

Village of Colfax
Regular Board Meeting Agenda
Monday, September 22, 2025

7:00 p.m.

Village Hall, 613 Main Street, Colfax, WI 54730

1. Call the Regular Board Meeting to Order
2. Pledge of Allegiance
3. Roll Call
 - a. Public Comments
4. Communications from the Village President
5. Consent Agenda
 - a. Regular Board Meeting Minutes –September 8th, 2025
 - b. Review Statement of Bills Pooled Checking – September 8th, 2025 – September 21st, 2025
 - c. Review Statement of Bills Solid Waste & Recycling Checking-September 8th, 2025-September 21st, 2025
 - d. Licenses –Chicken License-September 22, 2025 – June 30, 2026 -Brian Vande Kolk-412 Main St
6. Consideration Items
 - a. Allie Petznick-Update Splash Pad-possible action
 - b. Resolution 2025-28 – Support for Colfax Railroad Museum
 - c. DOT-Application and Release – Relocation Personal Property and Estimates (available Monday)
 - d. Logslett Heating & Cooling – Estimate for Air Conditioning Unit-possible action
7. Committee/Department Reports/Discussions – (no action)
 - a. Public Hearing Minutes- September 8, 2025
 - b. Jt. Board/Personnel Committee Meeting Minutes- September 15, 2025
 - c. Building Permits-Melstrom Inspections-August
 - d. Police Financials- August
 - e. Rescue Report
 - f. Administrator Report
8. Closed Session - Motion to convene into closed session 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. Handbook Updates
 - b. Departments
 - c. Time Clock
9. Open Session – Motion to convene into open session to take any action resulting from the closed session.
 - a. Handbook Updates
 - b. Departments
 - c. Time Clock
10. 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: Julie Mitchell, Administrator-Clerk-Treasurer, 613 Main Street, Colfax, WI (715) 962-3311 by 12:00 p.m. the day prior to the meeting so that any necessary arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Village Board Meeting – September 8, 2025

On September 8, 2025, the Village Board met at the Village Hall, 613 Main St, Colfax, WI at 7:00 p.m. Members present included Trustees Stene, Rud, Jenson, Burcham, Best and Prince. Trustee Davis was absent. Others present were Police Chief Anderson, Deputy Clerk-Treasurer Riemer, Administrator-Clerk-Treasurer Mitchell and LeAnn Ralph with the Mesenger.

Communication from the Village President – The ambulance repairs need to be made as soon as possible. There is money in the budget for these repairs, and we will continue to push the warranty claim to be reimbursed.

Public Comment – None

Consent Agenda

- **Regular Board Meeting Minutes –August 25, 2025**
- **Review Statement of Bills Pooled Checking– August 25, 2025 to September 7, 2025**
- **Review Statement of Bills Solid Waste & Recycling Checking – August 25, 2025 to September 7, 2025**
- **Licenses – Operator’s License-Brooklyn Dresel 09/08/2025 – 06/30/2026 – Outhouse Bar; Christian Ebert 09/08/2025 -06/30/2026 – Viking Bowl; Nolan Prince 09/08/2025 – 06/30/2026 – Viking Bowl.**
- **Transient License – Ivory Bloom Coffee – Ryan and Lindsey Pomasl, 09/01/2025 – 11/30/2025**
- **Training – Ehler’s Levy Limit Workshop. October 8, 2025. Julie & Sheila attend from 1pm – 3pm; close office at Noon.**

A motion was made by Trustee Stene and seconded by Trustee Burcham to approve consent agenda 5a-5f. A voice vote was taken with all members voting in favor. Motion carried.

Consideration Items:

Dunn County Unit of Wisconsin Towns Association – Mitchell suggested joining the Wisconsin Towns Association, which is also for Villages. The dues are \$50 annually. Ralph stated they are quarterly meetings. A motion was made by Trustee Stene and seconded by Trustee Rud to approve joining the Wisconsin Towns Association and sending Mitchell to the banquet. A voice vote was taken with all members voting in favor. Motion carried.

