

Village of Colfax
Regular Board Meeting Agenda
Monday, October 13th, 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 22nd, 2025
 - b. Review Statement of Bills Pooled Checking – September 22nd, 2025 – October 12th, 2025
 - c. Review Statement of Bills Solid Waste & Recycling Checking- September 22nd, 2025 – October 12th, 2025
 - d. Licenses –Operators License-October 13, 2025-June 30, 2026 -Donna Weix-Viking Bowl, Debra Holzhueter-Viking Bowl, Michael Miller-Kyles Market, Christine Neperud-Kyles Market
6. Consideration Items
 - a. Ehler's-Josh Low-TID & Annual Joint Review Board Discussion
 - b. Colfax Youth Softball- Update/Progress/Release of Funds Request
 - c. Steve Ackerlund-FFA Alumni-Update/Possible Action
 - d. Rosenbrook-Discussion/Possible Action
 - e. Cedar Street/Hwy 40-Discussion/Possible Action
 - f. DOT-Notice of Relocation Estimates (Available Monday)
 - g. Time Clock-Discussion/Possible Action
 - h. Elevator Funds-Banking Account-Discussion/Possible Action
 - i. J.D. Simons- Adding Light Pole-Discussion/Possible Action
 - j. Dunn County Tax Agreement
 - k. Resolution 2025-30-Library Grant Writing Support
 - l. Library Air Conditioner Replace-Logslett Heating & Cooling
7. Committee/Department Reports/Discussions – (no action)
 - a. Public Hearing Minutes-September 22, 2025
 - b. Public Safety Minutes-September 24, 2025
 - c. Street Committee Minutes-October 6, 2025
 - d. Annual Colfax Rescue Minutes-October 1, 2025
 - e. Administrator-Clerk-Treasurer Report
 - f. Police Department Report & Financial
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. Personnel
9. Open Session – Motion to convene into open session to take any action resulting from the closed session.
 - a. Personnel
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 22, 2025

On September 22, 2025, the Village Board met at the Village Hall, 613 Main St, Colfax, WI at 7:00 p.m. Members present included Trustees Rud, Jenson, Burcham, Best, Davis and Prince. Trustee Stene was excused. Others present were Allie Petznick, Herb Sakalaucks, Rescue Director Chrystal Smith via zoom, Deputy Clerk-Treasurer Riemer, Administrator-Clerk-Treasurer Mitchell and LeAnn Ralph with the Mesenger.

Communication from the Village President –Prince stated the concrete at the cemetery had been poured for the Veterans Memorial, progress continues.

Public Comment – None

Consent Agenda

- **Regular Board Meeting Minutes –September 8th, 2025**
- **Review Statement of Bills Pooled Checking– September 8th, 2025 to September 21st, 2025**
- **Review Statement of Bills Solid Waste & Recycling Checking – September 8th, 2025 to September 21st, 2025**
- **Licenses – Chicken License–September 22, 2025 – June 30, 2026–Brian Vande Kolk–412 Main Street**

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

Consideration Items:

Allie Petznick-Update Splash Pad-possible action – Allie stated she had completed the research requested and had met with three different communities that have splash pads. All 3 had similar responses. Her first visit was to Cameron, they have had theirs for about 12 years. They have a closed loop system which is similar to a pool. More maintenance is required with this as someone needs to control the Ph levels. Fees they collect go towards maintenance and to pay the person who sits at the gate. Businesses also volunteer to cover admission fees on some days. No vandalism and they feel it has been positive for the community. Woodville has had theirs about 11 years. They use city water and use roughly 1 million gallons that discharges through the storm drain, no testing needed. Estimated yearly maintenance is \$500. They do not have a fence and do not charge admittance. No vandalism, gets used a lot and a great addition to the community. Phillips has had theirs for about 6 years. They use well water and pump excess water into the local lake. The only cost to the city is for electricity to run the water pump and is estimated less than \$100 per year. They also have no fence or admission fee, vandalism has not been an issue and they do have signs posted that the park is under surveillance. The Board would have to decide which method to use, they will be checking with Public Works Director Bates for additional input. For approval to pump water into the stream, the Village would have to fill out a 6 page document and submit to the DNR yearly for approval. After checking with Deputy Clerk Riemer, the Village insurance does cover this under the current policy. Fundraising started on 9/6/25 and \$347.50 has been raised so far. Money is being held by the Community Foundation of Dunn County. She has had 17 people to help with fundraising and are planning a bake sale at Kyle's Market sometime this fall.

Resolution 2025-28 – Support for Colfax Railroad Museum – Herb Sakalaucks said they completed the \$5000 match for the Community Foundation of Dunn County. Wanted to thank the Village for use of the fairgrounds for their train show, it has been going extremely well. The reason for the support letter is because the State had notified them they had received the Grant but contacted later and stated they were not funded, so they have to re-submit for it. A motion was made by Trustee Burcham and seconded by Trustee Best to accept the resolution 2025-28 for support to the Colfax Railroad Museum. Voting For: Trustees Best, Jenson, Rud, Davis, Burcham and Prince. Voting Against: none. Motion carried.

DOT-Application and Release-Relocation Personal Property and Estimates(available Monday) – Riemer stated the paperwork had to be redone and new estimates done, as of meeting time the new information has not been received. Will follow up at next meeting. No action.

Logslett Heating & Cooling-Estimate for Air conditioning Unit-possible action– Riemer stated this was for the Library only, the office unit has been running with no issues. Trustee Burcham would like at least 2-3 more bids before considering. In regards for budget for next year, this would be placed under the building maintenance. A motion was made by Trustee Burcham and seconded by Trustee Rud to get 2-3 more estimates. A voice vote was taken with all members voting in favor. Motion carried.

Committee/Department Reports/Discussions

Rescue Report – Chrystal was present via zoom for any questions. Trustee Burcham wondered if she had completed the annual report to set up the meeting yet. Smith informed her she was finishing up with it. Per capita will not be increased this year and that memo had been sent to participating communities. The annual meeting is set for Wednesday, October 1, 2025 at 7:00 pm at the Rescue Building. Smith will be posting agendas and sending to members.

Closed Session- Motion to convene into closed session pursuant to WI Statutes 19.85(1) (c) considering 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

A motion was made by Trustee Burcham and seconded by Trustee Best to convene into closed session at 7:25p.m. Voting For: Trustees Best, Jenson, Rud, Davis, Burcham and Prince. Voting Against: none. Motion carried.

A motion was made by Trustee Burcham and seconded by Trustee Best to convene into open session at 8:43. A voice vote was taken with all members voting in favor. Motion carried.

A motion was made by Trustee Burcham and seconded by Trustee Rud to set a Public Safety Committee meeting for Wednesday, September 24, 2025 at 6:30 p.m. at the Village Hall.

Adjourn – A motion was made by Trustee Burcham and seconded by Trustee Rud to adjourn the meeting at 8:44 pm. A voice vote was taken with all members voting in favor. Meeting Adjourned.

Jeff Prince, Village President

Attest: _____
Julie Mitchell, Administrator-Clerk-Treasurer

10/10/2025 8:31 AM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 9/22/2025 From Account:
Thru: 10/12/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
XCEL	9/24/2025	XCEL ENERGY	2,932.26
XCEL	10/03/2025	XCEL ENERGY	1,116.61
80678	9/30/2025	24-7 TELCOM	44.90
80679	9/30/2025	ALL SEASON TIRE	1,027.11
80680	9/30/2025	AMERICAN LEGION POST 131 VETERANS MEMORIAL	4,000.00
80681	9/30/2025	AMERICAN LIBRARY ASSOCIATION	180.00
80682	9/30/2025	AT&T MOBILITY	519.29
80683	9/30/2025	CAPITAL ONE	162.16
80684	9/30/2025	CENTURY LINK	128.80
80685	9/30/2025	CINTAS CORPORATION	90.80
80686	9/30/2025	CREDIT SERVICE INTERNATIONAL	304.70
80687	9/30/2025	E.O. JOHNSON	55.00
80688	9/30/2025	HANNAH PARROTT	70.00
80689	9/30/2025	HAWKINS, INC.	3,773.62
80690	9/30/2025	IFLS LIBRARY SYSTEM	18.00
80691	9/30/2025	LAKEVIEW BOOKS	127.91
80692	9/30/2025	MENARDS-EAU CLAIRE	86.27
80693	9/30/2025	POMASL FIRE EQUIPMENT INC	6,687.06
80694	9/30/2025	SENN BLACKTOP, INC	946.50
80695	9/30/2025	SHEILA RIEMER	191.07
80696	9/30/2025	STATE INDUSTRIAL PRODUCTS	308.35
80697	9/30/2025	SUMMIT FIRE PROTECTION	243.45
80698	9/30/2025	SUMMIT FIRE PROTECTION	279.70
80699	9/30/2025	T-MOBILE	29.40
80700	9/30/2025	VILLAGE OF COLFAX R.U.	7,516.71
80701	10/03/2025	CHAD LEWIS	350.00
AFLAC	9/29/2025	AFLAC	61.86
DELTA	10/01/2025	DELTA DENTAL	731.67
EFTPS	9/25/2025	EFTPS-FEDERAL-SS-MEDICARE	8,916.87
EFTPS	10/09/2025	EFTPS-FEDERAL-SS-MEDICARE	9,788.94
WIDOR	9/25/2025	WI DEPARTMENT OF REVENUE	1,408.41
WIDOR	10/09/2025	WI DEPARTMENT OF REVENUE	1,530.23
BREMER	10/10/2025	ELAN FINANCIAL SERVICES	867.72

