

Village of Colfax
Regular Board Meeting Agenda
Monday, October 27th, 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 –October 13th, 2025
 - b. Review Statement of Bills Pooled Checking – October 13th, 2025 – October 26th, 2025
 - c. Review Statement of Bills Solid Waste & Recycling Checking- October 13th, 2025 – October 26th, 2025
 - d. Licenses –Operators License-October 27, 2025-June 30, 2026 -Teagan Mayer-Kyle's Market, Cynthia Castillo-Outhouse Bar, Dale Oebser-American Legion Post 131
6. Consideration Items
 - a. Dunn County Humane Society Contract-January 1, 2026 – December 31, 2026
 - b. Colfax Youth Sports-Release of Funds-2025
 - c. KM Construction-Gas & Electric Extensions-Discussion and possible action
 - d. End Loader Purchase/Estimates-available Monday
 - e. Employee Handbook-Updated Finalization
 - f. Set Personnel Meeting-Committee Assignments
 - g. Set Public Property Meeting
7. Committee/Department Reports/Discussions – (no action)
 - a. Discuss Rosenbrook Offer
 - b. Joint Review Board Minutes-October 13, 2025
 - c. Joint Board/Personnel Minutes-October 20, 2025
 - d. Building Permits - Melstrom Inspection
 - e. Colfax Rescue Numbers-September
 - f. Administrator-Clerk-Treasurer Report
8. 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 – 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 Messenger.

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 22th, 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- October 13, 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. 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: 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: 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. Davis seconded. Voting For: 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: Best, 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: 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: 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.

Jeff Prince, Village President

Attest: _____
Julie Mitchell, Administrator-Clerk-Treasurer

10/24/2025 12:32 PM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 10/13/2025 From Account:
Thru: 10/26/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
SHP	10/20/2025	SECURITY HEALTH PLAN	18,377.03
XCEL	10/23/2025	XCEL ENERGY	1,624.88
80702	10/15/2025	ANTHEM BLUE CROSS AND BLUE SHIELD	647.53
80703	10/15/2025	AYRES ASSOCIATES	3,306.54
80704	10/15/2025	CARLTON DEWITT	785.38
80705	10/15/2025	CINTAS CORPORATION	90.80
80706	10/15/2025	CLOUD PCR LLC	318.90
80707	10/15/2025	COMMERCIAL TESTING LAB	850.40
80708	10/15/2025	CRAMER CONSULTING, LLC	250.00
80709	10/15/2025	CREDIT SERVICE INTERNATIONAL	286.53
80710	10/15/2025	DUNN COUNTY HUMANE SOCIETY	610.28
80711	10/15/2025	DUNN COUNTY REGISTER OF DEEDS	3.00
80712	10/15/2025	DUNN ENERGY COOPERATIVE	70.00
80713	10/15/2025	E.O. JOHNSON	137.72
80714	10/15/2025	EXPRESS MART	241.29
80715	10/15/2025	FFA ALUMNI	15.00
80716	10/15/2025	FIRST SUPPLY LLC-EAU CLAIRE	60.96
80717	10/15/2025	GOTO COMMUNICATIONS INC	75.87
80718	10/15/2025	HANNAH PARROTT	70.00
80719	10/15/2025	HAWKINS, INC.	4,355.44
80720	10/15/2025	HENRY SCHEIN	223.40
80721	10/15/2025	HYDROCORP	440.56
80722	10/15/2025	JULIE MITCHELL	430.57
80723	10/15/2025	KNOW BUDDY RESOURCES	16.99
80724	10/15/2025	KOVO RCM	2,426.36
80725	10/15/2025	KYLES MARKET	23.10
80726	10/15/2025	LINCOLN CONTRACTORS SUPPLY, INC	219.09
80727	10/15/2025	MEDPRO MIDWEST GROUP	170.00
80728	10/15/2025	MENARDS-EAU CLAIRE	88.91
80729	10/15/2025	MICHAEL FREDERICK	50.00
80730	10/15/2025	MID-AMERICAN RESEARCH CHEMICAL	630.60
80731	10/15/2025	NORTHERN LAKE SERVICE, INC	1,225.00
80732	10/15/2025	ONE SOURCE IMAGING	204.97

10/24/2025 12:32 PM

Reprint Check Register - Quick Report - ALL

Page: 2
ACCT

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 10/13/2025 From Account:

