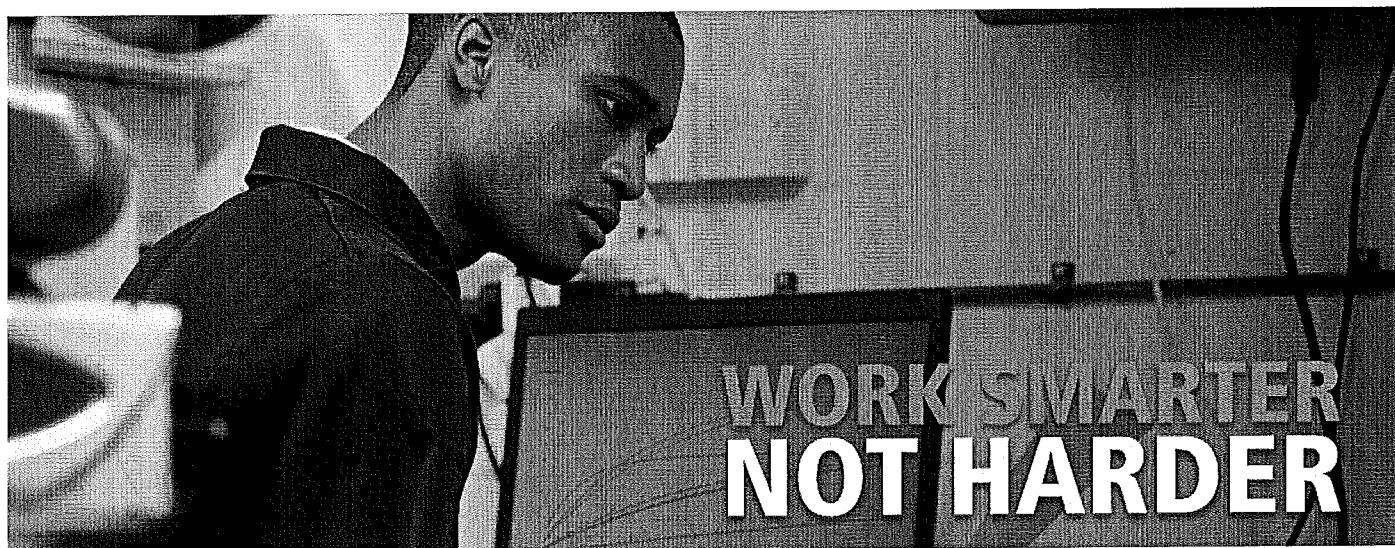


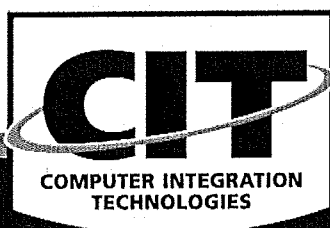
# Network Infrastructure Assessment and Recommendations

## *Village of Colfax*

June 30, 2017



WE MAKE TECHNOLOGY  
WORK FOR PEOPLE



Computer Integration Technologies, Inc.  
2375 Ventura Drive  
Woodbury, MN 55125-3930

Main Office: 651.450.0333  
Fax: 651.450.0300  
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[WWW.CIT-NET.COM](http://WWW.CIT-NET.COM)

## Overview

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The network topology at the Village of Colfax offices was examined and assessed using both visual inspection and network detection software to collect information.

This document is broken into two primary sections—**Analysis** and **Recommendations**—each discussing what was found, followed by what CIT recommends for each network.

It should be noted that each department has their own independent network with separate internet service connections.

It should be further noted that there is one additional area—the Colfax Library, which is supported at this time by an independent IT service/consultant—that is not included in this analysis process.

## Analysis

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### Physical Assets

- 11 total computers were discovered, most of them running Windows 10 Pro, the exception being the Police Dept, which is all Windows 7.
- No servers are in use in any of the departments—all networks are peer-to-peer only. Shared files are stored on the VILLAGE01 PC used by Lynn and shared between Lynn and shared with her other staff person. Other departments do not utilize any shared files and use web-based services and Email only.
- Printers, both laserjet and inkjet models, were found in use by every department, most connected to a PC via USB connection. In other cases, there are primary printers connected directly to the network with assigned IP addresses.
- Battery backup / uninterruptible power supply systems were not present in any department other than Rescue Squad, which had its network switch and firewall connected to an APC Smart-UPS 550 unit.

### Network Security

- All PCs utilize local user accounts only. This is an insecure arrangement vulnerable to forgotten passwords, compromised security from compromised passwords and a lack of any centralized management of user accounts and end user security, as would be provided by an Active Directory server.
- Beyond the use of locked office doors for certain PCs, no physical security was found for most network equipment and end-user PCs. The exception was the Rescue Squad department, in which all network equipment was wall-mounted in a locked storage area and all PCs were in offices secured by locked doors.

- All shared folders and other shared network objects (i.e. network printers) were manually discovered as follows:

**VILLAGE01 (Village Hall office)**

\\VILLAGE01\BUUThill  
\\VILLAGE01\Documents  
\\VILLAGE01\PeachTree  
\\VILLAGE01\Sage  
\\VILLAGE01\Users  
\\VILLAGE01\Workhorse  
\\VILLAGE01\scans  
\\VILLAGE01\Lanier LD425B

**F8KVNN1 (Police Dept)**

\\F8KVNN1\Shared Data

- A McAfee LiveSafe subscription was present on Village Hall PCs. The Police Dept uses Kaspersky Internet Security 17. The Rescue Squad and Public Works PCs utilize nothing beyond the basic Windows Defender application. **The lack of a centrally managed, commercial grade anti-virus system is a significant security issue, with the Rescue Squad and Public Works PCs being especially vulnerable.**
- Many, but not all PCs were inspected for status of security patches and updates—security updates were found to be missing on each PC that was visually inspected. All PCs are set for Windows defaults in terms of automatic updated (check for and install every day at 3am).
- User password strength was analyzed—user password settings are managed individually on each end user PC, without the benefit of the additional security or centralized management of an Active Directory network. On every PC that was visually inspected, passwords were not set to expire and in some cases utilized very simple, easily guessed passwords.

**NOTE:** password expiration (password changes at regular intervals) are completely disabled—most users have maintained the same password for a long period of time.

**This is not a recommended configuration, and represents a significant security threat.**

- User account lockout policy: none, due to the lack of an Active Directory server-based network. Unauthorized personnel can attempt to log on with a bad password indefinitely, with no automatic lockout of the account ever occurring. **This is not a security risk and not a recommended configuration.**

- **Firewalls—**

The VillageHall office area uses a Cisco RV-120W firewall (credentials unknown) with IP address 192.168.1.1. No content filtering or restrictions were found to prevent users from browsing sites categorized as entertainment, shareware, social media, web mail and warez (illegally copied software).

The Police Dept uses a SonicWall TZ215W (credentials unknown) with IP address 192.168.10.1. No content filtering or restrictions were found to prevent users from

browsing sites categorized as entertainment, shareware, social media, web mail and warez (illegally copied software).

The Rescue Squad office utilizes only the Charter Communications modem, which provides a minimal level of firewall protection from the internet. No content filtering or restrictions were found to prevent users from browsing sites categorized as entertainment, shareware, social media, web mail and warez (illegally copied software).

The Public Works PC has a Level One WBR6003-W consumer-grade gateway router which provides a minimal level of firewall protection from the internet. No content filtering or restrictions were found to prevent users from browsing sites categorized as entertainment, shareware, social media, web mail and warez (illegally copied software).