Bauman Agreement Extension – Riemer said that the agreement raised the rates from \$200/hour to \$225-\$275/hour since it will be Davidson who will be working with us now. Trustee Burcham asked how many hours Mitchell uses per week. Mitchell said she has used approximately two hours since starting in the position, but will need more help throughout the budgeting cycle. Riemer also stated she had used approximately 2 hours. A motion was made by Trustee Stene and seconded by Trustee Burcham to accept the terms of the agreement. Voting For: Trustees Best, Stene, Jenson, Rud, Burcham and Prince. Voting Against: none. Motion carried.

Banking Option – Mitchell brought numbers to the Board comparing Dairy State Bank and Bremer Bank offers for interest rates for entire banking portfolio. Dairy State offered 3.9% on all deposits. Bremer offered 3%. Mitchell suggested going with Dairy State due to the better rates as well as the local presence. A motion was made by Trustee Burcham and seconded by Trustee Rud to consolidate Bremer’s accounts to Dairy State Bank. Voting For: Trustees Burcham, Rud, Jenson, Stene, Best and Prince. Voting Against: none. Motion carried.

WRS Update – Mitchell gave an update on our participation in the Wisconsin Retirement System (WRS). Any position that is expected to or actually works 1,200+ hours in one year must participate in the WRS. Mitchell said we have some Rescue Squad employees who are required to participate based on their hours. We shouldn’t have too much back pay. Trustee Stene asked how this is going to affect the Rescue Squad budget for the rest of the year, and Mitchell acknowledged that it will have a negative impact on the budget. Trustee Stene would like to see the numbers and Mitchell said she will gather that information.

Firewall Replacement – Mitchell said that our IT consultant, Joe Cramer, strongly suggests that we go forward with the Firewall replacement while we wait for the Dunn County IT switchover to happen, since it could be months before the transition happens. A motion made by Trustee Stene and seconded by Trustee Burcham to pay Joe Cramer \$935.29 for the Firewall and continue with the switchover with Dunn County IT management. Voting For: Trustees Best, Stene, Jenson, Rud, Burcham and Prince. Voting Against: none. Motion carried.

Committee/Department Reports/Discussions

ACT Report – Trustee Jenson asked about the lawyer change. Mitchell explained that she brought the lack of follow-through with our current Attorney, Helquist, to the leadership of Weld-Riley. The Village was assigned a new Attorney,

Tony Wachewicz, who Mitchell said has been much more responsive and is a positive thing. Trustee Jenson asked what the firm had to say about Attorney Helquist's shortcomings, and Mitchell said the firm apologized on his behalf and is moving all of our work to Attorney Wachewicz.

Set Personnel Meeting – Discussion regarding the availability of Trustees for a Personnel Meeting. Trustee Best suggested making it a Joint Personnel Meeting. The Joint Personnel meeting is set for Monday, September 15, 2025 at 6:00pm. Also, tentatively set September 29th for a Public Safety meeting, more to be determined after Personnel meeting.

Adjourn – A motion was made by Trustee Stene and seconded by Trustee Burcham to adjourn the meeting at 7:18 pm. A voice vote was taken with all members voting in favor. Meeting Adjourned.