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 9/22/2025 From Account:
Thru: 10/12/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
CHARTER	9/28/2025	CHARTER COMMUNICATIONS	160.00
CHARTER	9/23/2025	CHARTER COMMUNICATIONS	512.67
WIDCOMP	9/25/2025	WISCONSIN DEFERRED COMPENSATION	185.00
WIDCOMP	10/09/2025	WISCONSIN DEFERRED COMPENSATION	260.00
WEENERGIES	9/22/2025	WE ENERGIES	9.57
Grand Total			55,622.61

SOLID WASTE & RECYCLING RU

Accounting Checks

Posted From: 9/22/2025 From Account:
Thru: 10/12/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
1581	9/30/2025	FIRST CHOICE	1,697.48
1582	9/30/2025	JOHNSON ROLL-OFF SERVICE, LLC	12,664.10
1583	9/30/2025	KEVIN PUDDICOMBE	158.24
1584	9/30/2025	LIBERTY TIRE SERVICES LLC	965.89
1585	9/30/2025	MENARDS-EAU CLAIRE	13.94
1586	9/30/2025	ROCK OIL REFINING, INC	117.50
1587	9/30/2025	TOWN OF COLFAX	75.00
Grand Total			15,692.15

Village of Colfax

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

Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors

☐ Provisional License ☐ New License ☒ Renewal License Fee: \$10.00 each application
Receipt: ck

TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 2026, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

Answer the following questions fully and completely: (PLEASE PRINT)

NAME Donna Jean Weix
FIRST NAME MIDDLE NAME LAST NAME
Telephone Number 715-828-2680 Email Address donna.weix287@gmail.com
Current Address N6371 1010TH ST. Elk Mound 54739
(Street) (City) (Zip Code) (yrs. at address)
Previous Address _____
(City) (Zip Code)
Date of Birth _____ Age 64
Place of Employment VIKING Bowl

POLICE DEPT APPLICABLE OFFENSE CRITERIA

A records check will be conducted for violations of any law or ordinances during the past 10 years that substantially relate to the license applied for. Those convictions are considered by the Village of Colfax in determining whether a license will be granted. You will be notified by the Village of Colfax Police Department if your application is recommended for denial to the Village Board.

Recommendation ☒ Approve ☐ Deny [Signature] 09/17/25
(Chief of Police or designated staff Signature) (Date)

STATE OF WISCONSIN/ DUNN COUNTY

The above named applicant, being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license: that all the statements made by applicant are true.

[Signature]
Signature of Applicant

Subscribed and sworn before me this 17 day of September, 2025.

[Signature]
(Signature of Notary Public)

7-17-26
(Commission Expires)

Date Received: 9/17/25 Date to the Board: 10/13/25 Approved or Denied



Village of Colfax

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

Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors

☐ Provisional License ☐ New License ☒ Renewal License Fee: \$10.00 each application
Receipt: CK

TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 2026, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

Answer the following questions fully and completely: (PLEASE PRINT)

NAME Debra Ann Holzhueter
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-556-5846 Email Address holzhueter373@gmail.com

Current Address E5434 Cty Rd. BB, Menomonie WI 54751 25 yrs.
(Street) (City) (Zip Code) (yrs. at address)

Previous Address _____
(City) (Zip Code)

Date of Birth _____ Age 50

Place of Employment Viking Bowl

POLICE DEPT APPLICABLE OFFENSE CRITERIA

A records check will be conducted for violations of any law or ordinances during the past 10 years that substantially relate to the license applied for. Those convictions are considered by the Village of Colfax in determining whether a license will be granted. You will be notified by the Village of Colfax Police Department if your application is recommended for denial to the Village Board.

Recommendation ☒ Approve ☐ Deny [Signature] 09/17/2025
(Chief of Police or designated staff Signature) (Date)

STATE OF WISCONSIN/ DUNN COUNTY

The above named applicant, being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license: that all the statements made by applicant are true.

X [Signature]
Signature of Applicant

Subscribed and sworn before me this 17 day of September, 20 25
[Signature] 7-17-26
(Signature of Notary Public) (Commission Expires)

Date Received: 9/17/25 Date to the Board: 10/13/25 Approved or Denied



Village of Colfax

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

Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors

☐ Provisional License ☒ New License ☐ Renewal License Fee: \$10.00 each application
Receipt: c. card

TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 2026, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

Answer the following questions fully and completely: (PLEASE PRINT)

NAME Michael Anthony Miller
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715 440 4476 Email Address _____

Current Address E 9771-780th Colfax
(Street) (City) (Zip Code) (yrs. at address)

Previous Address 6353 Lower 161st St. Rosemount 55068
(City) (Zip Code)

Date of Birth [REDACTED] Age 49

Place of Employment Kyles Market

POLICE DEPT APPLICABLE OFFENSE CRITERIA

A records check will be conducted for violations of any law or ordinances during the past 10 years that substantially relate to the license applied for. Those convictions are considered by the Village of Colfax in determining whether a license will be granted. You will be notified by the Village of Colfax Police Department if your application is recommended for denial to the Village Board.

Recommendation ☒ Approve ☐ Deny [Signature] 9/25/25
(Chief of Police or designated staff Signature) (Date)

STATE OF WISCONSIN/ DUNN COUNTY

The above named applicant, being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license: that all the statements made by applicant are true.

X [Signature]
Signature of Applicant

Subscribed and sworn before me this 25 day of September 25

[Signature]
(Signature of Notary Public)

7-17-26
(Commission Expires)



Date Received: 9/25/25 Date to the Board: 10/13/25 Approved or Denied



CERTIFICATE OF COMPLETION

This certifies that
Michael Miller
is awarded this certificate for

Wisconsin Responsible Beverage Server Training



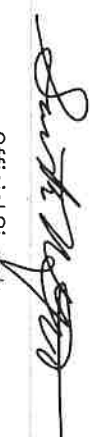
Completion Date
09/16/2025



Expiration Date
09/16/2027



Certificate #
WI-00643017


Official Signature

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

Village of Colfax

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

Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors

☐ Provisional License ☒ New License ☐ Renewal License Fee: \$10.00 each application
Receipt: Cash

TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 2026, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

Answer the following questions fully and completely: (PLEASE PRINT)

NAME Christine Rose Neperud
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-475-8092 Email Address wilson-syman@yahoo
Current Address N 8764 1612th St Colfax, WI 54730 1 year
(Street) (City) (Zip Code) (yrs. at address)

Previous Address 881 217th St. Osgoda, WI 54020
(City) (Zip Code)

Date of Birth [REDACTED] Age 53

Place of Employment Kyles Market

POLICE DEPT APPLICABLE OFFENSE CRITERIA

A records check will be conducted for violations of any law or ordinances during the past 10 years that substantially relate to the license applied for. Those convictions are considered by the Village of Colfax in determining whether a license will be granted. You will be notified by the Village of Colfax Police Department if your application is recommended for denial to the Village Board.

Recommendation ☒ Approve ☐ Deny [Signature] 10/01/2025
(Chief of Police or designated staff Signature) (Date)

STATE OF WISCONSIN/ DUNN COUNTY

The above named applicant, being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license: that all the statements made by applicant are true.

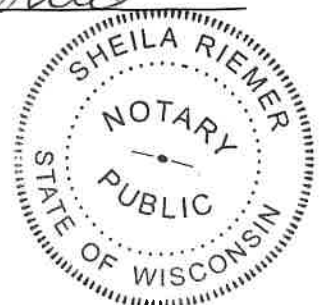
x Christine Neperud
Signature of Applicant

Subscribed and sworn before me this 30 day of Sept, 20 25

[Signature]
(Signature of Notary Public)

7-1726
(Commission Expires)

Date Received: 9/24/25 Date to the Board: 10/13/25 Approved or Denied





CERTIFICATE OF COMPLETION

This certifies that

Christine Neperud

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date

09/26/2025



Expiration Date

09/26/2027



Certificate #

WI-00643312

Official Signature

A handwritten signature in black ink, appearing to read 'Dustin Neperud'.

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)a)5., 125.17(6), and 134.66(2m), Wis. Stats.

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

<u>Trans Date</u>		<u>Name</u>	
From:	1/01/2024	COLFAX YOUTH SPORTS CORP	
Thru:	12/31/2024	COLFAX YOUTH SPORTS CORP	
<u>Transaction</u>	<u>Posting</u>		<u>Amount</u>
4/30/2024	4/30/2024	COLFAX YOUTH SPORTS CORP	1,500.00
Check	79630	RELEASE OF FUNDS 2024	
100-00-55200-610-000		PARKS-OUTSIDE SERV.-DUES/SUBSC	1,500.00
		RELEASE OF FUNDS 2024	
			=====
Expenditures			1,500.00
Receipts			0.00

Village Board Meeting – May 13th, 2024

On May 13th, 2024, the Village Board met at the Village Hall, 613 Main Street, Colfax, WI at 7:00 p.m. Members present: Trustees Best, Stene (until 7:40 p.m.), Jenson, Rud, Davis, Burcham and Prince. Others present included Library Director Bragg-Hurlburt, members of the elevator committee members Mark Johnson, Gary Swartz and Nancy Baumgartner, Cory Scheidler with Cedar Corporation, Police Chief Anderson, Public Works Director Bates, Deputy Clerk-Treasurer Riemer, Administrator-Clerk-Treasurer Niggemann and LeAnn Ralph with the Messenger.

Public Comments – none.

Communications by the Village President – Reminder Memorial Day Monday meeting will be on Tuesday, May 28th, 2024.