Thru: 10/26/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
80733	10/15/2025	PENNCARE	308.92
80734	10/15/2025	PUBLIC SERVICE COMMISSION OF WI	262.31
80735	10/15/2025	R & R WASTE SYSTEMS CLEANING, INC	4,763.20
80736	10/15/2025	SHRED AWAY	33.00
80737	10/15/2025	SYNERGY COOPERATIVE	2,315.62
80738	10/15/2025	VC3 INC	790.00
80739	10/15/2025	VIKING DISPOSAL, INC	1,736.00
80740	10/15/2025	VILLAGE OF COLFAX	850.46
80741	10/15/2025	WATER CARE SERVICES	31.50
80742	10/15/2025	WELD RILEY SC	2,642.50
80743	10/15/2025	ZEMPEL APPRAISAL SERVICE	950.00
EFTPS	10/23/2025	EFTPS-FEDERAL-SS-MEDICARE	20,980.75
WIDOR	1/30/2025	WI DEPARTMENT OF REVENUE	-1,484.56
WIDOR	10/23/2025	WI DEPARTMENT OF REVENUE	3,399.15
WIETF	10/15/2025	WI DEPT OF EMPLOYEE TRUST FUNDS	-9,776.96
CHARTER	10/23/2025	CHARTER COMMUNICATIONS	512.67
WIDCOMP	10/23/2025	WISCONSIN DEFERRED COMPENSATION	260.00
WEENERGIES	10/17/2025	WE ENERGIES	45.01
WEENERGIES	10/20/2025	WE ENERGIES	9.57
Grand Total			66,956.24

10/24/2025 12:33 PM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

SOLID WASTE & RECYCLING RU

Accounting Checks

Posted From: 10/13/2025 From Account:
Thru: 10/26/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
1588	10/15/2025	CHLOE ANDERSON	89.15
1589	10/15/2025	DUNN ENERGY COOPERATIVE	112.00
1590	10/15/2025	JOHNSON ROLL-OFF SERVICE, LLC	14,881.70
1591	10/15/2025	PLASTIC BAGS UNLIMITED	260.00
1592	10/15/2025	SYLVESTER CUSTOM GRINDING, INC	5,761.73
1593	10/15/2025	SYNERGY COOPERATIVE	20.38
1594	10/15/2025	UNEMPLOYMENT INSURANCE	128.00
1595	10/15/2025	VILLAGE OF COLFAX	42.21
1596	10/15/2025	VILLAGE OF ELK MOUND	3,788.83
Grand Total			25,084.00

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 Teagan Marie Mayer
FIRST NAME MIDDLE NAME LAST NAME
Telephone Number 715-559-4182 Email Address teaganmayer7@gmail.com
Current Address 48650 730th ave Colfax 54730 13
(Street) (City) (Zip Code) (yrs. at address)
Previous Address 121 Princeton Dr Elk mound WI 54739
(City) (Zip Code)
Date of Birth [REDACTED] Age 18
Place of Employment Kyle's 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] 10/29/2025
(Chief of Police or designated staff Signature) (Date)

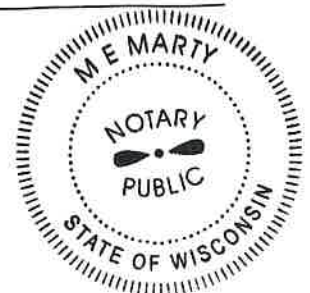
STATE OF WISCONSIN/ DUNN COUNTY

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 Teagan Mayer
Signature of Applicant

Subscribed and sworn before me this 6 day of October, 20 25
[Signature] 10/7/29
(Signature of Notary Public) (Commission Expires)

Date Received: 10/9/25 Date to the Board: 10/27/25 Approved or Denied





LEARN 2 SERVE™

CERTIFICATE OF COMPLETION

This certifies that

Teagan Mayer

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date
09/27/2025



Expiration Date
09/27/2027



Certificate #
WI-00643339

A handwritten signature in black ink, appearing to read 'Sarah Meyer', written over a horizontal line.

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 Cynthia K Castillo
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715 9624000 Email Address Cynthiacastillo1215@gmail

Current Address E9210 Hwy 40 Colfax, WI 54730
(Street) (City) (Zip Code) (yrs. at address)

Previous Address _____
(City) (Zip Code)

Date of Birth _____ Age 69

Place of Employment Outhouse

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] 10/7/2025
(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.