- **Remote access:** Lynn's PC in the Village Hall office is accessible via open RDP port on the Cisco RV-120W firewall. This is not a recommended or secure solution and should be replaced with a proper VPN-based solution as soon as possible. The Police Department uses VPN-based access authenticated by the SonicWall TZ215-W firewall by only the squad car Panasonic CF-30 laptop. The Rescue Squad and Public Works departments do not utilize any sort of remote access to their respective networks.

## Network Topology

- **Servers:** no server-based Active Directory domains are present on any of the department networks. All end-user PCs are peer-to-peer workgroups only with no centralized management.
- **Internet:** each of the four departments—Village Hall, Police, Rescue Squad and Public Works—has their own independent internet connection supplied by Charter Communications, with no interconnectivity between departments.
- **Network switches:** small 5-port workgroup network switches were found in the Village Hall and Police Departments, each a consumer-grade switch capable of only 100Mbit speeds. The Public Works department consists of a single PC plugged directly into a firewall with no network switch in use. Only the Rescue Squad department had an office-grade Cisco SR2016 16-port gigabit network switch in use.
- **Email:** each department has different Email systems as follows—
  - Village Hall: IMAP Email hosted by "24/7" (aka "West Wisconsin Telecom")
  - Police Department: POP3 Email hosted by Charter Business
  - Rescue Squad: A single Office365 account used by Don Knutson
  - Public Works: POP3 Email hosted by Charter Business
- **DNS/DHCP** functions are provided by the resident cable modem or firewall device on each of the four separate networks, each with its own distinct IP address range in use.

- Major applications were manually inspected and discussed with department personnel. Locally installed key applications found were as follows:

**Village Hall—**

BUThill cemetary management  
WorkHorse Municipal Accounting 5.1.4  
EZClaim Advanced 10 R3 (medical billing)  
PeachTree Accounting2011 (for reference of old data only)

**Police Dept—**

FORS 4.8 (Fox Reporting System), running on "F8KVN1 PC utilizing SQL Server2008 R2, which is a accident/citation reporting tool

**Rescue Squad / Public Works—**

No specialized applications beyond the Microsoft Office suite

- Cloud-based applications: all departments utilize cloud-based Email and website hosting. In addition, the Rescue Squad department uses ImageTrend Elite (access to state databases), TimeClockMTS and lamResponding.Com.
- Wireless: A password-protected wi-fi network is being broadcast by the Cisco RV-120W and SonicWall TZ215-W firewalls for the Village Hall and Police Departments respectively. Password-protected wi-fi networks are being broadcast by the Charter modems in each of the Rescue Squad and Public Works departments.
- Internet domains were analyzed with a "Who Is" test. The **villageofcolfaxwi.org** domain name is registered with SRSplus (srsplus.com) and expires on **March 1, 2018**. External DNS is currently handled by **ns1.wwwt.net** and **ns2.wwwt.net**.
- Backup systems were inspected and analyzed. Currently, files on the VILLAGE01 PC in Village Hall are backed up manually to a flash drive on a periodic basis. No backup system of any kind was found for the Police, Rescue Squad and Public Works departments. The Rescue Squad and Public Works departments utilize web-based applications only, but the SQL database in the Police Department and the shared files in Village Hall are completely vulnerable to corruption or loss.

# Recommendations

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## Physical Assets

- Replace oldest PCs with HP ProDesk models. Many of the PCs in use are no-brand-name custom builds that have been upgraded to Windows 10 Pro, but the hardware dates back five years or more.
- Deploy an Active Directory domain controller that can provide all the benefits of Active Directory services, centralized management and improved security. With some infrastructure and topology changes, all departments could be directly tied in to this domain controller.
- To reduce hardware and toner/ink costs, printers could be consolidated to network-attached models only, eliminating all the local USB-connected printers.
- All critical PCs, such as those in the Police Department, should be protected by a power-conditioning APC Smart-UPS 550 battery backup device.

## Network Security

- Deploy an Active Directory server that can be used to centrally manage all user accounts, require regular password changes, and enforce user account lockouts and password complexity.
- Review all critical PCs and network equipment and take steps to physically secure equipment where it makes sense to do so with lockable network enclosures or rooms.
- Review shared folders across all PCs in all departments. Remove old shares that are no longer needed and migrate all shares to cloud-based services such as Microsoft OneDrive or SharePoint.
- Standardize on one anti-virus platform and deploy it to all PCs in all departments. Consider CIT's Managed Services, which provides fully managed anti-virus and network security.
- Update all active PCs to ensure they are completely current with Windows security patches, updates and service packs. Consider using CIT's Managed Services which includes complete management of Microsoft and 3rd party patching.
- Remove any unnecessary toolbars or other mildly risky applications from end-user PCs such as the Ask Toolbar, Bing Bar, Google Toolbar, Yahoo Toolbar and even iTunes.
- All departments should be protected by a current generation SonicWall firewall that will provide full content filtering, gateway anti-virus, secure remote access, and vastly better processing performance as well as all the benefits of the latest advances in network security.

## Network Topology

- As previously discussed in the Physical Assets section, deploy an Active Directory domain controller that can provide all the benefits of Active Directory services, centralized management and improved security. With some infrastructure and topology changes, all departments could be directly tied in to this domain controller.
- Consolidate all departments with a single high-speed internet connection, with departments isolated on separate VLANs (virtual local area networks) as required. This will provide a means of centralized network management and vastly improved security.
- Deploy managed high-performance Aruba network switches as needed, replacing all consumer-grade workgroup switches.
- Deploy and migrate all users in all departments to Office365 for centralized Email management and improved security.
- DNS/DHCP services should be moved to an Active Directory domain controller or commercial-grade firewall appliance for all departments.
- Take steps to ensure that the villageofcolfaxwi.org domain name is automatically renewed. This will need to be done at the SRSplus.com website no later than February 1, 2018.
- Deploy commercial-grade secure Aruba wireless access points to provide both private/employee wireless network access and secure guest internet access in all departments.
- CIT strongly recommends a Datto backup appliance be installed to properly back up all shared files and the SQL database used in the Police Department in particular. The myriad benefits are many, including 24/7 management by CIT staff, no daily changing of any drives or cartridges, images of all drives on all servers are captured four times daily and stored on the appliance for quick recovery and in the Datto cloud for off-site recover in the event of a disaster-recovery situation.



At CIT, our focus on people, hardware, software, technology, and the future makes I.T. work for everyone. We provide a one stop solution for all things I.T. and we'll be the partner you can rely on to keep your technology up-to-date and up-to-speed. We are committed to providing tailor-made solutions designed for your business and your workflow.

## MANAGED SERVICES

Managed Services is where we become responsible for elements of your I.T. based on your needs. It's like hiring a staff of experts but paying less than one qualified employee.