Consent Agenda

Regular Board Meeting Minutes –April 22nd, 2024

Review Statement of Bills Pooled Checking–April 22nd, 2024 to May 12th, 2024

Review Statement of Bills Solid Waste & Recycling Checking – April 22nd, 2024 to May 12th, 2024

Training Request

- Chief Anderson & Officer Strzok – May 23, 2024 Defense & Arrest Tactics Refresher Training at Northwood Technical College, Rice Lake WI
- Don Logslett- Bloodborne Refresher & Consolidated Safety Refresher Training- June 4th, 2024 at the Village of Baldwin
- Sheila Riemer, Lisa Bragg-Hurlburt, Jolene Albricht, Bill Anderson, Ryan Strzok-Bloodborne Pathogens Refresher Training at Village of Baldwin – June 4th, 2024
- Collection Site Workers – Bloodborne Pathogens Refresher Training at Village of Baldwin -June 4th, 2024
- Colfax Rescue – Robert Kelsall – EMT 2 – Advanced EMT – Summer 2024 - \$700

Facility Rental Tower Park – Weekly Wednesday use for Bible Study – 6 pm to 8:30 pm – Request for fee to be waived.

Licenses

Six Month Temporary Class “B”/“Class B” retailer’s License – May 13th, 2024 to October 31, 2024 – Colfax Softball Association

Operator’s License – May 13th, 2024 to June 30th, 2024 – A Little Slice of Italy -Rachel Radonz

A motion was made by Trustee Stene and seconded by Trustee Burcham to approve the Consent Agenda items which included the minutes of April 22nd, 2024 Regular Board Meeting, Statement of Bills for Pooled Checking and Solid Waste & Recycling for April 22nd, 2024 to May 12th, 2024, Training Requests for Chief Anderson & Officer Strzok on May 23rd, 2024 for Defense & Arrest Tactics Refresher Training at Northwood Technical College, Rice Lake WI, Don Logslett – Bloodborne Refresher & Consolidated Safety Refresher Training, Sheila Riemer, Lisa Bragg-Hurlburt, Jolene Albricht, Bill Anderson, Ryan Strzok, Collection Site Workers – Bloodborne Pathogens Refresher Training at Village of Baldwin -June 4th, 2024 and Colfax Rescue – Robert Kelsall – EMT 2 – Advanced EMT Conditional Employment – Summer 2024 - \$700, Facility Rental-Tower Park-Weekly Wednesday use for Bible Study from 6 pm to 8:30 pm, Six Month Temporary Class “B”/“Class B” Retailer’s License – May 13th, 2024 to October 31, 2024 – Colfax Softball Association and the Operator’s License-May 13th, 2024 to June 30th, 2024 – A Little Slice of Italy -Rachel Radonz. A voice vote was taken with all members voting in favor. Motion carried.

Consideration Items

Elevator Committee Recommendations-Flexible Facilities Program Grant – Bragg-Hurlburt informed the Village Board of the Elevator Committee’s recommendation to approve hiring a grant writer for the Flexible Facilities Grant, using Elevator Fund monies to pay for the grant-writing. The Committee has reached out to three different firms for bids on the grant-writing, but with the fast-approaching deadline, they would like the Board to authorize the Village Administrator to accept bids in moving forward. A motion was made by Trustee Stene and seconded by Trustee Burcham to approve the hiring of a grant writer to maximize the opportunity of applying for the Flexible Facilities Grant Program for the addition to the Library and Elevator. Voting For: Trustees Burcham, Davis, Rud, Jenson, Stene, Best and Prince. Voting Against: none. Motion carried.

Zoning Board of Appeals May 6th, 2024 meeting actions – 803 University Ave. – The Mittelstadt request was to encroach on the side yard set-back from three feet from the accessory building to the lot line to zero feet to construct a lean-to parking stall. Neither neighbor voiced any negative concerns. A motion was made by Trustee Stene and seconded by Trustee Rud to approve the variance request for 803 University Avenue, Logan Mittelstadt, to have a zero

set-back on the east side to construct a lean-to parking stall and storage. Voting For: Trustees Best, Stene, Jenson, Rud, Davis, Burcham and Prince. Voting Against: none. Motion carried.

East View Development Update/Considerations

Lots 1 & 2- John Fraley – A motion was made by Trustee Davis and seconded by Trustee Jenson to authorized multi-family units as non-rentals, Twin Home lots will be allowed with two owners or Single-Family homes may be constructed. Voting For: Trustees Best, Jenson, Davis and Prince. Voting Against: Trustees Stene, Rud and Burcham. Motion carried.

Twin Home lots – Lots 10, 11 and 12 – A motion was made by Trustee Jenson and seconded by Trustee Burcham to offer Rosenbrook and KM Construction each one lot for the cost of \$10,000. The third lot will first be offered to Rosenbrook with a completion date no later than December 31, 2025; second to KM Construction and finally if they would like to work together that is an option. Voting For: Trustees Davis, Rud, Jenson, Best Burcham and Prince. Voting Against: none. Motion carried.

Natural Lawn Permit Issued – Northwest LLC- Niggemann explained that the Natural Lawn process consisted of sending public notices to all property members within 300 feet of the property lines of the requested natural lawn area. To decline the request, the 51% of the property owners need to be against it to decline the permit unless the applicant has not indicated compliance. motion was made by Trustee Jenson and seconded by Trustee Rud to approve the Natural Lawn Permit for Northwest LLC from May 2, 2024 to May 1, 2026. A voice vote was taken with all members voting in favor. Motion carried.

STH 40 request for detour to complete Highway 40 and railroad resurface project – A motion was made by Trustee Jenson and seconded by Trustee Burcham to change the detour route from Third Avenue to Fifth Avenue-Dunn St – E. Railroad Ave. and to check with the DOT regarding if the railroad approaches will be modified during the project. A voice vote was taken with all members voting in favor. Motion carried.

Balsam Street/Oak Street Update – Public Information Meeting – Tuesday, May 14th, 2024 at 6 pm – The removals were scheduled to begin today, but looking like tomorrow. Then the informational meeting for the residents affected will be held on Tuesday evening.

Open Book/Board of Review – Board of Review Meeting – May 29th, 2024 5 pm to 7pm – Niggemann verified that at least of the two trained Board members would be available to attend the meeting and verify that there would be a quorum. 2024 trainee was Clint Best and the 2023 trainee was Jen Rud. Trustee Rud will be present and the other voting members that will be in attendance include Jenson, Davis and Niggemann (a voting member for the Board of Review).

Lagoon Streambank – US Army Corps of Engineers – Close out letter – The US Army Corp has provided a letter indicating that they have closed the project which will now require the Village of Colfax to be responsible for maintenance of the streambank at the Lagoon based on the Maintenance Manual provided during the project.

Spaghetti Dinner Update – Equipment purchase approval – The Spaghetti Dinner raised \$1,879. With the donated funds, the Rescue Squad would like to purchase two Binder Lift devices and one First Response bag. A motion was made by Trustee Burcham and seconded by Trustee Best to approve the purchase of the two Binder Lift devices and the First Response bag. Voting For: Trustees Best, Jenson, Rud, Davis, Burcham and Prince. Voting Against: none. Motion carried.

Department Head Credit Card Authorizations- Public Works, Police Department, Rescue Squad -A motion was made by Trustee Davis and seconded by Trustee Rud to approve authorization for Department Heads to have a Village of Colfax Purchasing card. Voting For: Trustees Burcham, Davis, Rud, Jenson, Best and Prince. Voting Against: none. Motion carried.

Assigned Funds Balance – not available.

Solid Waste & Recycling Updates/Consideration items – Niggemann informed the Board that the Solid Waste & Recycling received the 2024 Recycling Grant Award in the amount of \$25,214.24 and the Clean Sweep Event – Hazardous Materials is scheduled for June 4th, 2024 2 pm to 6 pm at the Colfax Fair Grounds.

Adjourn – A motion was made by Trustee Burcham and seconded by Trustee Rud to adjourn the meeting at 8:25 p.m. A voice vote was taken with all members voting in favor. Meeting Adjourned.

Jeff Prince, Village President

Attest:

Lynn Niggemann
Administrator-Clerk-
Treasurer

QUIT CLAIM DEED

THIS DEED, made between Village of Colfax, a Wisconsin municipal corporation

("Grantor," whether one or more),

and

Rosenbrook Construction, LLC, a limited liability company

("Grantee," whether one or more).

Grantor quit claims to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in Dunn County, State of Wisconsin ("Property"):

Lots 17 & 18 of the Plat of East View 3rd Addition Document number 672973, Volume 9, Page 53 Being All of Lot 12, 13 & 14 of East View 2nd Addition, located in the Northwest Quarter of the Southeast Quarter of Section 16, Township 29 North, Range 11 West, Village of Colfax, Dunn County, Wisconsin.

Recording Area

Name and Return Address

Village of Colfax
613 Main Street
PO Box 417
Colfax, WI 54730

17111-2-291-116-420-0014 & 17111-2-291-116-420-0015
Parcel Identification Numbers (PIN)

This conveyance is exempt from a real estate transfer fee under Wis. Stat. § 77.25(2).

This is not homestead property.

Dated 10-31-2024

Jeff Prince
* Jeff Prince, Village President

(SEAL)

Carrie L. Johnson
* Carrie L. Johnson, Village Clerk



ACKNOWLEDGMENT

STATE OF WISCONSIN

)
) ss.
)

DUNN COUNTY

Personally came before me on October 31, 2024
the above-named Jeff Prince +

Carrie Johnson

to me known to be the persons who executed the foregoing instrument and acknowledged the same.

THIS INSTRUMENT DRAFTED BY:

Attorney Anders B. Helquist
Weld Riley, S.C.

Sheila Riemer
* Sheila Riemer

Notary Public, State of Wisconsin

My Commission (is permanent) (expires: 7-17-26)

QUIT CLAIM DEED

THIS DEED, made between Village of Colfax, a Wisconsin municipal corporation

("Grantor," whether one or more),

and

Rosenbrook Construction, LLC, a limited liability company

("Grantee," whether one or more).

