Village Board Meeting – October 13, 2025

On October 13, 2025, the Village Board met at the Village Hall, 613 Main St, Colfax, WI at 7:00 p.m. Members present included Trustees Jenson, Best, Davis and Prince. Trustees Stene, Burcham and Rud were excused. Others present were Josh Low with Ehlers, Tiffany Prince, Carrie Spielman, John Gyorfi with Remax, Adam Accola with Dunn Co Econ Development, Mitch Nichols with Ayers, Kris Meyer with KM Construction, Mark Johnson, Kim Knutson, Public Works Director Rand Bates, Deputy Clerk-Treasurer Riemer, Administrator-Clerk-Treasurer Mitchell and LeAnn Ralph with the Mesenger.

Communication from the Village President –Prince stated the Legion Memorial in Evergreen Cemetery is progressing very well.

Public Comment – None

Consent Agenda

- **Regular Board Meeting Minutes –September 22nd, 2025**
- **Review Statement of Bills Pooled Checking– September 22nd, 2025 to October 12th, 2025**
- **Review Statement of Bills Solid Waste & Recycling Checking – September 22nd, 2025 to October 12th, 2025**
- **Licenses – Operators License- October13, 2025 – June 30, 2026-** Donna Weix – Viking Bowl, Debra Holzhueter – Viking Bowl, Michael Miller – Kyles Market, Christine Neperud – Kyles Market.

A motion was made by Trustee Davis 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:

Ehler's – Josh Low – TID & Annual Joint Review Board Discussion – TID 3, no new projects. TID 4, two more years until it closes or the Board adopts an extension to hold it open for Affordable Housing. TID 5 is performing well and we have until 2036 to spend money. General Obligation (GO) Borrowing Capacity - Josh Low said the Village has a total borrowing capacity of $4.7M, with a total equalized value of over $100M. Our total outstanding debt today is $1.9M. Mitchell asked Low how much cash on hand the Village should have. Low said that generally we should have enough in reserves to cover three months of expenses, or 25% of our annual budget. Low explained that our Total Levy includes a Debt Levy. The Village has been using the TID cash flow so we don't have to increase Levies. Our Total Levy for 2024 was $515,000 with only $17,000 being Levied specifically for Debt. This shows the Village is showing restraint in trying to keep Levies as flat as they can.

Colfax Youth Softball – Tiffany Prince said they are asking for the 2025 (annual) funds for the Youth Softball that was previously approved to be released. Mitchell said this was $1,500. Knutson updated the Board on upcoming projects, that will include an improved backstop on the main field to accommodate the kids who are using the field, improving dirt on the field and procuring a Donor Recognition board to recognize the various levels of donations businesses, individuals and municipalities have given. The Board thanked them for all they have been doing.

FFA Alumni Update – Trustee Jenson gave an update for Steve Ackerland. The Board had previously approved the addition to the cement and an overhang to accommodate handicap picnic tables. They have completed the cement portion and are currently working on the overhang to protect those tables.

Rosenbrook Development Discussion – Dave Rosenbrook could not make it to the meeting and he had his real estate agent, John Gyorfi, speak on his behalf. Gyorfi said that Rosenbrook's previous realtor did not do their job in listing the housing and looking for potential buyers. Gyorfi said that Rosenbrook maintains that he will not build on the land until at least one-half of the twin home is sold. The first Occupancy Certificate is due on October 31, 2025 for lots 17-18, and the second is due on December 31, 2025 for lots 19-20. The original agreement says that Rosenbrook will convey the properties back to the Village if the lots are not developed, and KM Construction would have the right of first refusal for these lots. The Board cannot act because the date of completion has not yet arrived. Trustee Best suggested a letter be sent to Rosenbrook about the Village's intentions, then a motion can be made in the first meeting of November 2025 regarding the lots.

Cedar Street/Hwy 40 – The streets committee met to talk about these two projects. For Hwy 40, the minimum the Village must pay without any extra work done is approximately $82,000. Bates said that we have estimates to do the curb from Bremer to 5th on the west side of the road, then on both sides from River Street to the bridge. Prince asked whether the Village should be interested in doing all the sidewalks in downtown. No decisions need to be made yet, so the topic will be tabled until a future meeting. Cedar Street needs total reconstruction from 5th Avenue to 3rd Avenue.