- **Network Design Consultation Services** – providing engineers for a specific need or an outsourced role
- **Desktop & Server Management** – 24/7 system management and in-house help desk services
- **Colocation** – protect and monitor your servers or other hardware in a secure off-site location
- **Data Backup & Recovery** – guaranteed data backup and recovery from an on-site and off-site, secure storage facility
- **Network Monitoring** – 24/7 proactive monitoring on your entire network from email and website to cabling and hardware
- **Office 365 Training & Support**

- **Security Assessments** – Effectively achieve vulnerability management, risk assessment and regulatory compliance goals
- **Web Hosting** – We provide a secure environment for your web assets with a variety of standard and optional features
- **Virtual CIO** – The vCIO role can bring value added perspectives by interlinking business objectives with technology

## HARDWARE PRODUCTS & SERVICES

- Local and wide-area network design
- Computer networking services
- Technical support call center
- Information systems analysis & redesign
- Technology recycling services

## TRAINING

- Courses in Microsoft Office, SharePoint and other applications
- One-on-one consulting and executive monitoring
- Online training via WebEx™
- Application customization for complex or proprietary software

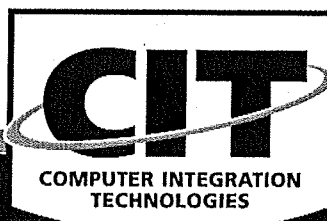
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- Websites
- Application development
- Internet/Intranet solutions and server management
- Database development & migration

## CABLING

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# IT Upgrades & Recommendations Village of Colfax

## WE MAKE TECHNOLOGY WORK FOR BUSINESS



MANAGED SERVICES | CYBERSECURITY | EQUIPMENT & HARDWARE | SOFTWARE & APPLICATIONS | WEBSITE & MOBILE SOLUTIONS | CABLING | TRAINING

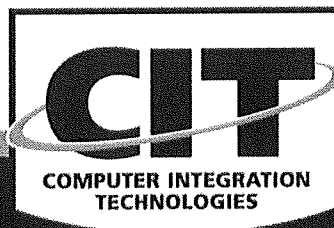
Presented by:

Todd Johnson, Account Manager • 651.255.5733 • [Todd.Johnson@cit-net.com](mailto:Todd.Johnson@cit-net.com)  
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July 17, 2017



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FOCUS... is the most important word in our vocabulary. At CIT, our focus on people, hardware, software, technology, and the future makes I.T. work for everyone. We provide a one stop solution for all things I.T. We're the partner you can rely on to keep your technology up-to-date and up-to-speed. We know which technologies will help you grow your business and which ones are just a costly distraction. Our focus is to cut through the clutter and provide you with tailor-made solutions designed for your business and your processes.

## Scope of Work

This Scope of Work (SOW) is issued pursuant to the Master Service Agreement between Village of Colfax ("Client") and Computer Integration Technologies, Inc. ("Contractor"). CIT proposes to provide the following services and functions. Please note this is an estimate that may change based on additional information provided and timing of purchase.

A primary concern for any organization is the guardianship of their data from increasing, sophisticated internal threats to security, and tougher compliance requirements and penalties for regulated industries. In a growing number of industries, organizations are under increasing pressure to comply with regulations mandating data security and network integrity.

Accounting scandals and well-publicized security breaches have angered consumers, cost businesses vast losses in revenue, and have legislators looking for solutions. Security regulations are continuing to evolve, and audits are becoming more frequent and more comprehensive. Compliance is about managing the security risks to your organization and safe guarding intellectual property and consumer data from fraud, theft, and misuse. CIT advocates that our clients deploy multiple CyberSecurity solutions to safeguard their environments. The first line in this defense strategy is a commercial grade network security firewall appliance. CIT recommends that the Village of Colfax purchase and install a new firewall with Site to Site VPN (virtual private network) capabilities to provide secure connections to the other Village offices and facilities.

CIT recommends the SonicWALL's SSL VPN feature which is a transparent software application for Windows, Mac, and Linux users that enables remote users or locations to securely connect to the remote network, while eliminating gaps in network security protocols.

### Phase 1

- Procure, provision and install new SonicWall TotalSecure firewall solution at the Village Offices.
  - The device will come with one year of Advanced Security Service Bundles, including; Gateway Anti-Virus, Anti-Spyware, Intrusion Prevention and Application Intelligence and Control services, and hardware warranty
  - Configure the SSL VPN feature for Public Works and Rescue Squad
- Project Management includes resource scheduling, project/deployment planning, internal communication, customer communication, and weekly status updates on budgets and deliverables. This is billable service, incorporated into the project proposal. The Project Manager is the primary point of contact for this project and will be assigned after contract execution.

### Phase 2

CIT recommends moving the Village of Colfax to a Windows Domain environment. A Windows Domain is a closed system of users and computers that can share resources and adhere to one centrally controlled management structure. Each user and machine belonging to the domain must authenticate with a domain controller in order to access the system providing an additional layer of security to the environment.

- CIT will procure, provision and configure a new HPE network switch and HPE ML350 Gen 9 server running Windows Server 2016 Open Government Licensing
  - Build infrastructure – Domain Controller, Active Directory
  - CIT will move workgroup users to the new Windows Server environment

- Test and verify server connections and drive mapping to user computers
- Project Management includes resource scheduling, project/deployment planning, internal communication, customer communication, and weekly status updates on budgets and deliverables. This is billable service, incorporated into the project proposal. The Project Manager is the primary point of contact for this project and will be assigned after contract execution.

## Estimated Investment

The below chart shows an estimate of charges included with the activities proposed in the Scope of Work, above. This is NOT a fixed bid. The project will be billed on a time and materials basis. We will work closely with you and give you as much advance notice as possible if the project is likely to exceed this estimate.

<input checked="" type="checkbox"/>	Description	Qty/Hrs.	Price	Ext. Price
<b>Phase 1</b>				
	SonicWALL TZ300 with 1 Year AGSS	1	\$ 950.00	\$ 950.00
<b>Phase 2</b>				
	HP ProLiant ML350 G9 5U Tower Server	1	\$ 4,529.00	\$ 4,529.00
	(2) Intel Xeon E5-2640 v4 10-core 2.40 GHz			
	(2) 16 GB DDR4 SDRAM - 32GB Total			
	(4) 600GB 2.5" 10K SAS Hot Plug Hard Drives			
	Redundant Power and Fan			
	3 Year 24x7 Foundation Care Service			
<i>Microsoft Licensing - Open Government</i>				
	Windows Server Standard 2016	8	\$ 105.00	\$ 840.00
	Windows Server 2016 User CAL	11	\$ 35.00	\$ 385.00
	HP 2920-24G-PoE+ Switch	1	\$ 1,950.00	\$ 1,950.00
<b>Subtotal</b>				<b>\$8,654.00</b>
	Installation   Setup Hours	16	\$165.00	\$2,640.00
	Project Management	4	\$130.00	\$520.00
<b>Service Subtotal</b>				<b>\$3,160.00</b>
<b>Project Total</b>				<b>\$11,814.00</b>

## IT Fee Structure - Rates, Retainers, Hours and Mileage

HOURLY BILLING RATES	
Depot PC Repair	\$105 per hour (½ hour minimum)
Standard Network Services	\$165 per hour (1 hour minimum)
Advanced Network Services	\$195 per hour (1 hour minimum)
Specialty Services (Determined by CIT on a case-by-case basis)	\$230 per hour (1 hour minimum)
Software & Web Development	\$155 per hour
Business Analysis or Senior Software Developer	\$180 per hour
Advanced Development Services	\$195 per hour
Quality Assurance (Effective April 1, 2017)	\$165 per hour
Security Services	\$195 per hour
Project Management	\$130 per hour
Standard Training Services (excludes Security training)	\$140 per hour (plus applicable facility/setup fees)
Cabling Services	Please call 651.450.0333 for billing rates
Telephone Support Services	Billed at Client's current rate (15 minute increments)
Scheduled After-Hours (Monday through Friday from 5 p.m. to 8 a.m. and all day Saturday)	Billed at Client's current rate x 1.5 (2 hour minimum)
Emergency Service (same day, Sundays and National Holidays)	Billed at Client's current rate x 2 (2 hour minimum)
Immediate Dispatch Fee	\$400

### SERVICE RETAINERS

Pre-paid retainers are available at a discounted price. Other amounts available on a case-by-case basis. Retainer amounts do not expire.

