

## **Village Board Meeting – July 14, 2025**

On July 14<sup>th</sup>, 2025, the Village Board met at the Village Hall, 613 Main St, Colfax, WI at 7:00 p.m. Members present included Trustees Stene, Best, Rud and Prince. Trustees Burcham, Davis and Jenson were absent. Others present were Public Works Director Bates, Mitch Nichols with Ayres Associates, Kathy Dunbar and Deputy Clerk-Treasurer Riemer. No media was present.

### **Public Comments – none**

**Communication from the Village President** – Prince wanted to share that he used the dump station at the fairgrounds and it worked really well.

### **Consent Agenda**

#### **Regular Board Meeting Minutes –June 23<sup>rd</sup>, 2025**

#### **Review Statement of Bills Pooled Checking– June 23<sup>rd</sup>, 2025 to July 13<sup>th</sup>, 2025**

#### **Review Statement of Bills Solid Waste & Recycling Checking – June 23<sup>rd</sup>, 2025 to July 13<sup>th</sup>, 2025**

#### **Training Request – none**

**Licenses- Renewals for Operator’s Licenses – Joshua Larson July 14, 2025-June 30, 2026-Synergy, Christine Hirsch July 14, 2025-June 30, 2026-Express Mart, Amanda Kikilas July 14, 2025-June 30, 2026-Concierge Home Décor**

**Temporary “Class B” Wine License- The Concierge Home Décor and More – July 26, 2025 – Margaritas & Mark Downs Event**

#### **Transient License – Grumpy Gator -July 14, 2025 – October 15, 2025**

A motion was made by Trustee Stene and seconded by Trustee Best to approve consent agenda 5a-5f, which includes Regular Board Meeting Minutes, June 23<sup>rd</sup>, 2025, Review Statement of Bills for Pooled Checking and Solid Waste & Recycling Checking, June 23<sup>rd</sup>, 2025 – July 13<sup>th</sup>, 2025, Operator’s Licenses Joshua Larson, Christien Hirsch and Amanda Kikilas, Temporary “Class B” Wine License for Concierge Home Décor and More and Transient License for Grumpy Gator. A voice vote was taken with all members voting in favor. Motion carried.

### **Consideration Items:**

A motion was made by Trustee Stene and seconded by President Prince to move 6h to 6a since Kathy Dunbar was present. Voting For: Trustees Best, Stene, Rud and Prince. Voting Against: none. Motion carried.

**Kathy Dunbar Letter for Request-lights and signage at Rescue Squad Building** - Kathy had sent a letter because she was unsure if she’d be able to attend. In the past several months she has been approached regarding where the Rescue Building is, she lives directly across. One person couldn’t see the sign, she thought maybe installing a light for the sign would help. The sign is rather low so having a light would definitely help. On another occasion there was a large trailer parked in front of the building and the person couldn’t see the sign. She thought maybe installing a No Parking sign for that area would help also. People do utilize the Rescue for first aid, blood pressures, etc. President Prince wondered about moving to the Public Safety Committee, but Trustee Stene said just having Public Works Director and Rescue Director get together and just fix it. Prince told Bates to go ahead and get it addressed.

**Ayres Associates-Mitch Nichols-General Engineering Contract-** Mitch presented with a supplemental agreement between the Village and Ayres in addition to the master agreement. It’s for items that are smaller like surveys, the Highway 40 walk-thru or anything you want Ayres assistance on. There will never be a charge for conversations with Bates regarding projects already in the works. Trustee Stene wanted to know if there was monetary with this, Nichols said no, it is for if we need help with anything and don’t have time to get it on a meeting, it will already be in place. Nichols also stated an estimate could be given for each task opened. A

motion was made by Trustee Stene and seconded by Trustee Best to approve the general engineering contract with Ayres Associates. A voice vote was taken with all members voting in favor. Motion carried.

**Senn Blacktop-Estimates for Cedar Street, Viking Drive & Telemark Circle, 3<sup>rd</sup> Ave-Discussion/Approval -**

Bates explained that Senn Blacktop has fixed everything except for Cedar. The invoice presented he wanted the Board to approve since it was almost \$10,000 and it will have to be totally re-done in the near future. Trustee Stene wanted a ball park figure to do the whole project, it was not possible to give tonight. Trustee Stene also stated the road is shot and does need to be completely done and we should find out the cost first, Bates stated the underground would need to be updated along with the road. Trustee Best asked if the estimate was just a patch job, Bates confirmed. The street project would not be done this year, but the patch could be. President Prince would hate to see it go another year without anything being done. Bates also stated this would come out of the water/sewer budget, not street budget. The other estimates will come out of street budget. One is on 3<sup>rd</sup> Ave and the other is at the Viking/Telemark cul-de-sac. It has settled and water doesn't drain, it would be saw cut out. The one on 3<sup>rd</sup> would be \$7600 and the other would be \$5800. Trustee Rud was wondering how long the 3<sup>rd</sup> Ave would take, Bates stated only a day and one lane would be open. A motion was made by Trustee Rud and seconded by Trustee Stene to approve all 3 estimates from Senn Blacktop for a total of \$22,724.28. Voting For: Trustees Best, Stene, Rud and Prince. Voting Against: none. Motion carried.