Jeff Prince, Village President

Attest: _____
Julie Mitchell, Administrator-Clerk-Treasurer

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 9/08/2025 From Account:
Thru: 9/21/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
SHP	9/20/2025	SECURITY HEALTH PLAN	18,377.03
80636	9/10/2025	DUNN COUNTY CLERK	22.50
80637	9/11/2025	BRICKNERS OF WAUSAU	7,617.25
80638	9/15/2025	ADAM'S AUTO REPAIR	153.00
80639	9/15/2025	AMAZON CAPITAL SERVICES	250.43
80640	9/15/2025	AYRES ASSOCIATES	1,282.38
80641	9/15/2025	BADGER STATE ELECTRIC	439.88
80642	9/15/2025	CARLTON DEWITT	861.80
80643	9/15/2025	CINTAS CORPORATION	90.80
80644	9/15/2025	CLIA LABORATORY PROGRAM	248.00
80645	9/15/2025	CLOUD PCR LLC	1,318.46
80646	9/15/2025	COMMERCIAL TESTING LAB	724.40
80647	9/15/2025	CRAMER CONSULTING, LLC	1,185.29
80648	9/15/2025	CREDIT SERVICE INTERNATIONAL	302.97
80649	9/15/2025	DEMCO INC	106.47
80650	9/15/2025	DUNN CO. UNIT WTA	86.00
80651	9/15/2025	DUNN ENERGY COOPERATIVE	120.00
80652	9/15/2025	EXPRESS MART	142.44
80652	9/15/2025	GOTO COMMUNICATIONS INC	151.44
80652	9/15/2025	EXPRESS MART	-142.44
80653	9/15/2025	HANNAH PARROTT	70.00
80654	9/15/2025	HENRY SCHEIN	14.26
80655	9/15/2025	HYDROCORP	440.56
80656	9/15/2025	IFLS LIBRARY SYSTEM	1,435.86
80657	9/15/2025	LOGSLETT HEATING & COOLING	464.00
80658	9/15/2025	MENARDS-EAU CLAIRE	39.53
80659	9/15/2025	MID-AMERICAN RESEARCH CHEMICAL	199.84
80660	9/15/2025	MUNICIPAL TREASURERS ASSOC. OF WI	30.00
80661	9/15/2025	ONE SOURCE IMAGING	204.97
80662	9/15/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES	168.24
80663	9/15/2025	POWERPLAN	2,931.96
80664	9/15/2025	SCHILLING SUPPLY	356.01
80665	9/15/2025	SHERWIN WILLIAMS	832.32

9/19/2025 12:54 PM

Reprint Check Register - Quick Report - ALL

Page: 2
ACCT

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 9/08/2025 From Account:
Thru: 9/21/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
80666	9/15/2025	SMART APPLE MEDIA	66.97
80667	9/15/2025	SYNERGY COOPERATIVE	2,368.14
80668	9/15/2025	TAINTER MACHINE	625.00
80669	9/15/2025	VIKING DISPOSAL, INC	1,736.00
80670	9/15/2025	WATER CARE SERVICES	31.50
80671	9/15/2025	WELD RILEY SC	238.50
80672	9/15/2025	WI STATE LABORATORY OF HYGIENE	440.00
80673	9/15/2025	WILLIAM ANDERSON	56.44
80674	9/15/2025	ZEMPEL APPRAISAL SERVICE	1,900.00
80675	9/15/2025	EXPRESS MART	142.44
80676	9/17/2025	SYDS PRINT & DESIGN	42.20
80677	9/17/2025	WISCONSIN DNR-ENVIRONMENTAL FEES	540.08
EFTPS	9/11/2025	EFTPS-FEDERAL-SS-MEDICARE	9,818.09
WIDOR	9/11/2025	WI DEPARTMENT OF REVENUE	1,520.33
WIETF	9/15/2025	WI DEPT OF EMPLOYEE TRUST FUNDS	9,421.78
BREMER	9/12/2025	ELAN FINANCIAL SERVICES	3,616.68
WIDCOMP	9/11/2025	WISCONSIN DEFERRED COMPENSATION	185.00
WEENERGIES	9/19/2025	WE ENERGIES	26.78
Grand Total			73,301.58

9/19/2025 12:54 PM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

SOLID WASTE & RECYCLING RU

Accounting Checks

Posted From: 9/08/2025 From Account:
Thru: 9/21/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
1574	9/15/2025	DUNN ENERGY COOPERATIVE	147.00
1575	9/15/2025	FIRST CHOICE	760.00
1576	9/15/2025	PLASTIC BAGS UNLIMITED	220.00
1577	9/15/2025	TAINTER MACHINE	720.00
1578	9/15/2025	TERRY STAMM	111.12
1579	9/15/2025	UNEMPLOYMENT INSURANCE	119.00
1580	9/15/2025	VILLAGE OF COLEFAX	912.81
Grand Total			2,989.93

Village of Colfax

Box 417 - Colfax, Wisconsin 54730 - Phone 715-962-3311
Fax 715-962-2221

July 1, 2025 to June 30, 2026

License Application for Keeping Domesticated Chickens \$10.00 (non-refundable application fee)

(please print)

1. Name of Applicant Brian Vande Kolk
2. Address 412 Main St. Colfax, WI
3. Phone 715/933/8603
4. Parcel Number 17111-2-291116-240-0087
5. Number of female chickens (maximum 10) 8 max
6. Application (circle one) New Renewal

In submitting this application, I hereby agree to comply with the regulations imposed by the Village of Colfax Code of Ordinances. I understand the information requested on this form will be used by the Village of Colfax in the issuance of a license or processing of a renewal application. I understand the information supplied on this form will become public information when received by the Village of Colfax. I have no intention or agreement to transfer the license to another person or to allow any other entity to operate under the authority of the license. I hereby affirm that the foregoing statements are true and correct to the best of my knowledge and that I agree to comply with all the provisions of the Ordinance under which this license is granted.