Retainer Amount	Discount
\$5,000.00	5%
\$10,000.00	10%
\$20,000.00	20%

### POLICY DEFINITIONS

- Standard Service Rates are billed for work performed during normal business hours, which are defined as 8 a.m. to 5 p.m., Monday through Friday (except holidays).
- 24-hour Emergency Service is available by calling (651) 255-5777 and accessing our Call Center voicemail system.
- Drive time is billed one-way for on-site service calls outside the seven county metro area.
- A half hour trip charge will be billed for service calls that are less than four hours and are within the seven-county metro area (unless client has a recurring maintenance schedule, CIT Optics Agreement or Service Level Agreement).
- This is not an offer to enter into a contract. The rates, warranties, procedures, and definitions are subject to change, without notice, at the sole discretion of CIT.

## Client Responsibilities

The following general assumptions have been made in the development of our work plan and are directly associated with our agreement. Please verify accuracy of pricing by carefully reviewing the following assumptions:

- Village of Colfax will allow appropriate CIT staff access to all information, areas and equipment needed to ensure a successful completion of the proposed project.
- Village of Colfax will be responsible for designating a primary contact that will be available to work with CIT staff members and will be a resource within the Village of Colfax organization for this project.
- CIT will not be held responsible for delays in the time table due to the unavailability of information or resources from Village of Colfax sources.
- Village of Colfax meets the minimum system requirements and supported applications defined in the proposal appendix(s) below.
- A CIT account authorized to request support with cloud application vendors
- On-Site hours that exceed the included monthly amount will be billed at current service rates listed below.
- Upgrades to software, operating systems and hardware are not covered under this agreement and are subject to hourly billing
- Drive time outside of the metro 7 county area will be deducted from hourly billing
- On-Site services before 8:00 am and after 5:00 pm and Saturdays will be billed at time and half rates. On-Site services on Sundays and Holidays will be billed at double time rates.
- Upgrades and Installation of new hardware will be billed on a Time & Materials basis
- Existing Hardware must meet CIT minimum specifications to qualify for service
- Village of Colfax responsibility to maintain current software licensing and support
- Village of Colfax responsibility to maintain hardware warranty and support

## Engagement Change Orders & Acceptance

An Engagement Change Order will be the vehicle for communicating change at any stage prior to final acceptance. The request must describe the change; the rationale for the change and the impact the change will have on the project. Village of Colfax will review the proposed change and approve or reject it. CIT will specify any charges associated with the request. Any change request must be signed by both parties to authorize implementation.

The undersigned has reviewed this Project for Village of Colfax and agrees with the project's scope, estimate and description of the deliverables. The undersigned understands and will support the responsibilities described herein for their organization.

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

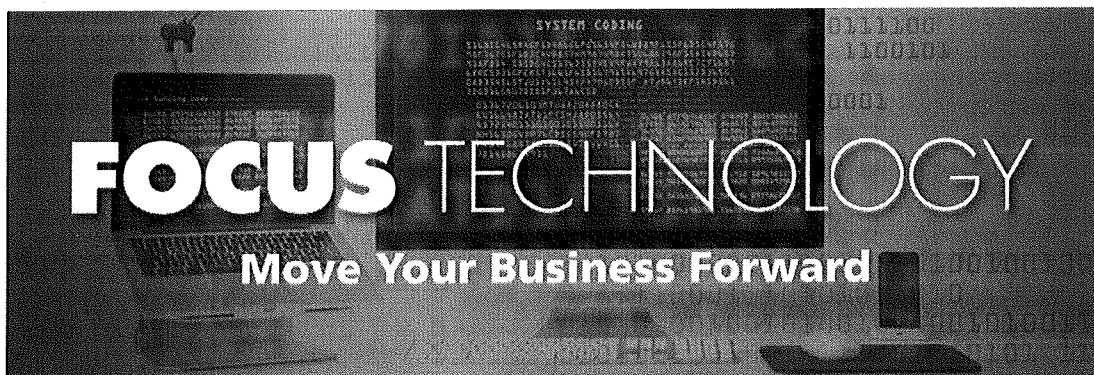
Date: \_\_\_\_\_

CIT: \_\_\_\_\_

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

© 2017 It is agreed that all information contained in this proposal, which is being supplied to you, is the proprietary information of Computer Integration Technologies, Inc., and shall be held to be confidential and will not be disclosed to any other party.





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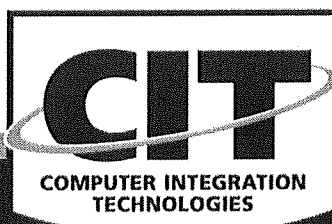
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## **Federal Home Loan Bank–Letter of Credit**

The FHLB (Federal Home Loan Bank) of credit is a tri-party agreement between Bremer Bank, the client of Bremer Bank, and the FHLB of Des Moines. Bremer Bank partners with FHLB of Des Moines because they are located closest to Bremer Bank's home office in St. Paul, MN. A Letter of Credit is an alternative to pledging securities for the collateralization of public deposits. A Letter of Credit is AAA-rated and available for any amount of deposit with any term reducing the operating expense associated with monitoring deposits.

### **How it works:**

- The client provides Bremer Bank with their contact information, we agree upon a letter of credit dollar amount and the length of time. For example: \$20million for 1 year
- Bremer sends the contact information to FHLB of Des Moines. FHLB of Des Moines then sends a confirmation letter to the client, the client will sign the agreement with FHLB.
- FHLB of Des Moines reduces Bremer's available collateral for the agreed upon amount. It also places the obligation to the client ahead of other outstanding borrowing (IE acts as a senior creditor on behalf of the client).
- In event of a Bremer default, the FHLB of Des Moines covers all deposit balances with Bremer Bank on the client's behalf. FHLB will receive their money back after the liquidation of the bank.

### **Information needed to place the Letter of Credit:**

- Effective Date
- Client Name
- Dollar Amount
- Client contact (Name and Email Address)
- Mailing Address



**Sample Email Confirmation:**

Greetings.

The electronic digitally signed Irrevocable Letter of Credit (LOC) issued to you has been attached to this email. With regard to Exhibit A accompanying this LOC, its execution by you is only required in the event you choose to draw upon this LOC. For questions concerning the purpose of this LOC, please contact your financial institution identified in the first paragraph of the attached LOC.

Information regarding the FHLB Des Moines Letter of Credit program can be found [here](#). FHLBDM agency credit ratings are available on our [public website](#). If you have any questions regarding this process, please contact the Money Desk at 800-544-FHLB, ext 1013, (515-281-1013 in Des Moines) or reach us via e-mail at [MoneyDesk@fhlbdm.com](mailto:MoneyDesk@fhlbdm.com) during our regular business hours of 8a-5p Central Monday through Friday.

Sincerely,

**Christopher Kuhn**  
**Senior MFS Associate | Money Desk**

Federal Home Loan Bank of Des Moines  
Direct 515.281.1154 | Fax 515.699.1250

801 Walnut Street, Suite 200 | Des Moines, Iowa 50309-3610  
[ckuhn@fhlbdm.com](mailto:ckuhn@fhlbdm.com) | [www.fhlbdm.com](http://www.fhlbdm.com) | [www.fhlbforcommunity.com](http://www.fhlbforcommunity.com)

Members First. First for Members.