**Cramer Consulting Invoice 1-Approval-** Riemer stated this invoice was for when the server went down, not for the actual server, that has not been received yet. Since it was a larger amount, she wanted Board approval before paying. A motion was made by Trustee Stene and seconded by Trustee Best to approve the Cramer Consulting invoice for \$1943.70. Voting For: Trustees Rud, Stene, Best and Prince. Voting Against: none. Motion carried.

**Bauman Invoice Approval-** Riemer stated she didn't want to pay this invoice without Board approval. A motion was made by Trustee Stene and seconded by Trustee Rud to approve the Bauman Invoice for \$53,317.10. Voting For: Trustees Stene, Best, Rud and Prince. Voting Against: none. Motion carried.

**Bauman Estimate for Outsourcing Services-** Riemer explained there were 3 major areas where help would be needed. One is catching the reconciliations up for the Bremer account. The last month done was March, so it is 3 months behind right now. She is sure it is similar to the other accounts, but wants to make sure it is done properly. The second is payroll taxes, that is something she has never done and third would be Rescue reconciliation. The quote they came back with is \$200/hour. Prince wondered if this would be in office or remote. Riemer stated the payroll and reconciliation would probably be remote. The rescue would have to be in office. Trustee Stene said on site would be more beneficial. This agreement would be valid through the end of August. Stene said at that time it would need to be re-visited for the other areas and possibly through January or 6 months, so we can stay on top of things. A motion was made by Trustee Stene and seconded by Trustee Rud to approve Bauman Estimate for Outsourcing Services through August 31, 2025 for \$200/hour. Voting For: Trustees Best, Stene, Rud and Prince. Voting Against: none. Motion carried.

**Market & Johnson Invoice-Approval-** Riemer stated there were a few invoices that were never forwarded to her, this was one of them, for the police station door. Again she is not comfortable just paying without approval. Trustee Rud asked if it was completed, the answer is yes. A motion was made by Trustee Best and seconded by Trustee Rud to approve the Market & Johnson invoice for \$15,196. Voting For: Trustees Stene, Best, Rud and Prince. Voting Against: none. Motion carried.

**Bremer Bank-Motion to assign Full Signor & Limited Signor-** Riemer had had to contact the bank regarding a CD renewal. The information she needed was relayed to her. George Brewe had contacted her and explained that we should make a motion to remove Carrie from the account and set Jeff up as a full signor, that means he can transact business on Village behalf and add/remove signors as needed, and also set Sheila up as a limited signor, that means she can transact over the phone or in person but cannot add/remove signors. This way if she ever needs information, she will be able to get it. A motion was made by Trustee Stene and

seconded by Trustee Best to approve Bremer's recommendation to add Jeff Prince as a full signor, Sheila Riemer as a limited signor and remove Carrie Johnson. Voting For: Trustees Stene, Rud, Best and Prince. Voting Against: none. Motion carried. Trustee Stene also wanted Riemer to check about possibly adding another Board member as a full signor for back-up.

**Planning Commission Recommendation-KM Construction request to re-zone-** Riemer stated she did get the minutes done from that meeting so the Board would be able to see them. She also went through a couple points and stated the Planning Commission did recommend to the Board to approve the request for re-zoning from R5-Multi Family to R2-Single Family. A motion was made by Trustee Stene and seconded by Trustee Best to approve the Planning Commissions recommendation for re-zone from R5 to R2. Voting For: Trustees Rud, Stene, Best and Prince. Voting Against: none. Motion carried. Bates wanted to add that we still need a plan from KM Construction for moving forward. He thinks getting the water/sewer portion to the property should be our only responsibility.

**Committee/Department Reports/Discussions-(no action)** Riemer questioned who was part of the Handbook Committee, or if it was just the Board members. Back in April there was a motion to table approval of the updated Employee Handbook, but never brought back to the table. We should try to get that finalized.

**Closed Session-** A motion was made by Trustee Best and seconded by Trustee Rud to go into closed session at 8:04 pm pursuant to WI statute 19.85(1)(c) Voting For: Trustees Best, Stene, Rud and Prince. Voting Against none. Motion carried.

**Open Session-** A motion was made by Trustee Rud and seconded by Trustee Stene to reconvene to open session at 8:29 pm. A voice vote was taken with all members voting in favor. Motion carried.

The suggestion from President Prince is to set interviews up for Monday 21, 2025 and Tuesday 22, 2025.

**Adjourn** – A motion was made by Trustee Rud and seconded by Trustee Best to adjourn the meeting at 8:30 pm. A voice vote was taken with all members voting in favor. Meeting Adjourned.

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Jeff Prince, Village President

Attest: \_\_\_\_\_  
Sheila Riemer, Deputy Clerk-Treasurer