Brian Vande Kolk
Signature of Applicant

09/19/25
Date

Office use only

9/19/25 Date Application Received

9/22/25

Date Board Reviewed Application
Approved / Denied
License Number

RESOLUTION 2025-28

RESOLUTION OF SUPPORT FOR THE COLFAX RAILROAD MUSEUM'S APPLICATION TO THE WISCONSIN DOA GRANTS FOR LOCAL PROGRAMS BY THE VILLAGE PRESIDENT AND MEMBERS OF THE BOARD

WHEREAS, the Village of Colfax recognizes the significant historical message on railroads that the Colfax Railroad Museum relates regarding the primary mode of transportation in the area and the western Wisconsin region since the early nineteen hundreds, and its importance to tourism in the Village; and

WHEREAS, the Village of Colfax recognizes the Railroad Museum will communicate the importance and value of railroad transportation equipment; and

WHEREAS, the Village of Colfax is in support of the Railroad Museum's mission and its efforts to encourage tourism in the Village; and

WHEREAS, the Village of Colfax recognizes the potential of the Museum as a point for after school activities; and

NOW, THEREFORE, BE IT RESOLVED, that the Village President and the Village Board hereby declare their full support for the Colfax Railroad Museum's application for the Wisconsin DOA Grants for Local Programs to erect protective structures for the Museum's rolling stock and promote tourism in the Village and institute an after school program on this 22nd day of September, 2025.

Passed and adopted this 22nd day of September, 2025.

Jeff Prince, Village President

Attest: Julie L. Mitchell
Administrator-Clerk-Treasurer



**Division of Transportation
System Development**
Northwest Region – Eau Claire Office
718 W. Clairemont Ave.
Eau Claire, WI 54701-5108

**Governor Tony Evers
Secretary Kristina Boardman**
Internet: wisconsindot.gov

Telephone: (715) 836-2891
Facsimile (FAX): (715) 836-2807

Email: nwr.dtsd@dot.wi.gov

Date: September 2, 2025

**City of Colfax
613 Main Street
Colfax, WI 54730**

Subject: Initiation of Negotiations – Move Only
Project ID **8620-00-25**, Parcel No. **13**
Elk Mound - Bloomer
STH 40 **Dunn** County

RE: Notice of Relocation Eligibility

The Wisconsin Department of Transportation (WisDOT) has initiated negotiations for the purchase of the property where your personal property is located and requires to be moved. This letter serves as notice that as of the date noted above, you are eligible for relocation moving benefits. The time period to make claims for the move expires two years after the date you vacate your current property or the date WisDOT makes final payment for the property acquired by WisDOT, whichever is later.

This letter is part of the "Relocation Personal Property Move Only Package" which also includes a Certification of Legal Residency, WisDOT General Relocation Information Notice, claim form, Vacancy Notice, Rights of Landowners Under Eminent Domain Law brochure, and Relocation Personal Property Move Only Package Receipt for all items included in the package.

The State of Wisconsin Relocation Assistance Program provides assistance to personal property move only moves under Adm. 92.52 and 49 CFR part 24. This program is a reimbursement program that provides eligibilities and monetary benefits based on actual, reasonable and necessary costs incurred in the relocation of your personal property.

As an occupant with personal property that needs to be relocated due to an acquisition under Adm. 92.52, you are eligible to receive a move only payment, and a 90-day Assurance of Occupancy. This letter discusses your eligibilities, provided that, you incur actual, reasonable, and necessary costs in the relocation of your personal property.

Actual and Reasonable Moving Only Payment

All possible eligibilities under Move Only Payment require an inventory of all items to be moved and specific documentation. You are highly advised to work closely with your relocation agent to assure that you are receiving the maximum eligibilities available to you.