# Letters of Credit

## A GUARANTEE TO YOU

A Federal Home Loan Bank of Des Moines Letter of Credit (LOC) is an alternative to accepting securities for the collateralization of public unit deposits. Partner with your local financial institution to request a Letter of Credit and gain peace of mind that your deposits are protected in excess of the maximum FDIC-insured amount.

### Letters of Credit Have Multiple Uses

- Collateralize state, city or municipal deposits
- Facilitate residential housing finance
- Support construction lending
- Facilitate community lending
- Confirm non-housing, taxable and tax-exempt housing bond issuances



### BENEFITS

- No cost to you
- Rapid payout in the event of a draw request
- Same-day settlement
- Greater operational efficiencies because the maturity of the LOC matches the maturity of the deposits
- FHLB Des Moines LOCs have been accepted and used in 30 states
- LOCs are irrevocable

### FEATURES

- AAA-rated
- Any amount
- Any term



request a

## LETTER OF CREDIT

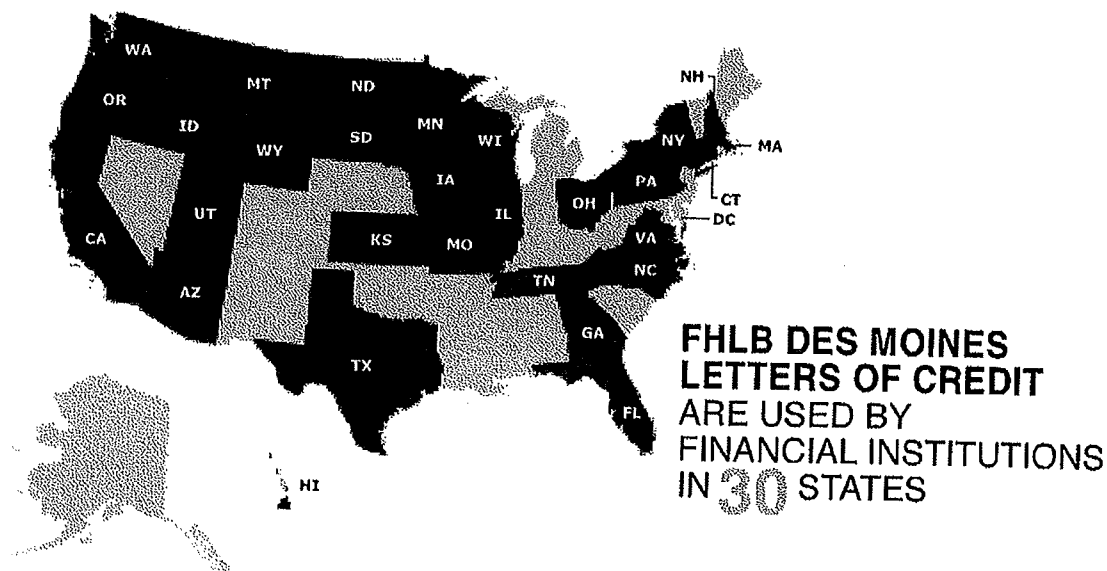
Only FHLB Des Moines members can request a Letter of Credit. With nearly 1,500 financial institutions as part of the cooperative, there is a good chance a member is down the street from you. A complete listing is available at [members.fhlbdm.com](http://members.fhlbdm.com) under Membership Directory.

## What is a Letter of Credit?

A Letter of Credit is an alternative to pledging securities for the collateralization of public unit deposits. LOCs are AAA-rated and are available for any amount of deposit with any term and reduces the operating expense associated with monitoring deposits. LOCs can be used for public deposits including state, city or municipal deposits, construction lending and confirming housing related or community development bonds.

In Q1 2015  
FHLB Des Moines had

**1,230** **LETTERS OF CREDIT**  
**OUTSTANDING**  
totaling nearly  
**\$4.1 BILLION**

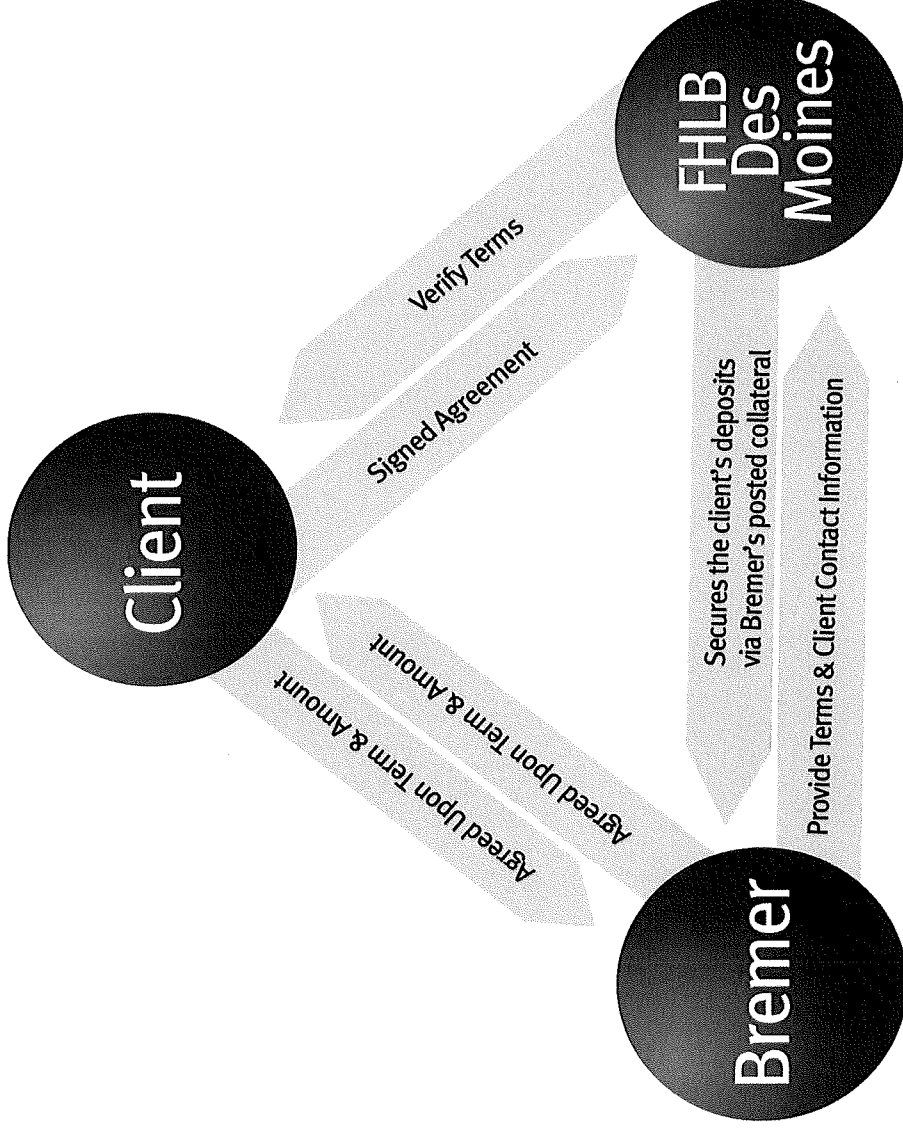


For more information, please contact a FHLB Des Moines member financial institution or visit [members.fhlbdm.com](http://members.fhlbdm.com).