Grantor quit claims to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in Dunn County, State of Wisconsin ("Property"):

Lots 19 & 20 of the Plat of East View 3rd Addition Document number 672973, Volume 9, Page 53 Being All of Lot 12, 13 & 14 of East View 2nd Addition, located in the Northwest Quarter of the Southeast Quarter of Section 16, Township 29 North, Range 11 West, Village of Colfax, Dunn County, Wisconsin.

Recording Area

Name and Return Address
Village of Colfax
613 Main Street
PO Box 417
Colfax, WI 54730

17111-2-291-116-420-0017 & 17111-2-291-116-420-0016
Parcel Identification Numbers (PIN)

This conveyance is exempt from a real estate transfer fee under Wis. Stat. § 77.25(2).

This is not homestead property.

Dated May 28, 2025



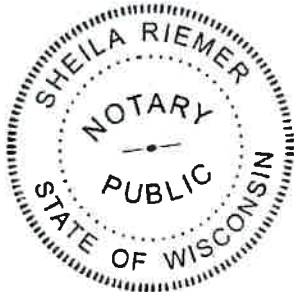
*Jeff Prince, Village President

(SEAL)



* Carrie L. Brown, Village Clerk

(SEAL)



ACKNOWLEDGMENT

STATE OF WISCONSIN

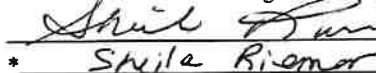
)
) ss.
)

DUNN COUNTY

Personally came before me on May 28, 2025,
the above-named Jeff Prince

Carrie Brown

to me known to be the persons who executed the foregoing
instrument and acknowledged the same.



* Notary Public, State of Wisconsin

My Commission (is permanent) (expires: 7-17-26)

THIS INSTRUMENT DRAFTED BY:

Attorney Anders B. Helquist

Weld Riley, S.C.



**PUBLIC WORKS IMPROVEMENT
OPINION OF PROBABLE CONSTRUCTION COST**

**Cedar Street 3rd-5th
Village of Prentice**
Estimator: MGN

32 Ft. Wide
700 Ft. Long

Date: July 25, 2025
Total Estimate: \$862,000.00

DESCRIPTION	UNITS	APPROX. QUANTITY	UNIT PRICE	TOTAL PRICE
<u>WATERMAIN</u>				
6" Water Main C900	L.F.	75	\$75.00	\$5,625.00
8" Water Main C900	L.F.	800	\$85.00	\$68,000.00
6" Valve and Box	Each	3	\$2,800.00	\$8,400.00
8" Valve and Box	Each	5	\$3,500.00	\$17,500.00
Hydrant	Each	3	\$7,000.00	\$21,000.00
Connect to Existing Water	Each	5	\$2,300.00	\$11,500.00
1" Water Service	L.F.	792	\$54.00	\$42,768.00
1" Corp Stop, Curb Stop, and Box	Each	24	\$1,100.00	\$26,400.00
Contingency				\$20,100.00
Engineering				\$33,200.00
TOTAL ESTIMATED WATERMAIN COST				\$254,500.00
<u>SANITARY SEWER</u>				
8" Sanitary Sewer PVC	L.F.	700	\$65.00	\$45,500.00
Connect to Existing Sanitary	Each	4	\$1,500.00	\$6,000.00
Manhole 4 Ft	V.F.	50	\$550.00	\$27,500.00
Casting Type J-S	Each	5	\$1,200.00	\$6,000.00
4" Wye	Each	24	\$400.00	\$9,600.00
Tracer Wire Access Box	Each	24	\$250.00	\$6,000.00
4" Sanitary Lateral PVC	L.F.	792	\$55.00	\$43,560.00
Sewer Televising	L.F.	700	\$2.00	\$1,400.00
Contingency				\$14,600.00
Engineering				\$24,000.00
TOTAL ESTIMATED SANITARY SEWER COST				\$184,200.00
<u>STORM SEWER</u>				
12" PE Storm Sewer	L.F.	109	\$50.00	\$5,450.00
24" PE Storm Sewer	L.F.	40	\$70.00	\$2,800.00
6" Pavement Underdrain	L.F.	1400	\$15.00	\$21,000.00
Inlet Protection	Each	5	\$150.00	\$750.00
Connect to Existing	Each	3	\$1,500.00	\$4,500.00
Storm Manhole Casting	Each	1	\$1,200.00	\$1,200.00
Storm Inlet Casting	Each	4	\$1,000.00	\$4,000.00
Manhole 4 Ft	V.F.	5	\$950.00	\$4,750.00
2' PVC Storm Inlet	V.F.	16	\$900.00	\$14,400.00
Contingency				\$5,900.00
Engineering				\$9,700.00
TOTAL ESTIMATED STORM SEWER COST				\$74,500.00



PUBLIC WORKS IMPROVEMENT
OPINION OF PROBABLE CONSTRUCTION COST

Cedar Street 3rd-5th
Village of Prentice
Estimator: MGN

32 Ft. Wide
700 Ft. Long

Date: July 25, 2025

Total Estimate: \$862,000.00

DESCRIPTION	UNITS	APPROX. QUANTITY	UNIT PRICE	TOTAL PRICE
STREET CONSTRUCTION				
Roadway Earthwork	C.Y.	1840	\$15.00	\$27,600.00
Salvage Existing Pavement	S.Y.	2500	\$2.50	\$6,250.00
Geotextile Fabric	S.Y.	2880	\$2.50	\$7,200.00
Breaker Run	C.Y.	960	\$35.00	\$33,600.00
Base Course	C.Y.	640	\$25.00	\$16,000.00
3" Asphaltic Concrete Paving	S.Y.	2500	\$25.00	\$62,500.00
30" Concrete Curb and Gutter	L.F.	1400	\$20.00	\$28,000.00
Concrete Driveway Paving	S.F.	2480	\$8.00	\$19,840.00
Detectable Warning Field	Each	8	\$550.00	\$4,400.00
4" Concrete Sidewalk	S.F.	5920	\$6.00	\$35,520.00
6" Concrete Sidewalk	S.F.	1080	\$8.00	\$8,640.00
Restoration	S.Y.	1800	\$6.00	\$10,800.00
Pavement Saw Cutting	L.F.	104	\$4.00	\$416.00
Remove Existing Curb & Gutter	L.F.	1400	\$4.00	\$5,600.00
Remove Existing Concrete	S.Y.	1050	\$9.00	\$9,450.00
Contingency				\$27,600.00
Engineering				\$45,500.00
TOTAL ESTIMATED STREET CONSTRUCTION				\$348,900.00
Construction Subtotal			\$	681,400.00
10% Contingency Subtotal				\$68,200.00
Design and Construction Engineering Subtotal				\$112,400.00
***PROJECT TOTAL ***			\$	862,000.00

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds		Municipal Funds	
8620-00-05 Preliminary Engineering Plan Development	235,000	235,000	100%		0%
8620-00-25 Real Estate Acquisition Acquisition	13,500	13,500	100%		0%
8620-00-75 Construction:					
General Construction (CAT 10)	5,221,600	5,221,600	100%		0%
Shoulders/Rumbles (CAT 30)	337,050	337,050	100%		0%
Structure CAT 40	44,405	44,405	100%		0%
Non-Participating CAT 20 *	81,670		0%	81,670	100%
Total Cost Distribution	5,933,225	5,851,555		81,670	

*Non-participating work will include parking lane asphalt resurfacing (1.5 inches, 1 surface layer).

The Municipality will be responsible for any utility casting adjustments and will paint the parking stalls and adjacent "no parking" curb locations after the project is completed.

This request is subject to the terms and conditions that follow (pages 2 — 4) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State, and upon fully executed signature of applicable State Municipal Maintenance Agreement, and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

ed.

Signed for and in behalf of the Village of Colfax (please sign blue ink)			OS- 28—
Name	<i>Lynn M. Magerman</i>	Title	<i>Administrative Services Manager</i>
Signed for and in behalf of the State (please sign in blue ink)			GeoguuOate 2021
Name	Title	Date	

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement that exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.



**PUBLIC WORKS IMPROVEMENT
OPINION OF PROBABLE CONSTRUCTION COST**

Dunn (trailer park - 400ft south)

Date: October 6, 2025

Village of Colfax

24 Ft. Wide

Estimator: MGN

400 Ft. Long

Total Estimate: \$236,000.00

DESCRIPTION	UNITS	APPROX. QUANTITY	UNIT PRICE	TOTAL PRICE
<u>WATERMAIN</u>				
6" Water Main C900	L.F.	20	\$80.00	\$1,600.00
8" Water Main Directionally Drilled	L.F.	450	\$120.00	\$54,000.00
6" Valve and Box	Each	1	\$2,500.00	\$2,500.00
8" Valve and Box	Each	4	\$3,500.00	\$14,000.00
Hydrant	Each	1	\$7,000.00	\$7,000.00
Connect to Existing Water	Each	1	\$2,000.00	\$2,000.00
1" Water Service Directionally Drilled	L.F.	165	\$70.00	\$11,550.00
1" Corp Stop, Curb Stop, and Box	Each	5	\$1,500.00	\$7,500.00
Contingency				\$10,000.00
Engineering				\$22,000.00
TOTAL ESTIMATED WATERMAIN COST				\$132,200.00

<u>SANITARY SEWER</u>				
8" Sanitary Sewer PVC	L.F.	400	\$70.00	\$28,000.00
Connect to Existing Sanitary	Each	1	\$1,500.00	\$1,500.00
Manhole 4 Ft	V.F.	10	\$600.00	\$6,000.00
Casting Type J-S	Each	1	\$1,000.00	\$1,000.00
4" Wye	Each	5	\$500.00	\$2,500.00
Tracer Wire Access Box	Each	5	\$250.00	\$1,250.00
4" Sanitary Lateral PVC	L.F.	165	\$60.00	\$9,900.00
Sewer Televising	L.F.	400	\$3.00	\$1,200.00
Restoration	S.Y.	2700	\$6.00	\$16,200.00
Street Patch	S.Y.	160	\$70.00	\$11,200.00
Contingency				\$7,900.00
Engineering				\$17,300.00
TOTAL ESTIMATED SANITARY SEWER COST				\$104,000.00

Construction Subtotal	\$178,900.00
10% Contingency Subtotal	\$17,900.00
Design and Construction Engineering Subtotal	\$39,300.00
***PROJECT TOTAL ***	\$236,000.00

Already approved

J

Julie Mitchell

From: Stacy Medin <smedin@dairystatebank.com>
Sent: Friday, October 10, 2025 12:22 PM
To: Julie Mitchell
Subject: RE: Road financing

Hi Julie,

Ebanking request

Did you receive an email from Katie earlier this week? I'm told that email included how the process works and additional information that is still needed to get the process started. It sounds like they haven't heard back from you. I don't think anything is set up until they get that information back from you. Typically, we handle these discussions by phone or email versus an in-person meeting. If there is something else that is needed, please let me know and I'll make an appointment with you to come on site and see what I can help with.