Moving Payment

Option 1 - Commercial Move: You may be reimbursed for the actual, reasonable and necessary costs actually incurred in relation to moving the personal property from the subject to the replacement location, provided that the move is completed by a licensed commercial mover and the move is insured. This option under the moving payment category is based on the lower of two estimates from professional commercial movers.

Relocation Payments Not Considered Income

As outlined in Wisconsin Chapter 32.196 and Federal Regulations 49 CFR §24.209, relocation payments received by a displaced person are not considered income. Displaced persons are advised to consult with qualified tax personnel.

90-Day Assurance of Occupancy

WisDOT must provide a 90-day assurance of occupancy ("assurance") under the federal Uniform Act (49 CFR Part 24.203). This assurance provides a guarantee that a minimum of 90 days before being required to move personal property from the property being acquired. This assurance may start the actual timeline of 90 days to vacate, or it may indicate a specific date in the future when the 90 days will start, depending on the project timeline.

Please take the time to read all materials given to you and contact me if you have any questions concerning your relocation at **715-386-3904** or email me at **judith.srp@dot.wi.gov**.

Sincerely,

A handwritten signature in black ink, appearing to read "Judy Srp", written over the word "Sincerely,".

Judy Srp
Real Estate Specialist Advanced
Enclosures

Logslett Heating & Cooling

2844 State Hwy 40, Colfax Wi. 54730, 715-308-4869

logsletttheating@gmail.com

Submitted to Village of Colfax:

Phone#: 715-962-3311

All prices below include labor as well as materials and equipment needed

Air Conditioner in Library:

Replace air handler and A-Coil package in library with Goodman multi position air handler package w/TXV controlled a-coil, and single speed blower motor (AMST48CU1400). Also replace outside condenser with a Amana 13.4 SEER single stage 4 ton (ASXH3N4810). Price includes equipment, new 1 1/8" lineset, low and high voltage wiring, condensate piping, and equipment pad. Also included is removal and disposal of old equipment, and necessary transitions from existing duct to new units.

A/C, Air Handler, & Installation: \$13,800

(_____)

Air Conditioner in Office:

Replace air handler and A-Coil package in office with Goodman multi position air handler package w/TXV controlled a-coil, and single speed blower motor (AMST48CU1400). Also replace outside condenser with a Amana 13.4 SEER single stage 2 ton (ASXH3N2410). Price includes all equipment, new 7/8" lineset, low and high voltage wiring, condensate piping, and equipment pad. Also included is removal and disposal of old equipment, and necessary transitions from existing duct to new units.

A/C, Air Handler, & Installation: \$10,250

(_____)

We Propose: to furnish material and labor – complete in accordance with above specs. For sums listed above. Proposal valid for 30 days after 9/12/2025

Please put your initials (____) by items wanted

Acceptance of Proposal: Payment to be made to Logslett Heating & Cooling in full after completion of work. You are authorized to do work specified above.

Signature: _____ **Date:** _____

Village of Colfax Public Hearing Meeting – September 8, 2025

On September 8, 2025, the Village Board met at the Village Hall, 613 Main Street, Colfax, WI at 6:00 p.m. for a public hearing variance request. Members present: Trustees Burcham, Rud, Jenson, Stene, Best and Prince. Absent: Trustees Davis. Others present included Rick Hainstock, Deputy Clerk-Treasurer Riemer and Administrator-Clerk-Treasurer Mitchell. No media was present.

Public Appearances

- a. Open Public Hearing – Variance Request for 207 river Street.
 - i. Request for a variance for front porch extension of 4', reducing front setback.

Public Comments – Hainstock presented to the Board that he will be adding a 3 season porch onto the front of his property. He knows it will be close to the 25' setback, he wanted to request 4' just to be safe. He figures end product will be reduced to 22'. Before he started, he wanted to get permission so everything was approved and ready to go when he starts. The Board did not foresee any issues with Hainstock proceeding with his plans.

Public Comments – none.

Close Public Hearing – A motion was made by President Prince and seconded by Trustee Stene to close the public hearing. A voice vote was taken with all members voting in favor.