This has been discussed many times, and the estimated price right now is $862,000. Mitchell suggested that the price is not going to get any cheaper. Bates said that Cedar is next on the list because of the infrastructure underneath is bad, as the sewer leaks and needs to be fixed. Mitch with Ayres said the next step would be for Ayres to proceed with the bid structure and get that work done. Trustee Jenson made a motion to move forward with the Cedar Street project. Trustee Best seconded. Voting For: Trustees Jenson, Davis, Best and Prince. Voting Against: none. Motion carried.
DOT – Notice of Relocation Expenses – The signs in front of the Village Hall are in the right-of-way for the DOT and need to be moved. The DOT provided three bids to complete this work, the lowest being $750. Mitchell asked Rand whether it would be worth it for the Public Works Department to do the project for that amount of money, and Bates said no. Trustee Davis made a motion to approve the $750 bid and Best seconded. Voting For: Trustees Jenson, Davis, Best and Prince. Voting Against: none. Motion carried.
Time Clock Discussion – After several discussions with TimeClock Plus (TCP) and other municipalities using their product for timekeeping and payroll along with the Workhorse accounting software, Mitchell suggests the Village Board accept TCP's proposal initial one-time payment of $3,150 and annual payments of $2,100, assuming 35 users. Trustee Best asked if we can do a 12-month contract first rather than the 60-month to make sure this is what we want. Mitchell said she would let TCP know the Board would like that change. Trustee Jenson voiced her support for the timekeeping system. Mitchell said she expects the system to go live in the new year. Trustee Jenson made a motion to accept the proposal from TCP. Trustee Davis seconded. Voting For: Trustees Best, Jenson, Davis, and Prince. Voting Against: none. Motion carried.
Elevator Funds – Banking – The elevator fund money is co-mingled with the Village of Colfax's General Fund and not generating any interest. Mitchell suggested moving it into its own interest-bearing money market account at Dairy State Bank, where the interest rates are currently 3.9%. Mark Johnson added that this was the wish of the Elevator Fund Committee. Trustee Davis made a motion to separate the funds from the pooled checking to generate interest. Trustee Jenson seconded. Voting For: TrusteesBest, Davis, Jenson, Prince. Voting Against: none. Motion carried.
J. D. Simons Park – Adding Light Pole – Bates said that Troy Knutson received a working street light pole that was installed on Main Street in the Village from the 1920's – 1950's. Bates said it was in really great shape, and Troy would like to install it near the flower garden in the park. There is electricity nearby, so that would take minimal effort. There would not be a cost to the Village, but will be put on Village land. Trustee Jenson made a motion to approve the street light being added to J.D. Simons park. Trustee Davis seconded. Voting For: Trustees Jenson, Davis, Best, Prince. Voting Against: none. Motion carried.
Dunn County Tax Agreement – Trustee Davis made a motion to approve the Dunn County Tax Agreement. Trustee Jenson seconded. A voice vote was taken with all voting in favor. Motion carried.
Resolution 2025-30 – Library Support - Mitchell said that the library was in need of a document saying the Village appreciates and supports the efforts of the Colfax Library and its staff. A motion was made by Trustee Jenson to approve the Library Resolution 2025-30. President Prince seconded. A voice vote was taken with all in favor. Motion carried.
Logslett Heating & Cooling-Estimate for Air conditioning Unit- Riemer stated this was the only quote we received after asking a total of four different companies. This is for the Library and the cost to replace the unit is $13,800. The work will be done in 2026. A motion was made by Trustee Davis and seconded by Trustee Best to approve Logslett Heating & Cooling to install the air conditioning unit for the Library for the price of $13,800. Voting For: Trustees Best, Davis, Jenson and Prince. Voting Against: none. Motion carried.
Committee/Department Reports/Discussions – No discussion

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. **Personnel**

A motion was made by Trustee Best and seconded by Trustee Prince to convene into closed session at 8:22p.m. Voting For: Trustees Best, Jenson, Davis, and Prince. Voting Against: none. Motion carried.

A motion was made by Trustee Davis and seconded by Trustee Best to convene into open session at 10:00pm. A voice vote was taken with all members voting in favor. Motion carried.

Closed Session Action: The Village Board is accepting the early retirement of Don Logslett, effective 10/14/2025.

Adjourn – A motion was made by Trustee Best and seconded by Trustee Davis to adjourn the meeting at 10:00 pm. A voice vote was taken with all members voting in favor. Meeting Adjourned.

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Jeff Prince, Village President

Attest: ________________________________
Julie Mitchell, Administrator-Clerk-Treasurer