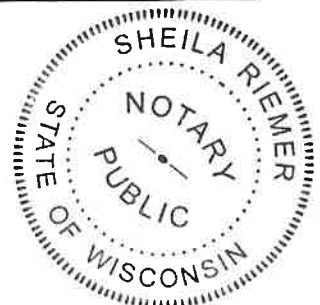
X Cynthia Castillo
Signature of Applicant

Subscribed and sworn before me this 7 day of October 2025

[Signature]
(Signature of Notary Public)

7-17-26
(Commission Expires)

Date Received: 10/7/25 Date to the Board: 10/27/25 Approved or Denied



Wisconsin Responsible Beverage Seller/Server Training

CYNTHIA CASTILLO

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL198157

Date of Completion: 10/03/2025



Authorized Signature

This certificate 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. Present this certificate to your local municipal clerk's office to receive your Operator's or Retail license.

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

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: _____

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 Dale T Oeber
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-505-8355 Email Address dodgeboy5993@gmail.com

Current Address 511 4th Ave Colfax 54730 5
(Street) (City) (Zip Code) (yrs. at address)

Previous Address _____
(City) (Zip Code)

Date of Birth [REDACTED] Age 65

Place of Employment Retired

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] 10/24/2025
(Chief of Police or designated staff Signature) (Date)

STATE OF WISCONSIN/ DUNN COUNTY

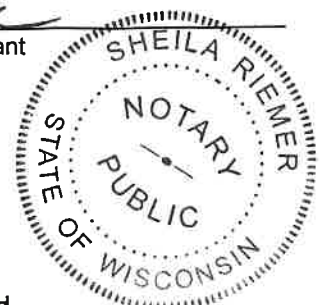
The above named applicant, being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license: that all the statements made by applicant are true.

X Dale T Oeber
Signature of Applicant

Subscribed and sworn before me this 6 day of October, 2025.

[Signature]
(Signature of Notary Public)

7-17-26
(Commission Expires)



Date Received: 10/6/25 Date to the Board: 10/27/25 Approved or Denied



Dunn County Humane Society

♥ *promoting the humane treatment of animals* ♥

302 Brickyard Road, Menomonie, WI 54751
(715) 232-9790 ♥ www.dunncountyhumanesociety.org

October 19, 2025

Shelter Manager

Harvey Weidman
they/them

Kennel Manager

Jamie Wagner

Volunteer Coordinator

Robyn Larson

**Social Media
Coordinator**

Becca Styer

Board of Directors

Jo Hayes
President

Michele Register
Vice President

Stephanie Kazmarek
Treasurer

Megan Kelly
Secretary

Vicki Cole

Jane Pierzina

Nicole Vandermoss

Rachel Carlsrud

Kat Jones

Nicole Anderson

Nakkiah Stampfli
they/them

To the Board of the Village of Colfax:

Thank you for your continued collaboration with the Dunn County Humane Society's mission to enhance the well-being of all lives in our community. Your partnership ensures we can continue to offer animal stray and impound services, low-cost microchipping, a free Community Pet Pantry, and Trap-Neuter-Return (TNR) programs to your municipality and residents.

Our organization is mission-driven, but the services we provide to municipalities are not solely charitable; they are professional and essential services that support public health and reduce the risks associated with unvaccinated, stray animals. So far this year, we have impounded over 560 lost and stray pets in Dunn County (with a projected yearly total of over 700), cared for 156 surrendered local pets, vaccinated/treated/spayed/neutered/released 175 Community Cats, and reunited 121 lost pets with their original families. We ensure these animals are safely housed, medically treated, held for their legal impound period, and reunited with their owners or placed in adoptive homes. As a no-kill shelter, we believe that every animal deserves the chance to receive care, rehabilitation, and the opportunity to find their forever family.

I write to share our updated contract for 2026, running from January 1, 2026 through December 31, 2026. Our per capita rates reflect a slight increase from \$2.09 in 2025 to \$2.15 in 2026, a 3% difference owed to inflation and the rising costs of veterinary care and sheltering services. We remain committed to maximizing every dollar to best serve the interests of both the animals in our care and the residents of Dunn County.