Discussion of public comments and consideration of variance request-

- a. Approval or denial for front porch extension

A motion was made by President Prince and seconded by Trustee Jenson to approve the variance request for Rick Hainstock-207 River Street. Voting For: Trustees Best, Stene, Jenson, Rud, Burcham and Prince. Voting Against: none. Motion carried.

Adjourn – A motion was made by Trustee Stene and seconded by Trustee Best to adjourn the meeting at 6:07 p.m. A voice vote was taken with all members voting in favor. Meeting Adjourned.

Jeff Prince, Village President

Attest: _____
Julie Mitchell, Administrator-Clerk-Treasurer

Joint Board/Personnel Committee Meeting – September 15, 2025

On September 15th, 2025, the Village Joint Board/Personnel Committee met at the Village Hall, 613 Main St, Colfax, WI at 6:00 p.m. Members present included Trustees Burcham, Davis, Rud, Jenson, Best and Prince. Trustee Stene was absent. Others present were Deputy Clerk-Treasurer Riemer and Administrator-Clerk-Treasurer Mitchell. No media was present.

Call to Order-

Closed Session- Motion to convene into closed session 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.

- i. **Budget**
- ii. **Departments**
- iii. **Performance/Evaluation**
- iv. **Time Clock**

A motion was made by Trustee Burcham and seconded by Trustee Rud to convene into closed session. Voting For: Trustees Best, Jenson, Rud, Davis, Burcham and Prince. Voting Against: none. Motion carried.

Open Session- Motion to convene into open session to take any action resulting from the closed session.

- i. **Budget**
- ii. **Departments**
- iii. **Performance/Evaluation**
- iv. **Time Clock**

A motion was made by Trustee Burcham and seconded by Trustee Davis to re-convene into open session at 7:11 p.m. A voice vote was taken with all members voting in favor. Motion carried.

No action taken from closed session.

Adjourn- A motion was made by Trustee Burcham and seconded by Trustee Davis to adjourn the meeting at 7:12 p.m. A voice vote was taken with all members voting in favor. Meeting adjourned.

Jeff Prince, Village President

Attest: _____
Julie Mitchell, Administrator-Clerk-Treasurer

Village of Colfax Building Inspector's Report for the Month of: August, 2025

All 2025 Issued Building Permits

Permit Number	Date Issued	Owners Names	Address	Project	Project Valuation	Total Permit Fee	Permit Status	Date Closed
CX25-01	1/29/2025	Dolgencorp, LLC	120 Main Street; Colfax, WI 54730	HVAC Repair	\$14,400.00	\$150.00	Open	
CX25-02	2/19/2025	Troy Frideres	705 County Road M; Colfax, WI 54730	Fence Replacement	\$43,876.00	\$137.50	On File	2/19/2025
CX25-03	3/18/2025	Lynn Berg	613 Iverson Road; Colfax, WI 54730	Dwelling Alteration	\$100,000.00	\$366.00	Open	
CX25-04	6/3/2025	KM Construction	116 Dunn Street; Colfax, WI 54730	Twin Home	\$187,500.00	\$1,246.94	Open	
CX25-05	6/3/2025	KM Construction	118 Dunn Street; Colfax, WI 54730	Twin Home	\$187,500.00	\$1,246.94	Open	
CX25-06	6/9/2025	Tom & Kathy Dunbar	502 Evergreen Street; Colfax, WI 54730	Re-Roof	\$26,755.00	\$125.00	Open	
CX25-07	Pending Payment	Justin & Michelle Martin	705 Amble Street; Colfax, WI 54730	Fence				
CX25-08	5/19/2025	Everette Freeland	202 Dunn Street; Colfax, WI 54730	12 X24 Drop Shed	\$13,000.00	\$100.00	On File	5/19/2025
CX25-09	6/3/2025	Justin & Michelle Martin	705 Amble Street; Colfax, WI 54730	Siding	\$800.00	\$100.00	Open	
CX25-10	5/28/2025	Lexy Weiss	512 Maple Street; Colfax, WI 54730	Fence	\$1,500.00	\$100.00	On File	5/28/2025
CX25-11	Work with No Permit	Clinton Harshman	705 Park Drive; Colfax, WI 54730	Chicken Coop	\$0.00	\$0.00	Out of Compliance	5/5/2025
CX25-12	Pending Payment	David Rosenbrook	112 Dunn Street; Colfax, WI 54730	Twin Home				

