/or BUILDINGS, MUNICIPAL BLDG., PARKS

Type of Event: Thrift Sale Ball Game Wedding Reunion Concert

Non-Profit: Civic Church Charity Other: Youth organization

Brief Description of activity: Youth open swine Show

### THE RENTER OR ORGANIZATION AGREES TO THE FOLLOWING RULES:

- 1.) The individual listed as renter must be a minimum of 21 years of age and will be responsible for the rules, supervision and proper conduct of all persons using the facility.
- 2.) The renter shall be responsible for damage, loss, and/or breakage of Village property.
- 3.) All property belonging to the activity must be removed at the close of the event, including garbage.
- 4.) Any property belonging to the Village shall not be removed from the premises.
- 5.) Where permitted by law, the applicant shall agree to indemnify, save and hold free and harmless, the Village of Colfax, their officers, agents, and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the Village of Colfax, their officers, agents or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the rental, use and occupancy of the Village Facilities as provided herein.

Individual responsible John Nelson

Date 11-20-15

Address 601 University Av. Colfax

Phone number 715 - 962 - 3155

Phone Number for Weekend Contact 608 - 297 - 5753

Form of Identification \_\_\_\_\_

Village Clerk or Deputy Clerk \_\_\_\_\_

Date \_\_\_\_\_

The Colfax Village Board reserves the right to wave any of the guidelines in this document.

THE COLFAX VILLAGE BOARD  
P.O. Box 417  
Colfax, WI 54730-0417  
715-962-3311

Name of Renter or Organization: Northern Wisconsin's Show Pig Circuit

Date of Use 6/11/16

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Lower Portion To Be Completed by Village of Colfax

DATE KEYS RETURNED:           /        /       

Date Inspection Completed \_\_\_\_\_ Satisfactory    YES    NO

       /        /           Police: \_\_\_\_\_ ☐    ☐

       /        /           Parks Chair: \_\_\_\_\_ ☐    ☐

Please explain any "NO" answer below. Thank you.

Deposit Refunded        /        /       

Deposit Retained        /        /





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December 18, 2015

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

We are pleased to confirm our understanding of the services we are to provide to the Village of Colfax for the year ended December 31, 2015. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Village of Colfax as of and for the year ended December 31, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as budgetary comparison schedules, to accompany the Village of Colfax's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Village of Colfax's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist 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 will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Budgetary comparison schedules.
2. Schedules of the Village's Proportionate Share of Net Pension Liability and Contributions (required by GASB No. 68, implemented this year).

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the first paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of the audit of the Village of Colfax. Our report will be addressed to the Village Board of Trustees of the Village of Colfax. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village of Colfax's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will assist in preparing the financial statements of the Village of Colfax in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also provide the following nonattest services which have been provided to the Village in the past: a) assistance with formatting the budget to comply with GASB Statement No. 41, b) preparing applicable TIF annual reports, c) preparing the PSC and Form C reports d), assistance with the preparation of drafts of the financial statements and notes including the implementation of GASB No.'s 68 and 71 and e) providing accounting services to reconcile and or adjust significant balances to their correct amounts at the end of the year; all based on information provided by management in order to conduct the audit.

## **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide (See other services section); oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

The name of the designated official from the Village overseeing these services will be **Lynn Niggemann, Village Administrator-Clerk-Treasurer**

## **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request, schedules that we deem necessary, and will locate any documents selected by us for testing.

Brian R. Schilling, CPA is the engagement principal and is responsible for supervising the engagement and signing the report.

### Engagement Administration, Fees, and Other (Continued)

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Our fees for this engagement are not contingent on the results of our service. Rather, our fees for this engagement will be based on a number of factors including, but not limited to, the time spent as well as the complexity of the services we will perform. In addition, you agree to reimburse us for any out of pocket costs incurred in connection with the performance of our services. Fees and costs will be billed as work progresses, and are payable upon receipt. Our fees for the specific services requested below will be within the following ranges, assuming nothing unusual arises during the engagement:

Audit of the financial statements of the Village (all funds) for the year ended December 31, 2015. This includes presentation of the audit to the Board upon completion of the audit.	\$19,200 - \$19,500
Preparation of the Form C for the year ended December 31, 2015.	\$1,250 - \$1,300
Preparation of the PSC report for the year ended December 31, 2015. This includes reporting operations of the non-regulated sewer utility	\$2,100 - \$2,200
Preparation of the TIF annual reports for the year ended December 31, 2015.	\$1,050 - \$1,150
Reconciliation of budget to proper basis for presentation in the general fund budgetary comparison schedule per GASB No. 41.	\$575 - \$585