Potential financing request

The financials you provided look fine for the lending amount you asked. Since the Village hasn't received a firm bid from Ayres and the project is most likely for Spring 2026, I decided it might be easier to provide the payment amounts the Village will be looking at. More for discussion purposes to help with your decision. We would need the bid from Ayres to complete a formal loan request.

The information below assumes a general obligation note of \$850,000. As of today, we could offer a 5-year tax-exempt fixed rate of 5.70%. The payments can be amortized over 10, 15, or 20 years. Keep in mind that after 5 years, the loan will mature/balloon and the balance will need to be renewed at whatever the rate are at that time. Our current rates are only good for 30 days. There is no prepayment penalty. Estimated payments are below based on amortization:

10 years	\$114,284.00/annually
15 years	\$86,267.67/annually
20 years	\$72,795.12/annually

Please let me know if you need any additional information for the Board. As I mentioned, the above is for discussion purposes only. This is not a commitment to lend.

Thanks,

Stacy Medin

President - Menomonie

Dairy State Bank

MLO# 1486520

2405 Schneider Ave

PO Box 100

Menomonie, WI 54751



**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

Time & Attendance Proposal for Village of Colfax



Matthew Huffaker, Account Executive



October 9, 2025

Julie Mitchell
Village of Colfax
613 Main St.
Colfax, Wisconsin, 54730

RE: TCP Software proposal

Thank you for the opportunity to present our industry experience and time and attendance solution to Village of Colfax. This proposal represents our sincere interest in being considered for the project and will highlight TCP's qualifications to provide the product and services requested.

For the past 35 years, TCP Software has dedicated itself to enhancing workforce management for public entities, aligning perfectly with Village of Colfax's search for an automated Time & Attendance system. Our solution stands out for its adaptability and precision in tracking and processing employee time.

Currently, over 5,900 Government & Public Safety entities rely on us for our advanced yet user-friendly features. This trust stems from our commitment to not just meeting but exceeding the expectations of our partners with solutions crafted by a team that places a high value on meaningful impact and genuine care.

Our robust experience extends to successfully interfacing with over 400 Payroll & ERP systems, ensuring we can meet the requirements for flawless data interchange with existing systems. This compatibility is crucial for generating the comprehensive reports on employee activity needed for managerial analysis and decision-making.

At the core of our successful deployments, including what we propose for Village of Colfax, is our implementation process. Developed from years of experience and informed by best practices, our approach is designed to ensure a tailored fit for your unique needs, facilitating a smooth and efficient transition. From the initial setup to full-scale deployment, our team guarantees dedicated support and expert guidance every step of the way.

We understand the importance of the environment that Village of Colfax operates within, and with our experience serving over 5,900 Government & Public Safety entities, we are confident in our ability to meet the specific requirements and nuances of Government & Public Safety organizations. Moreover, our extensive experience in Government, Healthcare, Education, and Hospitality sectors among others, totaling 30,062 active customers (as of October 9, 2025), underscores our capability to deliver reliable and effective solutions across diverse industries.

We welcome any questions or requests for additional details regarding our proposal. I am available for direct contact and look forward to the opportunity to work with you.

Sincerely,

Matthew Huffaker
Account Executive
(262) 354 2451 | Mhuffaker@tcpsoftware.com

Table of Contents

- **Company Information**
- **Solution Requirements**
- **Implementation Overview**
- **TCP Software Support**
- **Pricing**
- **Return on Investment**
- **TCP Software & Village of Colfax Mutual Action Plan**
- **TCP Software Team Members**

Company Information

TCP Software Headquarters

1 Time Clock Drive
San Angelo, Texas 76904
(325) 223-9500

For over three decades, TCP Software has been at the forefront of workforce management solutions, consistently driving growth and innovation in every aspect of time and attendance. With a proven track record spanning back to 1988, TCP possesses an unparalleled ability to fulfill your time collection & scheduling needs.

Central to our success is our commitment to a consumer-oriented approach. By actively listening to and incorporating client feedback into our product development processes, TCP ensures that our solutions remain relevant, cutting-edge, and among the most sought-after in the market. This dedication has earned us the trust and loyalty of thousands of customers worldwide.

At the core of our offerings lies automated employee timekeeping software, a cornerstone that has propelled TCP to achieve remarkable growth, expanding by over 3,600% in the past decade alone. Our achievements speak volumes:

- **Finalist in the Constellation SuperNova Awards for Human Capital Management in 2021.**
- **Recognition as the Best Comprehensive Solution by Lighthouse Research & Advisory at the HR Tech Awards in 2021.**
- **Platinum Distinction in 2023 Modern Library Awards from LibraryWorks.**
- **2024 SIIA CODiE Award Finalist for Best Compliance Solution & Best Administrative Solution.**
- **Bronze Stevie Award Winner in 2022 American Business Awards.**
- **Honored as "Business of the Year" by the Texas Association of Business and Chambers of Commerce.**

Driven by our mission to empower individuals to work more effectively, TCP Software continues to build upon our rich legacy, innovating and delivering solutions that enable organizations to streamline workforce management, reduce HR operating costs, and enhance employee satisfaction.



TCP Software Makes Shortlist For 2021 SaaS Awards

TCP Software is proud to have made the shortlist for the 2021 SaaS Awards Best SaaS Product for HR category.



Best Comprehensive Solution In 2021 HR Tech Awards

TCP Software named a Best Comprehensive Solution by Lighthouse Research & Advisory in the 2021 HR Tech Awards program.



Gold Stevie

The TCP Thermal Sensor, an add-on to our time clock that reads employees' temperatures and establishes a history for contact tracing, won a Gold Stevie Award in 2020 as part of our Return to Work solution.



Business News Daily

After researching 80 workforce management software providers, TCP was recognized as Best Time & Attendance System for our flexibility with larger organizations.

Implementation Overview

The TCP Professional Services team brings deep consulting, industry, technological, compliance, and solution design experience to each customer engagement. We leverage our experience across thousands of implementations to deliver transformative business outcomes and tame the chaos of time and attendance.

We strive to be each customer's trusted advisor by supporting organizational needs for coordination, integration, and communication.

TCP implementation process



INITIATION PHASE

The Initiation Phase is used to develop the service strategy for the project.

- Finalize purchase
- Gather project materials
- Assign resources
- Project kickoff



DISCOVERY PHASE

We will work with your project stakeholders to define the service strategy and generate baseline service design.

- Business process analysis
- Needs assessment
- Build requirement



PLANNING PHASE

Collaboratively develop and approve a timeline, confirm deliverables, construct a work breakdown structure, and assign project tasks.

- Project plan
- Communication plan
- Testing strategy
- Training strategy



DELIVERY PHASE

Focuses on service transition by completing the activities outlined in the project plan and verifying that the deliverables meet the business rules and needs.

- Configuration
- Training
- Pilot test
- Go live



TRANSITION PHASE

Focuses on service operations by finalizing all agreements and providing a seamless transition to dedicated operational support teams.

- Project close
- Project feedback
- Ongoing support

MEET YOUR ENTERPRISE SERVICES SPECIALIST (ESS)

Jacquelyn Hernandez, Enterprise Services Specialist for TCP Software

As your ESS, Jacquelyn partners closely with your account executive to facilitate a comprehensive implementation and services plan matching your needs and requirements. With over seven years of experience at TCP, Jacquelyn brings a wealth of expertise in enterprise implementations, integrations, and configurations and has successfully supported customers with over 29,000 employees.

TCP Software Support

The TCP Software Support team stands as a beacon of excellence, offering a fusion of consulting prowess, industry insight, technological finesse, compliance acumen, and solution design mastery in every client interaction. With a rich tapestry of experience drawn from countless implementations, our mission is to catalyze profound business transformations while simplifying the complexities of time and attendance management.

Our aspiration is to ascend to the role of trusted advisor for each of our clients, addressing their unique organizational needs for coordination, integration, and communication within their TCP software ecosystem.

Here's a glimpse into the stellar performance of our world-class support department in 2024:

- **Support Cases: Exceeding 180,000**
- **Customer Satisfaction Rating (CSAT): 97%**
- **Net Promoter Score: 72+**
- **Response Time (Phone): <35 Seconds**
- **Response Time (Chat): <20 Seconds**

These statistics underscore our unwavering commitment to providing unparalleled support and service excellence to our valued clients.