# Federal Home Loan Bank (FHLB) Letter of Credit

## Product Features:

- Tri-party agreement involving Bremer, client, and the FHLB Des Moines
- Meets state statute requirements while providing audit and compliance flexibility
- Provides flexibility: Allows a banker to be a banker by customizing all banking solutions
- Full amount of funds stay in your local community



## Colfax Clerk Treasurer

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**From:** Eric Davidson <ericdavidson@baumanpcpa.com>  
**Sent:** Thursday, August 17, 2017 4:46 PM  
**To:** Colfax Clerk Treasurer; Jennifer Homeyer  
**Subject:** RE: collateral

Hi Lynn – It appears that since this is irrevocable and issued by FHLB, the following guidance from the most current GASB implementation guide would apply and the deposits are considered insured, see 1.33 as follows.

Please review and see if the letter fits as I am interpreting it.

Thanks,  
Eric



### 1.33 Letter of credit

1.33.1. [Question number not used]

1.33.2. Q—Are deposits that are covered by irrevocable standby Federal Home Loan Bank exposed to custodial credit risk?

A—No. An irrevocable letter of credit can be considered a form of insurance if the bank's affiliate did not issue it and it provides a scope of coverage provided by federal deposit insurance.

# USING THE COMPREHENSIVE IMPLEMENTATION GL



This Comprehensive Implementation Guide is an integration of current glossary definitions from GASB Implementation Guides issued since *Hierarchy of Generally Accepted Accounting Principles for State and*

This guide incorporates questions and answers and glossary definitions from Implementation Guide No. 2016-1, *Implementation Guidance L* those questions and answers and glossary definitions of all standards

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**From:** Colfax Clerk Treasurer [<mailto:clerktreasurer@villageofcolfaxwi.org>]

**Sent:** Thursday, August 17, 2017 11:14 AM

**To:** Eric Davidson; Jennifer Homeyer

**Subject:** collateral

Good afternoon~

Kathy Gram from Bremer Bank stopped in yesterday to tell me about the Bank's interest in changing from sweep accounts back to somewhat the old fashion method of having a money market and the general operating account. The sweep account will be transitioned out by the end of the year. The process would be close to the same as the Village would keep the majority of the money in the money market and transfer to the operating account when necessary. The benefit to Bremer's customer is that the money market would earn more interest. In July, the current interest rate on sweep accounts was .21%, the new money market account would have been .91%. The other change that comes with this process is that instead of the current collateral that Bremer Bank has been providing, Bremer Bank is working with FHLB or Des Moines (closest to the Bremer Bank headquarters) in providing letters of credit.

Kathy has given me a draft of the letter of credit to be run past you prior to any changes. Please review and let me know if you have any concerns or additional questions.

Thank you.

**Lynn Niggemann**

Administrator-Clerk-Treasurer

Village of Colfax

P.O. Box 417

613 Main Street

Colfax, WI 54730-0417

P: 715-962-3311; F: 715-962-2221

[ClerkTreasurer@villageofcolfaxwi.org](mailto:ClerkTreasurer@villageofcolfaxwi.org)



## DUNN COUNTY

### SOLID WASTE & RECYCLING DIVISION

Morgan Gerk, Director of Solid Waste & Recycling  
800 Wilson Avenue, Room 235  
Menomonie, WI 54751  
715-232-4017

August 15, 2017

Thank you for participating in a past Dunn County Hazardous Waste Collection Event. We appreciate you taking the time to responsibly dispose of your businesses' hazardous materials! We want to inform you that you will have more opportunities to do the same at our upcoming 2017 Fall Hazardous Waste Collection Event as well. The next collection event will be on **Wednesday, September 13, 2017**, at the **Colfax Fairgrounds**, from 4 pm to 6 pm for VSQG businesses, farms, and households, and on **Thursday, September 14, 2017**, at the **Dunn County Transfer Station & Recycling Center**, from 2 pm to 3 pm for VSQG businesses; 3 pm to 4 pm for farms; and 4 pm to 7 pm for households. Please set aside any unwanted chemicals or hazardous wastes you may have and mark your calendars to attend this event! Pre-registration is required for all VSQG businesses and farms, and must be completed by **Friday, September 8, 2017**, at [co.dunn.wi.us/hazardouswaste](http://co.dunn.wi.us/hazardouswaste), or by calling the Dunn County Solid Waste & Recycling Division office at 715-232-4017.

Not only do these events save you and your business money, but by responsibly and legally disposing of your hazardous wastes and unwanted chemicals, you are ensuring compliance with Wisconsin environmental protection laws, and helping to keep Dunn County a safe and clean place for all to enjoy.

Annual chemical waste disposal is the best way to prevent small problems from becoming significant liabilities. Our hazardous waste collection events offer your business or farm a convenient, safe, legal, and low cost way to dispose of hazardous materials. The following table of comparison gives an idea of your possible savings. **Consider this example for a business with 40 pounds each of hazardous corrosives, pesticides, aerosols and solvents:**

	Dunn County VSQG Program	Commercial Hazardous Waste Disposal Service
Pick-up Charge	\$ 0	\$ 300 - \$400 <b>plus</b> an additional hourly rate.
Corrosives & Oxidizers	\$ 70 (40 lbs. @ \$1.75/lb)	\$ 130 (40 lbs. @ \$3.25/lb)
Pesticides	\$ 70 (40 lbs. @ \$1.75/lb)	\$ 130 (40 lbs. @ \$3.25/lb)
Aerosols	\$ 30 (40 lbs. @ \$0.75/lb)	\$ 90 (40 lbs. @ \$2.25/lb)
Solvents	\$ 20 (40 lbs. @ \$0.50/lb)	\$ 30 (40 lbs. @ \$0.75/lb)
Farms	FREE	None free, all material charged at above rates.
<b>Total Cost</b>	<b>\$ 170.00</b>	<b>\$ 780.00</b>

Please note that if you happen to have bulk wastes, (e.g. 55-gallon drums, or crates of chemicals), you will receive quantity discounts.

**How do I know if my business qualifies as a VSQG?** This is a regulatory definition for businesses that generate under 220 pounds of hazardous materials per month, and accumulate no more than 2,205 pounds of hazardous materials annually. If you meet these requirements, you must self-certify as a VSQG with the Wisconsin Department of Natural Resources.

We look forward to seeing you at our next collection event!

Morgan Gerk  
Director, Dunn County Solid Waste & Recycling Division

# 2017 Fall Hazardous Waste Collection Event

The 2017 Fall Hazardous Waste Collection Event will take place on Wednesday, September 13, 2017 at the Colfax Fairgrounds, and on Thursday, September 14, 2017, at the Dunn County Transfer Station & Recycling Center in Menomonie.

Appropriate items for these collection events include wastes and unwanted chemicals from automotive, garden, garage/workshop, or household sources that are labeled as toxic, caustic, poisonous, corrosive, flammable, etc. By disposing of these materials in a safe, legal, and environmentally responsible manner, you are helping to keep Dunn County clean and green! For an expanded list of acceptable hazardous materials, go to the Dunn County Solid Waste & Recycling Division's webpage at [www.co.dunn.wi.us/hazardouswaste](http://www.co.dunn.wi.us/hazardouswaste), or call the Dunn County Solid Waste & Recycling Division office at 715-232-4017.

## **Wednesday, September 13, 2017**

### **Colfax Fairgrounds**

**831 E Railroad Ave, Colfax, WI**

4:00pm to 6:00pm for VSQG Businesses

4:00pm to 6:00pm for Farms

4:00pm to 6:00pm for Households

## **Thursday, September 14, 2017**

### **Dunn County Transfer Station & Recycling Center**

**E3900 Hwy 29, Menomonie, WI**

2:00pm to 3:00pm for VSQG Businesses

3:00pm to 4:00pm for Farms

4:00pm to 7:00pm for Households

**PRE-REGISTRATION REQUIRED FOR FARMS & VSQG BUSINESSES:** All Farms and VSQG businesses must pre-register by Friday, September 8, 2017, with the Dunn County Solid Waste & Recycling Division at 715-232-4017, or on the website at [www.co.dunn.wi.us/hazardouswaste](http://www.co.dunn.wi.us/hazardouswaste). You will be asked for a list of materials you plan to dispose of, the quantities you have, and if leak proof containers are available for transportation.