All 2025 Issued Building Permits Continued

Permit Number	Date Issued	Owners Names	Address	Project	Project Valuation	Total Permit Fee	Permit Status	Date Closed
CX25-13	Pending Payment	David Rosenbrook	114 Dunn Street; Colfax, WI 54730	Twin Home				
CX25-14	7/7/2025	Soloman Plank	510 University Avenue; Colfax, WI 54730	Raze	\$0.00	\$125.00	Closed	7/8/2025
CX25-15	7/3/2025	Todd Hodowanic	609 County Road M; Colfax, WI 54730	Electrical Service	\$2,000.00	\$125.00	Closed	7/7/2025
CX25-16	Cancelled	Matt Tuschl	716 Sletten Street; Colfax, WI 54730	Re-roof	\$1,000.00	\$100.00	Cancelled	8/11/2025
CX25-17	7/11/2025	Yvette Flaten	611 River Street; Colfax, WI 540730	Re-Roof	\$19,800.00	\$100.00	Open	
CX25-18	7/15/2025	Meier	108 Viking Drive; Colfax, WI 54730	Electrical Service	\$2,500.00	\$125.00	Closed	7/18/2025
CX25-19	7/23/2025	Kari Zimmerman	811 Riverview Avenue; Colfax, WI 54730	Re-Roof	\$15,800.00	\$100.00	Open	
CX25-20	8/20/2025	Derek Westholm	908 University Avenue; Colfax, WI 54730	7.2 KW PV Installation	\$10,000.00	\$192.50	Open	
CX25-21	Pending Payment	Sarah Bolz	711 University Avenue; Colfax, WI 54730	Single Family Home				

Total Number of Permits issued for the Month:

1

Total Number of Closed for the Month:

0

Monthly Project Valuation:

\$10,000.00

Year to Date Project Valuation:

\$626,431.00

Village of Colfax Completed Inspections for the Month of: August, 2025

Permit Number	Date Issued	Owners Names	Address	Project	Inspection Type	Date of Inspection	Status
CX25-04	6/3/2025	KM Construction	116 Dunn Street, Colfax, WI 54730	Twin Home	Framing	8/7/2025	Fail.
					Rough		
					Plumbing	8/7/2025	Fail.
					Rough		
					Electrical	8/7/2025	Fail.
					Electrical		
					Service	8/7/2025	Approved.
					Framing	8/14/2025	Approved.
					Rough		
					Electrical	8/14/2025	Fail.
					Rough		
					Plumbing	8/14/2025	Approved.
					Rough HVAC	8/14/2025	Approved.
					Electrical		
					Rough	8/20/2025	Approved.
					Insulation	8/20/2025	Approved.

Total Number of Inspections Completed for the Month: 10

9/16/2025 8:56 AM

All Vendors Transaction Detail

Page: 1

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Account Nbr</u>
From:	8/01/2025	100-00-45100-100-000
Thru:	8/30/2025	100-00-45100-100-000

<u>Transaction</u>	<u>Posting</u>	<u>Amount</u>
8/18/2025	8/18/2025 DUNN COUNTY CLERK	59.69
Receipt	22441	
100-00-45100-100-000	FINES/FORFEITURES-MUNI COURT	59.69

Expenditures

0.00

Receipts

59.69

COLFAX RESCUE

Colfax Rescue ran 64 calls in the month of August. As of the end of August we were on track to hit around 662 calls for the year.

We have 3 new faces down at the station! James, Evelyn and Faith come to us from the most recent CVTC class and are super motivated to learn and do the job.

Autumn is on maternity leave for 3 months following the birth of her second child, Bowden.