Pricing & Return on Investment

TCP Software is pleased to present Village of Colfax with the following proposal:

Ongoing Annual Investment

TimeClock Plus Enterprise License (35 Users)	\$2,100.00
--	------------

Initial One-Time Investment

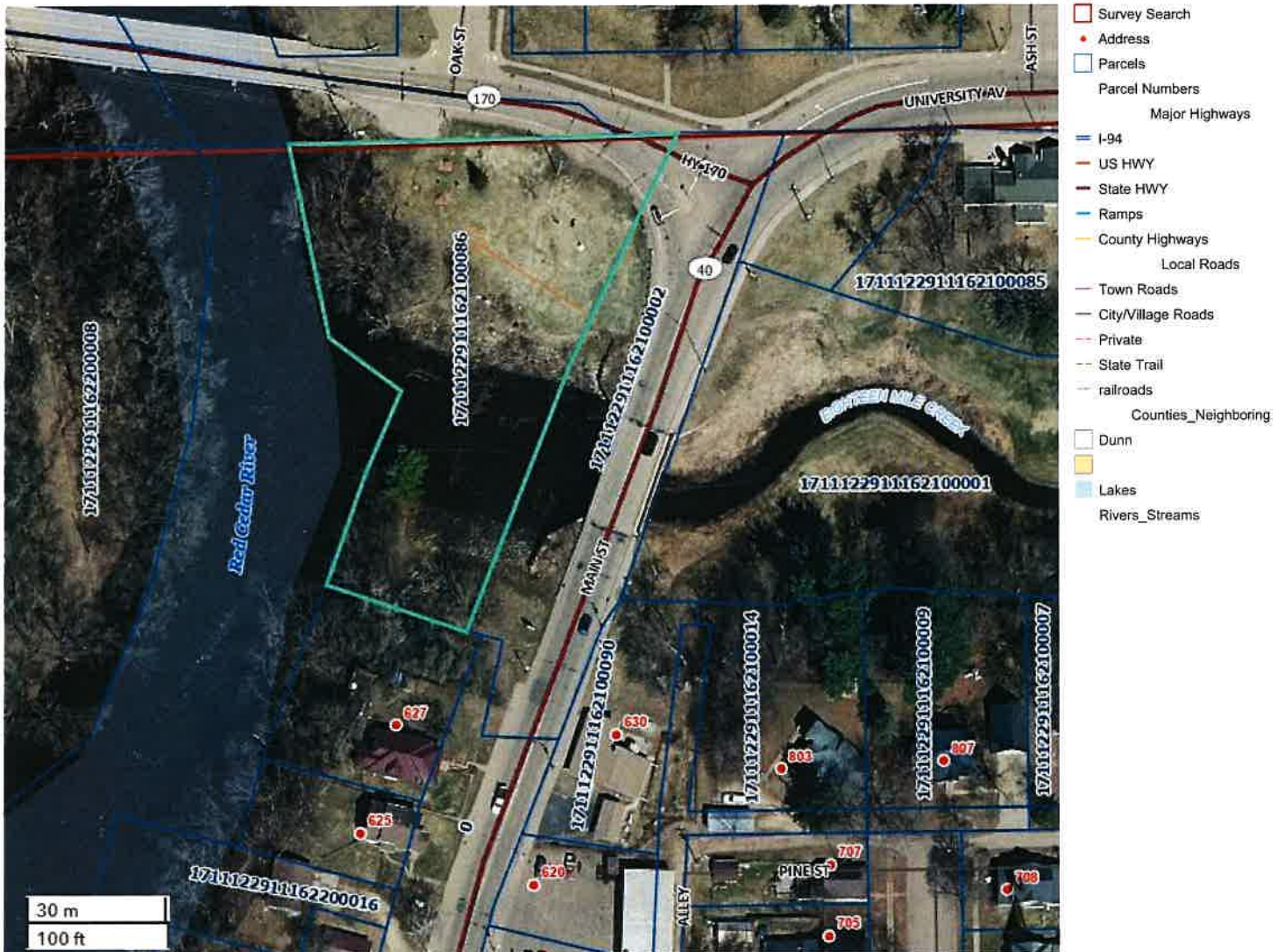
Implementation Services (15 Hours)	\$3,150.00
------------------------------------	------------

Total Initial Investment

Total Initial Investment	\$5,250.00
---------------------------------	-------------------

Special Terms

- Includes: Implementation, Training, Support & Maintenance
- Contract Length: 60 Months



This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Date created: 10/7/2025

Last Data Uploaded: 10/7/2025 12:13:25 AM

Developed by





Lynn Niggemann
Dunn County Treasurer

3001 US Highway 12 East, Suite 102A

Menomonie, WI 54751

Phone: (715) 232-3789

Email: trs@dunncountywi.gov

AGREEMENT

THIS AGREEMENT, by and between the Village of Colfax (Village) and Dunn County (County), as follows:

WHEREAS, pursuant to Wis. Stats. s. 66.0301, Intergovernmental Cooperation, the Village has agreed to contract with the County as its agent, and the County has agreed to act as such agent, for processing the collection of first and full payments of real and personal property taxes, special assessments, special charges, and delinquent utilities, the parties hereto agree as follows:

WITNESSETH:

A. AGENCY RELATIONSHIP CREATED.

The Village shall act as principal under this Agreement and the County shall be its agent, acting in a fiduciary capacity for the Village, in the billing and collection of general property taxes, special assessments and special charges. In carrying out its duties under this Agreement, the County shall be vested with all powers, and shall be subject to all responsibilities, duties and obligations conferred and imposed upon the Village by Wis. Stats. Chapters 70, 74 and 75.

B. TAX BILL PREPARATION.

1. The Village shall promptly provide the County with the complete, current assessment roll, appropriate mill rate information, special assessments and other special charges, identified by parcel number, and all other information necessary for the preparation of tax bills and the tax roll.
2. On or before the 19th day of December 2025, the County shall prepare the tax bills for the Village in accordance with law. The tax bills shall specify the first installment payment date to be on or before the following January 31, at which time one-half of the real property taxes, personal property taxes as prescribed in Wis. Stats. s. 74.11, the full amount of the billed special assessments and the full amount of the billed special charges and delinquent utilities will be due.

3. The County shall use mailers or provide tax bill envelopes and mail the tax bills therein, within ten (10) working days after receiving mill rates, special assessments, special charges and delinquent utilities from the Village. The Village agrees to pay the County by January 31st of each year two dollars and fifty cents (\$2.50) for each tax bill prepared for real and personal property. The County shall also include in the mailing information required to be provided by the Village such as tax payment directions.

C. SETTLEMENT PROCEDURES.

1. The County agrees to collect real and personal property taxes, special assessments, special charges and delinquent utilities and to remit these collections to the Village on a weekly basis as follows: Collections through each Tuesday will be deposited to the bank on or before Thursday and will be credited to the Village account on Friday morning each week.
2. On or before January 15 and February 20, the Village shall settle with all taxing jurisdictions as provided in Wis. Stats. ss. 74.23 and 74.25.

D. GENERAL PROVISIONS.

1. The County agrees to provide adequate staffing during the tax collection periods to effectively handle the volume of taxpayers making payments.
2. The County agrees to pay the Village an amount equal to all special charges and special assessments levied by the Village and appears on the tax roll for that year except that unpaid special charges and/or special assessments shall only be settled in an amount not to exceed \$7,500 per individual parcel.
3. The Village agrees to collect delinquent personal property taxes as prescribed in Wis. Stats. s. 74.11 (b), subject to charge back provisions of Wis. Stats. s. 74.42.
4. This Agreement shall be for a period of one (1) year beginning November 1, 2025, through October 31, 2026.
5. The Village shall authorize any corrections to the tax roll.
6. The Village agrees that this Agreement will be only for a two (2) installment plan, not a three (3) part property tax collection plan.
7. The Village agrees to indemnify, save and hold harmless the County, its officers, agents and employees, from and against all losses, damages, costs, charges,

expenses (including attorney's fees), causes of action, suits, claims (including claims under any workers compensation or occupational disease law), demands, judgments and liabilities arising under this Agreement, which is not due to the negligence or other fault of the County.

E. COLLECTION PROCEDURES.

1. The Village agrees to place at least three (3) announcements in the local newspaper, two in December and one (1) in January each year, informing Village taxpayers that first installment payments and full tax payments will be collected by the County.
2. The County shall collect, in the manner provided by law, all payments of real property taxes, special charges, special assessments, delinquent utilities and personal property taxes as agent for the Village. The County is responsible for these payments and is bonded in sufficient amount to cover the amount of such payments.
3. Payments received at the Village Hall on or before December 31st and January 31st of each year, shall be certified as timely by the Village and shall be transmitted to the County on the following workday.
4. The Village shall accept advance payments of taxes pursuant to Wis. Stats. s. 74.13.
5. General tax and payment information shall be available only from the County Treasurer's Office.
6. Notices required or deemed advisable under the terms and conditions of this Agreement shall be addressed in writing and delivered personally or via certified mail, return receipt requested, upon the following representatives of the parties hereto:

Upon the County: Andrew Mercil
County Clerk
Dunn County Government Center
3001 US Hwy 12E, Suite 102B
Menomonie, WI 54751

Upon the Village: Julie Mitchell Administrator/Clerk-Treasurer
613 main St. PO Box 417
Colfax, WI 54730

F. **SUBSEQUENT CHANGES IN STATE LAW**

If changes in state statutes occur during this Agreement which substantially change tax collection methods or requirements, either party may elect to terminate said Agreement.

The parties hereto, having read and understood the entirety of this Agreement, consisting of five (5) typewritten pages, hereby affix their duly authorized signatures.