Invoices unpaid 30 days past the billing date may be deemed delinquent, and are subject to a delinquency charge of 1 ½% per month. This engagement does not include any services not specifically identified in this letter. Fees for accounting services, including the update of depreciation reports, assistance reconciling accounts, and drafting of financial statements and related notes, and implementation of GASB 68 and 71 will be billed at our standard hourly rates. Our standard hourly rates vary from \$90 to \$240 according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Costs associated with the services that you may request would be billed separately. We reserve the right to suspend or terminate our services at any time your account is past due and will not be resumed until your account is paid in full. Should we elect to terminate our services, you will be responsible for all time charges and expenses through the date of termination irrespective of whether we have issued a report. You further acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

**Engagement Administration, Fees, and Other (Continued)**

In the unlikely event that differences concerning our services or fees should arise as a result of this engagement, each party agrees to submit the dispute to mediation. Each party shall designate an executive officer empowered to attempt to resolve the dispute. Should the designated representative be unable to agree on a resolution, a competent and impartial third party acceptable to both parties shall be appointed to mediate. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. In the event that the dispute is required to be litigated, the court shall be authorized to assess litigation costs against any party found not to have participated in the mediation process in good faith.

We appreciate the opportunity to be of service to the Village of Colfax and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

*Bauman Associates, Ltd.*

CERTIFIED PUBLIC ACCOUNTANTS

RESPONSE:

This letter correctly sets forth the understanding of Village of Colfax.

Village Board Trustee Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Republican Party of Dunn County  
P.O. Box 311  
Menomonie, WI 54751

November 24, 2015

Village of Colfax, Clerk Lynn Niggeman  
P.O. Box 417  
Colfax, WI 54730

Village Clerk Niggemann,

In accordance with Wisconsin State Statutes, below you will find the names of Election Inspectors (Poll Workers) nominated by the Republican Party of Dunn County. These candidates are being nominated for a two-year term beginning January 1, 2016 through December 31, 2017 for the Village of Colfax, WI.

In the event your community will or does require Special Voting Deputies and or Absentee Ballot Canvassers, we nominate the below individuals as well.


All of our nominees are considered first choices:

1. Ethel Frogner	613 Iverson Rd.	Colfax, WI	715-962-3217
2. David Frogner	613 Iverson Rd.	Colfax, WI	715-962-3217

Respectfully submitted by:



Tamara Deutsch  
Republican Party of Dunn County Chairman  
[tamaradeutsch@charter.net](mailto:tamaradeutsch@charter.net)  
715-505-9097



Korlee Witzel  
Secretary

Cc: Julie A. Wathke  
Dunn County Clerk

## Election Inspector Appointment 2016 – 2017

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Ethel Frogner (Republican)

David Frogner (Republican)

Joyce Bates (Unaffiliated)

Kathy Mitchell (Unaffiliated)

Loretta Logslett (Unaffiliated)

Diane Hodgson (Unaffiliated)

Katherine Rieder (Unaffiliated)

Ruth Hill (Unaffiliated)

<u>Municipality</u>	<u>2015 Population</u>	<u>Election Inspectors</u>	<u>Chief Inspectors</u>	<u>Provide</u>
Colfax - Town	1255	\$9/hr	\$9/hr	Coffee & pastries but no meals. Split shifts and pay for training.
Colfax - Village	1126	\$7.25/hr	\$7.25/hr	Village provides meals from local restaurants.
Dunn	1537	\$8.25/hr	\$10/hr	Split shifts. Coffee & water. Pay for training.
Elk Mound - Village	875	\$7.25/hr	\$7.25/hr	Village provides meals.
Eau Galle	773	\$8/hr	\$8/hr	No meals. Pay for training.
Grant	389	\$8/hr	\$10/hr	Workers do potluck.
Hay River	563	\$9/hr	\$9.50/hr	No meals. Pay for training & mileage. Same pay for high school students.
Menomonie	3,452	\$9/hr	\$10/hr	Town provides coffee. Workers bring in treats to share.
New Haven	682	Min wage plus .35 cents	Min wage plus 1.85	
Peru	245	(Currently \$7.60/hr - same since 2009)	(Currently \$9.10/hr - same since 2009)	Split shifts OK but most like to work the whole day. Pay for mileage to and hours of training. No food.
Red Cedar	2140	\$8.50/hr	\$8.50/hr	No food.
Ridgeland - Village	270	\$9/hr	\$9/hr	Split shifts. Coffee, water, donuts or muffins. Pay for training.
Rock Creek	1031	\$150/day	\$150/day	\$10/hr for training plus .50 cents mileage. Workers bring own food.
Sheridan	466	\$8/hr	\$8/hr	\$12/hr after 8 hrs. Paid training & mileage. Workers take turns providing meals.
Sherman	876	\$11/hr	\$11/hr	No meals.
Spring Brook	1,600	\$9/hr	\$9/hr	Workers do potluck. \$9/hr for training also.
Tainter	2392	\$9/hr	\$9/hr	Paid training. Workers bring own food.
		\$10/hr	\$10/hr	No meals. Paid training & training before every election.



POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 12/14/2015 From Account:  
Thru: 12/27/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
72525	12/18/2015	DUNN COUNTY ECONOMIC DEVELOPMENT CORP	80.00
72526	12/18/2015	WI SCTF	51.60
72561	12/15/2015	ARAMARK UNIFORM SERVICE, INC	367.04
72562	12/15/2015	AYRES ASSOCIATES	21,936.43
72563	12/15/2015	BAKER & TAYLOR	963.06
72564	12/15/2015	BAUMAN ASSOCIATES	523.00
72565	12/15/2015	CARDMEMBER SERVICE	202.50
72566	12/15/2015	CEDAR COUNTRY CO-OP	2,840.16
72567	12/15/2015	CENTURY LINK	44.91
72568	12/15/2015	CHARTER COMMUNICATIONS	177.99
72569	12/15/2015	CHIPPEWA VALLEY LOCK & KEY LLC	1,787.50
72570	12/15/2015	CITY OF EAU CLAIRE	494.63
72571	12/15/2015	COLFAX COMMUNITY FIRE DEPT	5,677.94
72572	12/15/2015	COLFAX MESSENGER	508.31
72573	12/15/2015	COMMERCIAL TESTING LAB	788.50
72574	12/15/2015	DUNN COUNTY CLERK	134.50
72575	12/15/2015	DUNN COUNTY REGISTER OF DEEDS	55.50
72576	12/15/2015	DUNN COUNTY TREASURER	1,930.60
72577	12/15/2015	DUNN ENERGY COOPERATIVE	90.00
72578	12/15/2015	DYNAMITETECH	20.00
72579	12/15/2015	EMBURY, LTD	1,797.54
72580	12/15/2015	FIRST SUPPLY LLC-EAU CLAIRE	220.05
72581	12/15/2015	GALE/CENGAGE	50.03
72582	12/15/2015	GEORGE ENTZMINGER	100.00
72583	12/15/2015	HAWKINS, INC.	1,326.66
72584	12/15/2015	HENRY SCHEIN	3,129.44
72585	12/15/2015	HILL TRUCKING	890.00
72586	12/15/2015	HYDROCORP	562.00
72587	12/15/2015	IMAGE TREND	480.00
72588	12/15/2015	INDIANHEAD FEDERATED LIBRARY SYSTEM	226.75
72589	12/15/2015	INDIANHEAD TRUCK EQUIPMENT	28.18
72590	12/15/2015	JERRYS TRANSMISSION SERVICE, INC	210.63
72591	12/15/2015	KARL'S CHEVROLET	207.64

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## POOLED CHECKING ACCOUNT

## Accounting Checks

Posted From: 12/14/2015 From Account:  
Thru: 12/27/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
72592	12/15/2015	KELLY HEATING & ELECTRIC	129.95
72593	12/15/2015	KYLES MARKET	14.99
72594	12/15/2015	LISA LUDWIG	24.86
72595	12/15/2015	MEDPRO MIDWEST GROUP	126.00
72596	12/15/2015	MENARDS-EAU CLAIRE	125.88
72597	12/15/2015	MICRO MARKETING LLC	44.99
72598	12/15/2015	MISSISSIPPI WELDERS SUPPLY CO.	30.00
72599	12/15/2015	PMIC	123.42
72600	12/15/2015	PURCHASE POWER	29.99
72601	12/15/2015	QUILL CORP.	792.20
72602	12/15/2015	R & R WASTE SYSTEMS CLEANING	500.00
72603	12/15/2015	SCHOFIELD, HIGLEY & MAYER	125.00
72604	12/15/2015	VERMED	160.44
72605	12/15/2015	VIKING DISPOSAL	154.00
72606	12/15/2015	WATER CARE SERVICES	31.50
72607	12/15/2015	WEX BANK	339.50
72608	12/15/2015	WORKHORSE SOFTWARE SERVICES, INC.	2,925.00
72609	12/15/2015	WRWA	370.00
72610	12/15/2015	ZEMPEL APPRAISAL SERVICE	800.00
EFTPS	12/17/2015	EFTPS-FEDERAL-SS-MEDICARE	4,410.64
AMAZON	12/20/2015	AMAZON.COM	377.16
WIDCOMP	12/17/2015	WISCONSIN DEFERRED COMPENSATION	30.00
VERIWIRE	12/16/2015	VERIZON WIRELESS	300.46
Grand Total			59,869.07

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POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 12/14/2015 From Account:  
Thru: 12/27/2015 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	46,114.70
Total Expenditure from Fund # 200 - RESCUE/AMBULANCE	8,482.24
Total Expenditure from Fund # 610 - WATER FUND	2,726.34
Total Expenditure from Fund # 620 - SEWER FUND	2,545.79
Total Expenditure from all Funds	59,869.07