### **Costs of Disposal**

**VSQG Businesses** - Costs for businesses classified as "Very Small Quantity Generators" (VSQG) will be significantly less than on-site pick-up by a licensed hazardous waste hauler. To be considered a VSQG business, no more than 220 pounds of hazardous waste can be generated in a single month, and no more than 2,205 pounds of hazardous waste can be stored annually at your facility.

**Farms & Households** – There is no charge for agricultural or household hazardous wastes or chemicals, with the exception of latex paints.

**Costs for Latex Paints:** Why do latex paints incur a fee at these events? The funding for the Dunn County Hazardous Waste Collection Events is supported through a grant from the U.S. Department of Agriculture, Trade and Consumer Protection. This grant only covers items that are defined as hazardous, and latex paint, when used and disposed of properly, is not considered hazardous by definition. However, latex paint that is not disposed of properly and responsibly can cause tremendous environmental harm, and it is therefore accepted at these events as a separate fee item to cover the costs of disposal.

**Latex paint fees:** \$1 pint, \$2 quart, \$4 gallon, \$20 five-gallon bucket. The fees are based on the size of the container, not the amount of paint inside, so consolidate and save money.

**FYI-** You may bring your alkaline batteries, and propane and helium compressed gas cylinders to this event for free recycling! Compressed gas cylinders containing gases other than propane and helium may incur a fee.

**Your participation is appreciated, and ensures that your hazardous materials are being *legally and responsibly* processed for disposal.**







2921 Ingalls Road  
Menomonie, WI 54751

Mobile: 715-556-0066  
FAX: 715-231-2447  
[www.weberinspections.com](http://www.weberinspections.com)  
[inspector@weberinspections.com](mailto:inspector@weberinspections.com)

## Activity Report

Village of Colfax

August

Date	Customer	Service	Pass/Fail	Project
<input type="checkbox"/> 8/14/2017	Rundle	Final Inspection/Occupancy	Passed	
<input type="checkbox"/> 8/28/2017	Palewicz/Jenson	Rough Construction	Passed	
<input type="checkbox"/> 8/28/2017	Palewicz/Jenson	Rough Plumbing	Passed	
<input type="checkbox"/> 8/28/2017	Palewicz/Jenson	Rough Electrical	Passed	
<input type="checkbox"/> 8/28/2017	Palewicz/Jenson	Rough HVAC	Passed	

**PUBLIC HEARING  
ZONING CHANGE PROPOSED**

Please take notice that the Village of Colfax Plan Commission will hold a **public hearing on Monday, October 2, 2017 at 7:00 p.m.** at the Village Hall, 613 Main St., Colfax, WI to consider a change in zoning for the following property.

**PROPERTY OWNER: Village of Colfax**

**PARCEL #17111-2-291116-210-0092 - VILLAGE OF COLFAX**

**ADDRESS: 602 Evergreen Street**

**LEGAL DESCRIPTION: PT NE NW BEING A 72' X 168' PARCEL ABUTTING NORTH OF LOT 4 BLOCK 31 OF J.D. SIMONS THIRD ADDITION AND AS DESCRIBED WITHIN A WARRANTY DEED IN DOCUMENT 189632**

The current zoning on the property is Public Use with the proposed zoning of Residential.

Any interested persons may attend the public hearing on October 2, 2017 at 7 p.m. or may file a written statement with the Village Clerk, P.O. Box 417, 613 Main Street, Colfax, WI 54730 until 4:00 p.m. on October 2nd, 2017.

Lynn Niggemann  
Village Administrator-Clerk-Treasurer

Published: September 13, 2017

**Village of Colfax**  
**Notice of Land Sale by Sealed Bid**  
**602 Evergreen Street**

Sealed bids will be opened on October 5<sup>th</sup>, 2017 at 10:00 a.m. at the Village of Colfax – Village Hall 613 Main Street, Colfax, WI. The bid information will be presented to the Village Board on Monday, October 9, 2017 at the Board meeting. Prior to the acceptance of any bid by the Village Board, the bid must first be referred to the Village of Colfax Plan Commission pursuant to Wis. Stat. § 62.23(5) for consideration and report.

The property to be sold is identified as parcel number 17111-2-291-116-210-0092, 602 Evergreen Street, Colfax, WI 54730. The current zoning of the property is Public Use, however the Plan Commission is scheduling a public hearing to change the zoning to Residential. The property previously contained the Village of Colfax Salt/Sand Shed. The shed and the cement slab have been removed in 2017. The property is being sold **“AS IS”** and in its present physical condition, with all faults and defects, known or unknown, and without warranties, express or implied. The Village Board has the **full right to reject any or all offers or bids**.

The Village is requesting a minimum bid of \$15,000 on this property. The sealed bid must include the following:

- \* Address of the property, 602 Evergreen Street Land Bid
- \* The amount of your bid
- \* Proof of financing from a financial institution or verification of an account balance from the bank (which will be kept confidential)
- \* The intended use of the property

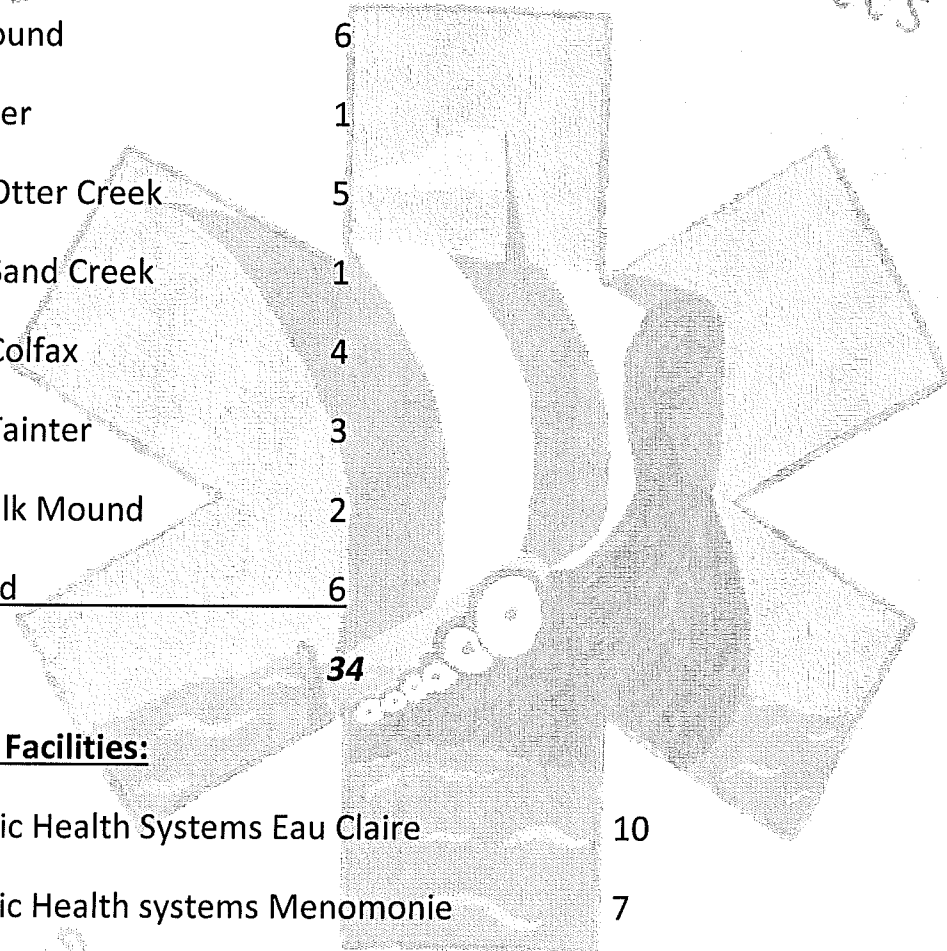
Please keep in mind that the property and intended use of the property will be required to conform to current Village Ordinances. This includes, but is not limited to set back requirements, structure size, etc. There would be a zoning change required unless the intended use meets either the Residential or Public Use zoning criteria, whichever zoning district is in place. The bidder selected, if any, is responsible for applying for and obtaining, without limitation, any rezoning, variance or conditional use permit needed for the intended use, including paying all applicable fees. In the event that the bidder is unable to obtain the necessary approvals for the intended use, then the agreement between the Village and the bidder for the sale of the property may become null and void. Any questions regarding the use or circumstances should be discussed in advance with the Village Clerk, Lynn Niggemann, 715-962-3311.