DUNN COUNTY

By: _____ Date: _____
Andrew Mercil
County Clerk

_____ Date: _____
Lynn Niggemann
County Treasurer

_____ Date: _____
Kelly McCullough
County Board Chairman

_____ Date: _____
Dan Dunbar
County Manager

VILLAGE OF Colfax

By: _____ Date: _____
Julie Mitchell
Village Clerk/Treasurer

_____ Date: _____
Jeff Prince
Village President

RESOLUTION NO. 2025-30

A RESOLUTION SUPPORTING AND COMMENDING THE COLFAX PUBLIC LIBRARY

WHEREAS, the Colfax Public Library serves as a vital community resource, providing educational, cultural, and recreational opportunities for residents of all ages; and

WHEREAS, the library offers exceptional programs, particularly for children, fostering literacy, creativity, and a love of learning from an early age; and

WHEREAS, the staff and volunteers of the Colfax Public Library work tirelessly to improve the library's services, programs, and facilities, enhancing the quality of life in our community; and

WHEREAS, the Village of Colfax Board recognizes the important role the library plays in the social, educational, and cultural development of the village; and

WHEREAS, the Village Board values its oversight and partnership with the Colfax Public Library and looks forward to continued growth and collaboration to strengthen this vital institution.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Colfax hereby:

1. Commends the Colfax Public Library for its dedication, innovation, and service to the community;
2. Expresses gratitude to the library staff, volunteers, and supporters for their tireless efforts;
3. Affirms the Village Board's support for the library as an essential part of the community and pledges to continue working in partnership to ensure its success and growth.
4. Acknowledges the Library's space needs and supports the ongoing effort to fundraise for an elevator in the Colfax Municipal Building.

PASSED AND ADOPTED this 13th day of October, 2025, by the Village Board of Trustees of the Village of Colfax.

APPROVED:

Jeff Prince, Village President

ATTEST: Julie Mitchell, Administrator-Clerk-Treasurer

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 22, 2025

On September 22, 2025, the Village Board met at the Village Hall, 613 Main Street, Colfax, WI at 6:00 p.m. for a public hearing for vacating an alley request. Members present: Trustees Burcham, Davis, Rud, Jenson, Best (arrived at 6:05) and Prince. Excused: Trustee Stene. Others present included Mike Morgen, Samantha Skillings, Kathy Halpin, Theresa Calkins, Larry Calkins, Deputy Clerk-Treasurer Riemer and Administrator-Clerk-Treasurer Mitchell. No media was present.

Public Appearances

- a. Open Public Hearing –Notice to discontinue and vacate alley north of 3rd Avenue, south of railroad tracks and west of Cedar Street in the Village of Colfax pursuant to §66.1005 and §840.11 Wis. Stats.

Public Comments – Mike Morgen stated in re-building his building it was noticed that it was built over the property line by about 3 feet. The contractor and Morgen were unaware of this. In moving forward he found that the alley had not been abandoned. He contacted the Village to learn the next steps, this is why he set the public hearing notice. Kathy Halpin stated she has been mowing that section for years, she has no problem with what the decision is. Theresa Calkins also stated she has no problem with what is decided. Larry Calkins asked what the process would be and would it affect taxes. Trustee Rud was unaware of any issues that Woods Run would have. Administrator Mitchell stated 3-4 feet of the alley would be sectioned to each owner, if it affected taxes at all it more than likely wouldn't make a huge difference. Trustee Davis wondered who covered the cost for deeding, Mitchell stated the Village would handle the cost. Trustee Best wanted to know who would maintain, Mitchell stated each owner would be responsible.

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

Discussion of public comments and consideration of discontinuation and vacation of the alley north of 3rd Avenue, south of railroad tracks and west of Cedar Street in the Village of Colfax pursuant to §66.1005 and §840.11 Wis. Stats-

- a. Approval or denial of vacating alley

A motion was made by Trustee Burcham and seconded by Trustee Best to approve the vacation of the alley north of 3rd Avenue, south of railroad tracks and west of Cedar Street in the Village of Colfax pursuant to §66.1005 and §840.11 Wis. Stats.

Voting For: Trustees Best, Jenson, Davis, Burcham and Prince. Trustee Rud abstained. Voting Against: none. Motion carried.

Adjourn – A motion was made by Trustee Burcham and seconded by President Prince to adjourn the meeting at 6:17 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 Public Safety Committee Meeting Minutes
September 24, 2025 – 6:30 p.m.
Location: 613 Main Street, Colfax, WI

Members Present: Chair Margaret Burcham, Trustees Jeff Prince and Carey Davis

Others Present: Administrator-Clerk-Treasurer Julie Mitchell, Keith Burcham, Chloe Styer, and LeAnn Ralph (Colfax Messenger)

Meeting Summary:

Chair Burcham opened the meeting with a discussion on Rescue Squad scheduling and the high amount of overtime within the department.

Chloe Styer, a Rescue Squad EMT, explained that state licensing requires at least one Advanced EMT to be scheduled and available for every call. Currently, the department has only three full-time Advanced EMTs, including the Director, and limited availability of part-time staff. This staffing shortage results in frequent overtime. Styer noted that low wages contribute significantly to recruitment and retention challenges.

Administrator Mitchell presented data from O*NET showing that Village EMT wages are well below regional averages.

The Committee discussed options regarding the Village's EMS licensing level with the State of Wisconsin:

- **Flexing down** would allow two Basic EMTs to staff a run, reducing costs but also the level of service.
- **Flexing up** would enable the Village's one Paramedic (Director Smith) to provide advanced care and bill accordingly.

The Committee also considered hiring additional full-time staff. Styer noted recruitment difficulties, while Mitchell stated she would compile further data before recommendations are made. This data will include call volumes, care levels required, mutual aid requests for Paramedic services, and other relevant information.

Adjournment:

A motion to adjourn was made by Trustee Prince, seconded by Trustee Davis, and carried unanimously by voice vote. The meeting adjourned at 8:05 p.m.

Margaret Burcham, Chair

Attest: _____

Julie Mitchell, Administrator-Clerk-Treasurer

Village of Colfax Streets Committee Meeting Minutes
October 6, 2025 – 6:00 p.m.
Location: 613 Main Street, Colfax, WI

Members Present: Chair Carey Davis, Trustee Jeff Prince

Members Absent: Annie Jensen

Others Present: Administrator-Clerk-Treasurer Julie Mitchell and Public Works Director Bates

Meeting Summary:

Chair Davis opened the discussion about street projects with the Cedar Street Project. The latest preliminary costs from Ayres for replacing water, sewer and street construction come in at \$862,000. Bates said there is some room in there for cutting costs, but not much. Bates said Cedar is the next street on the list that needs to be done. The sewer is very old and has holes; it needs to be replaced. Mitchell will check with Dairy State Bank regarding financing and will put it on the Regular Board Meeting agenda for 10/13/2025.

The next discussion was about the Highway 40 project. The bare minimum we are required to spend on this project is \$81,670. It was discussed whether we should include other items to the construction, including various sidewalks and curb & gutters. Mitchell will add this project to the Regular Board Meeting agenda for 10/13/2025.

The final discussion was about the water and sewer along Dunn Street (trailer park – 400 ft. south). This project is already approved, but Bates wanted to give an update. Rather than tearing up the street to add water & sewer, the mains will be installed in the right of ways on both sides of Dunn to save costs. This project is estimated at \$236,000. TIF is expected.

Mitchell provided the current Streets budget and year-to-date numbers for the members and Bates.

Adjournment:

A motion to adjourn was made by Trustee Prince, seconded by Trustee Davis, and carried unanimously by voice vote. The meeting adjourned at 7:07 p.m.

Carey Davis, Chair

Attest: _____

Julie Mitchell, Administrator-Clerk-Treasurer

Village of Colfax
Rescue Squad Annual Meeting Minutes
October 2, 2025 – 7:00 p.m.
Location: 614C Railroad Avenue, Colfax, WI

Village of Colfax Attendees: Chrystal Smith, EMS Director, Chloe Styer, Officer; Robert Kelsall, Officer; Scarlett DeLion, Officer; Trustee Margaret Burcham, Julie Mitchell, Administrator-Clerk-Treasurer.

Municipalities Present: Terry Stamm, Village of Elk Mound; Tony Christoperson, Town of Elk Mound; Doris Meyer, Town of Tainter; LeAnn Ralph, Town of Otter Creek.

Public Present: None

Meeting Summary:

The meeting began at 7:00pm with introductions and welcomes. Director Smith went through the Annual Report packet that she provided. The officers present provided added information and insight when appropriate.

The budget and per capita rates were the main points of discussion. The per capita rates were raised for 2025 and will remain the same in 2026. Smith and Mitchell explained that, while the budget is not balanced, they were not comfortable raising rates as we did not provide per capita information until mid-September. This information is typically offered by the end of August, but it was late this year, so in the interest of fairness, the rates will remain the same in 2026. There were questions on budget items, including budgets for staffing and capital outlay. Mitchell explained that the Rescue Squad is costing the Village money, so setting aside extra funds for capital outlay may not be possible this budget cycle. The staffing numbers and all others will be looked at during our formal budgeting activities. The municipalities commented that they understand if rates are raised, and that they appreciate the Rescue Squad and the services it offers to them.

Adjournment:

The meeting closed at 7:58pm. After the meeting, some members present and all officers stayed to look at the new ambulance and demonstrate its capabilities.