Please find included the 2026 contract for review. To avoid any disruptions to your community services, we kindly ask the signed contract be returned by **December 1, 2025**. If you have any questions, feel free to reach out to me directly.

Thank you again for your ongoing partnership. Together, we are making a lasting impact on the lives of animals and families in your district, and I look forward to continuing this meaningful work with your support in the coming year.

Sincerely,

Harvey Weidman

Shelter Manager

director@dunncountyhumanesociety.org



Dunn County Humane Society

302 Brickyard Road
Menomonie, WI 54751
715-232-9790

Village of Colfax Municipality Contract

January 1, 2026 through December 31, 2026

Agreement

This agreement, made and entered into this First day of January 2026 by and between the **Village of Colfax**, a municipal corporation hereinafter referred to as the "municipality", and the Dunn County Humane Society, Inc., a nonprofit corporation hereinafter referred to as "the society".

Witnesseth

Whereas, the municipality by its council deem it advisable and in the best interest of their citizens to turn over and designate to the society the care, sheltering, and placement of dogs and cats found stray within the boundaries of the municipality. The society will be responsible for the management and operation of a licensed animal shelter and the enforcement of state and local animal laws, as permitted by state laws and local ordinances.

Now, therefore, in consideration of these premises it is mutually agreed between the parties hereto as follows:

Article I. Responsibilities of the Dunn County Humane Society Inc.

The society is hereby designated, employed, assigned, authorized, delegated and empowered to impound all lost, stray or homeless dogs and cats coming into its control as a result of violations of the animal regulations and to place or humanely dispose of such animals. In the furtherance of these obligations, the society shall:

Section 1.01 Manage and Operate an Animal Shelter

- (a) The society will furnish a state-licensed animal shelter facility located at 302 Brickyard Road in the city of Menomonie, Wisconsin.
- (b) The society will maintain proper and legal housing for dogs and cats which come into its custody. The society will service and impound dogs and cats that are potentially adoptable. The society will serve as a referral agency if possible, for animals not mentioned above.
- (c) The society will maintain suitable office hours at the animal shelter for the purpose of transacting business in connection with the duties under this contract and for the purpose of receiving animals or for accepting applications for the redemption of impounded animals.
- (d) The society shall appoint competent and qualified agents for the carrying out of the responsibilities under this contract who shall be responsible to the elected officers of the society's board of directors.
- (e) The society shall provide proper food, water, shelter and other humane treatment for such animals while they are in the society's possession and until adopted or otherwise humanely disposed of.
- (f) The society will cooperate with the appropriate health department or law enforcement officers by following procedures required by any ordinance concerning persons or animals bitten by an animal at the society's shelter.

- (g) The society will serve as a centralized animal "lost and found" facility for persons within Dunn County.
- (h) The society shall retain all fees for animals reclaimed by their owners during impoundment and shall retain all fees for animals adopted by patrons. This includes, but is not limited to, all fees provided for in Chapter 174 of Wisconsin Statutes.

Section 1.02 Medical Attention

- (a) The society shall provide an animal with immediate veterinary medical attention if necessary. Each animal is veterinarian inspected as soon as possible and/or as applicable by law, vaccinated, tested for common diseases, de-wormed and spayed or neutered if age and health appropriate. If the animal's owner is able to be identified all expenses incurred for daily boarding and veterinary medical care shall be the responsibility of the pet owner.

Section 1.03 Rabies Quarantine

- (a) The society will not accept animals requiring quarantine where the owner is known at time of impound (aka seized animals or animals-at-large that are identified at time of capture). All animals where the owner is known, requiring quarantine shall be referred to an appropriate veterinary clinic. The known owner will be responsible for all charges with said veterinary clinic.
- (b) The society will accept animals requiring quarantine where the owner is not known at time of impound (aka strays or animals-at-large that are not identified at time of capture). The society will make appropriate arrangements to complete the legal observation period and be responsible for all charges associated with the quarantine that are not covered by other appropriate agencies.
 - (i) If an owner comes forward during the quarantine period, the animal will need to be claimed, fees paid by the owner, and the quarantine completed at an appropriate veterinary clinic. The society will work with law enforcement to ensure this transition occurs and proper documentation and procedures are followed.
 - (ii) If no owner comes forward during the quarantine period, The society will complete the entire quarantine period and work with law enforcement and the health department to ensure a complete and accurate documentation of the incident per applicable laws.
- (c) The society will cooperate with all appropriate agencies by following procedures required by any ordinance concerning persons or animals bitten by animals in the municipality. This includes notification, documentation, and record-keeping to the health department.