Administrator-Clerk-Treasurer Report
09/6/2025 - 09/18/2025

- Contacted Stacy Medin and Ann Brunner to open our new General Checking account with Dairy State Bank to start the transition from Bremer. Also requested cards for Sheila, Bill and me (Rand, Chrystal & Lisa already have cards).
- I did not have a good understanding of the need for the Rescue Squad to hold their annual meeting prior to September 1 and the per capita charges and the impact that has on the eight other communities we serve. I should have known more about that and made sure that the Rescue Director was on track to deliver by that deadline. We have decided to maintain last year's rates, which reflects our consideration of the significant increase that occurred last year and the delay in communicating with the affected communities this year. Chrystal will work to complete the annual report to present to the municipalities on Wednesday, October 1 at 7:00pm.
- Sent an email to each Department Head with their department's vacation balances, reminding them only 40 hours can be carried over.
- Spoke to Josh Low with Ehlers. A partnership is looking to acquire ownership shares of a local business. They are asking for funding to close the gaps for the acquisition. There is potentially funding that is available through TID 5. Josh is going to put a proposal together outlining what it will cost for Ehler's to vet the company and make a recommendation whether we provide this funding. Gary Stene suggested I connect the requester with Dunn County Economic Development, which I did.
- Worked on updating budget worksheets and finished 2024 data and nearly finished with 2025 projections.
- Researched the land grant agreements for Rand, as one of our developers is nearing the deadline for building and wanted to know the particulars of the contract between the Village and the developer. I found the quit claim deeds as well as the agreement for purchase of the lot(s).
- Dunn County IT - Spoke with Jake Ricci and it seems the Village is tied to the VC3 contract that was signed on 10/2024. We received a cyber grant from the League of Wisconsin Municipalities that is supposed to cover this service. I will have a call with Jake and Mitch from VC3 to see what our options are. If we are tied in until 10/2026, there isn't much Dunn County can provide.
- Public Works Director Bates took me on a tour of the Village property, including the Lagoon, Lift Station and wells, as well as new and potential development. This was helpful to see how this operates. It's a pretty impressive system for a village of our size.
- Completed 4 hours of Wisconsin Election Commission (WEC) training.
- Purchased software add-on (plugin) through the Rescue Squad advertising budget. This software enables me to create an online job application for candidates. We currently only have and accept paper applications. This seems to be a simple barrier to break down to streamline the process for getting new employees at the Rescue Squad. I have a draft application done and need to do some testing on the website to ensure it works properly before we go live with it.

- Held a couple of meetings with TCP (TimeClock Plus) to discuss a timekeeping system that we can implement that will automate the time entry aspect of payroll (which is completely manual timesheets presently), and give us a better handle on who is in and who is not. This particular company integrates directly with our Workhorse payroll system. The Village of Clear Lake currently uses this system, and speaks very highly of it. Annie Jenson and I will visit Clear Lake on 09/22/2025, and I will have one more demonstration with the TCP rep the afternoon of 09/22 as well.
- Met with Curtis Deprey with Midwest Select Insurance Group to discuss 2026 options. I requested the 2026 options from M3 (current broker) and have not heard back. I met with a representative from the State of Wisconsin to learn about the group coverage offered to us. As WRS participants, we are welcome to join the State group insurance. The state offers competitive rates, but the plans are not necessarily in line with what we currently have. Curtis is our broker for our life insurance, and previously had the dental policy as well. I have a 10/01/2025 deadline to file a resolution with the State to use their group insurance. I feel that is too rushed at this point, and I think it's only fair to let the employees have a voice in a decision to switch insurance, that would ultimately be made by the Board. Curtis can offer the same plan offered by M3 at the same rates, with much better customer service.
- I attended the Wisconsin Towns Association Budget Levy Workshop on 09/15/2025 in Eau Claire. I was able to talk to and network with some of my peers in the state. I also learned a lot on budget and levy adoption, the levy limit worksheet, the tax bill, year-end duties for treasurers among other things. This was of great value.
- I attended the Municipal Treasurers Association of Wisconsin Fall Conference virtually on 09/18 - 09/19. Great information on succession planning, budgeting, the role of the treasurer, etc.
- Ram warranty. I'm not getting anywhere with Ram. I will turn this over to Tony at Weld-Riley.
- Attended the Evening of Gratitude banquet with Lisa Bragg-Hurlburt for The Community Foundation of Dunn County on 09/18/2025.
- Worked on Employee Handbook for review at the 09/22/2025 Board Meeting.
- I will begin having bi-weekly meetings with the department heads every Tuesday after a Village Board regular meeting.

This is a summary of activities over the time period that is noted above. It is not all-inclusive, but is meant to provide transparency into the Administrator-Clerk-Treasurer office.

Respectfully,
Julie Mitchell