Attest: _____

Julie Mitchell, Administrator-Clerk-Treasurer

Administrator-Clerk-Treasurer Report
09/19/2025 - 10/13/2025

- **Bauman:** Received a request from Bauman for about 15 different documents/reports for them to look at all accounting records as of 08/30/2025. Sheila was able to provide about half and I was able to track down most of the rest. This will help them to see where we are for year-end items. This was fairly time-consuming, and I am still working on getting all of this to Bauman. I've asked Karly Rubenzer, one of the accountants who works with Eric Davidson, to come to the office to assist with this and show us where to find all of the information that they need. She can also give me some budgeting guidance at this time. She will be onsite Wednesday, October 15.
- **Banking:** Opened the new Checking Account at Dairy State Bank. We will begin to deposit all new items into that account as soon as we get a handle on the process. I've asked Stacy Medin to either come or send a couple of people to show us the best online banking processes.. We are also preparing to move all ACH payments from Bremer to Dairy State. I think we should move the Building Restoration/Elevator Fund money to its own interest-bearing account - this will be discussed at the Board Meeting. I also asked Stacy about financing for the Cedar Street project. She said financing should be fine, it's just a matter of interest rates. I provided her with some numbers so she can make a determination.
- **Rescue Squad:**
 - Attended and participated in the Public Safety committee meeting on 09/24/25. I learned a lot of information regarding our State Licensing requirements as well as other things we may be able to do to improve both the services as well as the financials of the department. I am collecting as much data as I can find to present to the Board as well as recommendations on moving forward.
 - Made sure Chrystal was ready for the Annual Meeting with the municipalities that the rescue squad serves on 10/01/2025. She pulled together all of the information for the annual report presentation and presented to the group. There was good discussion to be found in the meeting minutes.
 - Online application update: I haven't had time to look into the online job application during this period.
 - Reached out to Northwood Tech to see if/when they have an Advanced EMT course for one of our officers to take. The other officer has taken the course at our expense, but has not completed the exam to become licensed and is currently on leave. She will complete this upon return to work.
- **Budget:**
 - Worked on budget worksheets and finished 2024 data and nearly finished with 2025 data entry and projections. I have a few concerns with some of the numbers, but I will go over these with our in-person meeting with the Bauman representative.

- **Eastview:**

- I sent a developer an email asking for an update for a couple of the lots in the Eastview development. He called and told me that he would not be ready for the contracted occupancy date (10/19/2025). This will be discussed at the Village Board meeting.
- **Insurance:** More communications with Curtis Deprey with MSIG Insurance regarding quotes/rates for 2026. Thus far, UnitedHealthcare is the only one to release rates. We use Security Health, whose rates should be coming soon.
- **Dunn County IT:**
 - I had a call with Jake Ricci (Dunn Co.) and Mitch from VC3. We are contracted through 2027 currently with VC3 to provide email and Microsoft 365 support. We are paying for that in 2024 - 2026 through a grant that was received for cyber security. 2027 the Village is on its own. I am trying to break (or at least bend) that contract. VC3 is resistant to letting us out of it, and seeks to enforce the contract through 2027. A buyout of the entire contract would be \$18,000. I would like to get the Dunn County Support going as soon as we can, but we need all of the costing information before the Board can make a decision.
- **Training:** I attended Wisconsin Election Commission (WEC) training in person in Rothschild, WI from 09/30 - 10/1. It was very informative, and I also had the opportunity to meet and network with other clerks in Dunn County and statewide. I attended the following sessions:
 - Keynote Speaker: Benjamin L. Ginsburg - election law advocate
 - Cycle of Elections - Spring primary through November general elections
 - Pandemonium at the Polls: Navigating the Unexpected on Election Day
 - After the Election: A Look at Post-Election Processes
 - Absentee and UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act)
 - Election Security: Prepare, Plan, Deploy
 - Intricacies of Spring Elections
 - Badger Book Training
- **Time Clock:**
 - Trustee Annie Jenson and I went to the Village of Clear lake to get more hands-on and practical information regarding TCP (TimeClock Plus) and the integration with the Workhorse software system (what we use for payroll and all other accounting). Al (Village Clerk) and Becky (Deputy Clerk) both highly recommended moving to this system. While they had a few issues in the beginning, those have been worked through and they haven't had to call TCP or Workhorse for a support call in over a year.
 - Sheila and I had a video call with TCP to show the functionality from a user perspective. It seems like a good fit for what we are looking for. TCP will proceed with a proposal and present that to me on 10/09.
 - Received the proposal from TCP. We will discuss this in the October 13 Village Board Meeting. I believe this is a good fit for our needs.

- **Ambulance/Ram Warranty** - I turned over all of the information and documentation I have to Tony with Weld-Riley. I don't have an update at this time.
- **Employee Handbook:**
 - Worked on updates to the Employee Handbook and integrated feedback I received. We need to set a meeting to review.
- **Streets:** Set a committee meeting for 10/06/2025. We met and talked about the Cedar Street and Hwy 40 projects. These topics will be brought to the Board.
- **Library:** Created a resolution for the Board to review commending the library and the work they do in our community, while highlighting the partnership between the Library and the Village in order to help the Library procure various grants.
- **Department Head Meetings:** I will begin having bi-weekly meetings with the department heads every Tuesday after a Village Board regular meeting. These will start on Tuesday, October 14.

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

WILLIAM J. ANDERSON
CHIEF OF POLICE



(715) 962-3136 OFFICE
(715) 962-4357 FAX

SEPTEMBER 2025 POLICE REPORT

Printed on October 10, 2025

CFS Date/Time	Description	Primary Units
09/01/25 12:59:09	EMERGENCY MEDICAL SERVICES	CXMD8
09/01/25 18:46:36	EMERGENCY MEDICAL SERVICES	CXMD8, 225
09/02/25 09:51:32	REPOSSESSION	501
09/02/25 16:55:42	PUBLIC RELATIONS	CXMD8
09/03/25 14:57:11	DOMESTIC DISPUTE	221, 501
09/05/25 00:44:26	EMERGENCY MEDICAL SERVICES	508, CXMD8
09/05/25 22:37:16	DISORDERLY	225, 508
09/06/25 16:33:53	EMERGENCY MEDICAL SERVICES	CXMD8
09/07/25 07:12:17	EMERGENCY MEDICAL SERVICES	CXMD8
09/07/25 13:44:38	EMERGENCY MEDICAL SERVICES	CXMD8
09/07/25 21:03:36	TRAFFIC STOP	508
09/07/25 21:16:22	SUSPICION	225, 508
09/08/25 14:59:09	CITY/COUNTY ORDINANCE VIOLATION NOT LISTED	501
09/08/25 16:56:04	PUBLIC RELATIONS	CXMD8
09/08/25 20:19:40	EMERGENCY MEDICAL SERVICES	508, CXMD8
09/08/25 23:24:08	SUSPICION	508
09/09/25 00:52:49	DISORDERLY	231, 508, CXMD8
09/09/25 11:49:28	EMERGENCY MEDICAL SERVICES	CXMD8
09/09/25 23:04:26	EMERGENCY MEDICAL SERVICES	CXMD7
09/10/25 19:06:34	HARASSMENT/THREATS - PHONE, IN PERSON,	217
09/13/25 11:11:44	CUSTODY DISPUTES	226
09/14/25 16:00:52	EMERGENCY MEDICAL SERVICES	CXMD8
09/15/25 21:49:04	911 HANG UP CALL - NO INITIAL CONTACT MADE	508
09/16/25 14:09:02	JUVENILE SEXUAL ASSAULT	501, 216
09/17/25 13:26:29	MISCELLANEOUS - NEVER 911 CALLS UNLESS	
09/18/25 09:25:00	EMERGENCY MEDICAL SERVICES	CXMD6, M2
09/18/25 09:40:43	EMERGENCY MEDICAL SERVICES	

CFS Date/Time	Description	Primary Units
09/18/25 22:01:18	SUSPICION	222
09/19/25 13:10:09	EMERGENCY MEDICAL SERVICES	CXMD8
09/20/25 02:02:27	TRAFFIC RELATED INCIDENT	223
09/20/25 10:04:24	EMERGENCY MEDICAL SERVICES	CXMD8
09/21/25 10:53:44	EMERGENCY MEDICAL SERVICES	CXMD8
09/21/25 17:46:04	JUVENILE DISORDERLY	508
09/22/25 09:48:58	HARASSMENT/THREATS - PHONE, IN PERSON,	501
09/22/25 16:50:24	PUBLIC RELATIONS	CXMD6
09/22/25 17:16:16	PUBLIC RELATIONS	230
09/24/25 13:45:59	911 HANG UP CALL - NO INITIAL CONTACT MADE	
09/24/25 18:00:01	TRAFFIC ACCIDENT - NO INJURY	
09/25/25 15:21:22	EMERGENCY MEDICAL SERVICES	CXMD8
09/26/25 10:56:06	WEAPONS VIOLATION	501
09/26/25 18:48:57	PUBLIC RELATIONS	CXMD6
09/26/25 20:17:31	DISORDERLY	220
09/26/25 23:58:13	911 MISDIALS, SOMEONE STAYS ON THE PHONE	241
09/27/25 20:09:51	TRAFFIC STOP	508
09/28/25 15:52:52	EMERGENCY MEDICAL SERVICES	CXMD6, 222
09/29/25 15:00:00	MENTAL CASE	207, 501
09/30/25 10:04:50	STRAY/DEAD ANIMAL CALLS	501
09/30/25 17:04:00	EMERGENCY MEDICAL SERVICES	CXMD6, 223

Total Records: 48

10/10/2025 11:55 AM

All Vendors Transaction Detail

Page: 1
ACCT

Bank Account: All Accounts

	<u>Trans Date</u>	<u>Account Nbr</u>
From:	9/01/2025	100-00-45100-100-000
Thru:	9/30/2025	100-00-45100-100-000

<u>Transaction</u>	<u>Posting</u>		<u>Amount</u>
9/15/2025	9/15/2025	DUNN COUNTY CLERK	152.61
Receipt	22475		
100-00-45100-100-000		FINES/FORFEITURES-MUNI COURT	152.61

Expenditures

0.00

Receipts

152.61