Maps, legal description and property record are available on the Village of Colfax website, [www.villageofcolfaxwi.org](http://www.villageofcolfaxwi.org) or at the Village Clerk's office, 613 Main Street, Colfax, WI.

## Colfax Rescue

### August 2017 Report

#### Municipalities Responded to:



Vil Colfax	6
Vil Elk Mound	6
Vil Wheeler	1
Town of Otter Creek	5
Town of Sand Creek	1
Town of Colfax	4
Town of Tainter	3
Town of Elk Mound	2
Mutual Aid	6

**Total** 34

#### Receiving Facilities:

Mayo Clinic Health Systems Eau Claire	10
Mayo Clinic Health systems Menomonie	7
Hospital Sisters Health Systems Sacred Heart	4
<u>Stdby, Cancelled, Refused etc.</u>	<u>13</u>

**Total** 34

### Financials:

**Billed out:** \$32,040.92

Collected \$19,449.90

**C.R.S. Notes:**

- The 2017 Annual Meeting was held with six of the nine municipalities we serve represented.
- \$.25 increase in per capita recommended for 2018 first increase in five years.
- Recommended to bill base rate and loaded miles starting in 2018. An adjustment to base rate will be figured to include average supplies.
- Increase in no transports in August through September because of football game standby.
- Day long training in Elk Mound for area EMS and Fire Personnel September 23, 2017.
- In September, we will be fit testing N95 masks to meet OSHA guidelines and help keep our staff safe.
- Discussion of how ambulances increased in price \$15,000.00 this year as new requirements in ambulance safety are being anticipated.
- Consensus at the annual meeting is that we still provide great service at an economical price.
- Colfax Rescue in cooperation with the boy scouts will be hosting an open house September 28<sup>th</sup> 5-7 p.m. for middle school and high school who may be interested in a health care career. This would be the starting point of an explorer post.
- The Village of Elk Mound inquired if we would be interested in sitting in a table top disaster for their Village.
- M-7 has had a service 4-wheel drive light come on an appointment at interstate automotive has been scheduled for September 13, 2017.
-

- Recommended 2018 fee schedule:

***Fee Schedule 2018 for Colfax Rescue Squad***

Description	Charge
ALS Non-Resident Base Rate	\$ 1,200.00
ALS Resident	\$ 1,100.00
BLS Non-resident	\$ 1,050.00
BLS Resident	\$ 850.00
Mileage (loaded) Resident	\$ 16.92
Mileage (loaded) Non-Resident	\$ 18.23
Refusal	\$ 203.96
School Event Standby (flat fee)	\$ 60.00
EMT at Private Event (per hour)	\$ 30.00
Ambulance at Private Event (per hour)	\$ 40.00
House Number 2 Sided	\$ 12.00
House Number One Sided	\$ 10.00
Certified Medical Records***Statue allowed amount***	
Certification	\$ 8.26
Copies 1-25	\$ 1.04
Copies 26-50	\$ 0.76
Copies 51-100	\$ 0.51
Actual postage + envelope	

***ALS AND BLS RATES NOW INCLUDE SUPPLIES***



Service Before Self

## POOLED CHECKING ACCOUNT

## Accounting Checks

Posted From: 8/28/2017 From Account:  
Thru: 9/10/2017 Thru Account:

Check Nbr	Check Date	Payee	Amount
UHC	8/31/2017	UHS PREMIUM BILLING	984.04
XCEL	8/30/2017	XCEL ENERGY	4,753.35
74098	8/31/2017	24-7 TELCOM	24.95
74099	8/31/2017	A-1 EXCAVATING, INC	150.00
74100	8/31/2017	ASPEN MILLS	64.38
74101	8/31/2017	BOUND TREE MEDICAL, LLC	51.98
74102	8/31/2017	CENTURY LINK	46.86
74103	8/31/2017	COLFAX COMMUNITY FIRE DEPT	720.00
74104	8/31/2017	COLFAX COMMUNITY FIRE DEPT	5,171.31
74105	8/31/2017	CREATIVE COUNTRY	1,124.00
74106	8/31/2017	DUNN COUNTY RECYCLING	7,303.12
74107	8/31/2017	DUNN COUNTY SOLID WASTE DIVISION	5,723.15
74108	8/31/2017	FIRST SUPPLY LLC-EAU CLAIRE	32.92
74109	8/31/2017	FREDERICK BLANCH	23.62
74110	8/31/2017	HAWKINS, INC.	916.50
74111	8/31/2017	HENRY SCHEIN	229.21
74112	8/31/2017	HUEBSCH	207.39
74113	8/31/2017	HYDROCORP	496.00
74114	8/31/2017	JEFFERSON FIRE & SAFETY	234.00
74115	8/31/2017	MEDPRO MIDWEST GROUP	129.50
74116	8/31/2017	PUBLIC SERVICE COMMISSION OF WI	77.17
74117	8/31/2017	QUILL CORP.	70.94
74118	8/31/2017	SPECTRUM	10,448.00
74119	8/31/2017	STREICHER'S INC	369.93
74120	8/31/2017	TRUSCO MANUFACTURING CO.	42.00
74121	8/31/2017	WAL MART COMMUNITY/GEGRB	127.33
74122	8/31/2017	WELD RILEY	260.00
74123	8/31/2017	WOODS RUN FOREST PRODUCTS	163.91
74124	9/08/2017	WI SCTF	63.62
74125	9/08/2017	WI SCTF	65.00
AFLAC	8/28/2017	AFLAC	421.02
EFTPS	9/07/2017	EFTPS-FEDERAL-SS-MEDICARE	5,518.50
WIDOR	9/07/2017	WI DEPARTMENT OF REVENUE	862.21

9/08/2017 12:49 PM

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ACCT

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 8/28/2017 From Account:  
Thru: 9/10/2017 Thru Account:

Check Nbr	Check Date	Payee	Amount
WIETF	8/31/2017	WI DEPT OF EMPLOYEE TRUST FUNDS	5,605.03
BREMER	9/07/2017	CARDMEMBER SERVICE	844.48
CHARTER	8/28/2017	CHARTER COMMUNICATIONS	537.17
WIDCOMP	9/07/2017	WISCONSIN DEFERRED COMPENSATION	255.00
Grand Total			54,117.59