Section 1.04 Collection of Fees & Record-keeping

- (a) The society will collect all impoundment, boarding and adoption fees and shall keep proper financial records to account for same. The society will permit the municipality, at all reasonable times, to inspect and audit such records and shall make such reports of monies available when requested in writing.
- (b) The society shall keep full and accurate records of all animals taken into custody and impoundment, showing the date, place, reason, and manner whereby animals were

brought into custody with a description of the animal and a record of its final disposition and shall make such reports of such records available when requested in writing.

Section 1.05 Assume Responsibility for Owner and Agent Acts

- (a) The society shall at its own cost and expense, carry insurance for the benefit of and to protect itself against all claims, demands, causes of action or judgments, and from all expenses that may be incurred in investigating or resisting the same. The society shall, at its own cost and expense, cause to be bonded, all its agents, who in the exercise of their duties, collect and have custody of public monies.

Section 1.06 Contract Not Assignable

- (a) The society shall not have the right, authority, or power to sell, mortgage, or assign this contract or the powers granted to it without the prior consent of the municipality.

Article II. Responsibilities of the Municipality In compliance with the terms and conditions of this contract, the municipality shall:

Section 2.01 Supply all Licenses

- (a) The municipality shall purchase and supply to the public all such pet licenses, certificates, numbered (metallic) tags, and receipt forms as shall be required by the state or county in carrying out of its responsibility under law.

Section 2.02 Animal Control and Rescue of Animals

- (a) The municipality is responsible for animal control training and services within their boundaries as specified in Chapter 174 of Wisconsin Statutes.
- (b) The municipality shall be responsible for the search and rescue of any covered injured animal or any covered animal which is trapped or is otherwise unnaturally restrained. The municipality shall be responsible for transporting such animals to the society's shelter in a humane manner.
- (c) The municipality shall be responsible for transporting all lost, stray, or homeless dogs and cats found within their jurisdiction to the society.
- (d) In the event of an owner arrest involving an animal within municipal jurisdiction, law enforcement for the municipality shall provide clear documentation regarding the animal and its owner, including a clear timeline for the expected claim of the animal. The law enforcement agency responsible for the owner arrest shall coordinate directly with the owner for the timely claim of that animal. If the owner cannot reclaim the animal within five (5) days, the law enforcement agency responsible for the arrest shall liaise with the owner to ensure completion of a legal surrender. Due to limited resources, all potential surrenders must be approved by the society prior to any promises or agreements being made to the owner.
- (e) Any seizure of animals in excess of quantity of 10 shall be construed as a large scale influx, and shall not be the sole financial and physical responsibility of the shelter. The municipality will be required to assist in the financial and medical care and placement of the animals.
- (f) If municipality officials must deliver animals to the society outside of regular business hours, the municipality agrees that no member of the public shall be allowed access to the shelter facility without approval by society staff.

- (g) The municipality further agrees to never release or distribute the personal contact information of any society personnel to the public and agrees to protect the privacy and safety of society personnel.

Section 2.03 Issuance of Fines

- (a) The municipality is responsible for the issuance of fines within their jurisdiction and the collection thereof.

Section 2.04 Method of Payment, How Computed

- (a) The one-year contract payment shall be computed on a per capita rate based on the human population estimated in the municipality to be served.
- (b) The one-year contract shall be computed at a rate of \$2.15 per capita for 2026.
- (c) It is understood and agreed that the contract sum shall be paid annually or quarterly with payments due upon receipt of the society's statement.

Estimated 2026 cost to the municipality:

Contract rate of **\$2.15** per capita of **1,254*** Village of Colfax residents = *yearly total of \$2,696.10* or quarterly total of **\$674.03**

**population total subject to change per October 2025 final estimates from The Wisconsin Department of Administration*

Article III. Contract Length

Section 3.01 It is mutually understood and agreed by the parties hereto that this agreement shall continue in effect for one year from the date hereof. However, it is fully agreed that during the contract period, this contract may be terminated by either party upon 90 days written notice to the other of an intention to terminate this agreement or enter into a new agreement.

Section 3.02 It is mutually understood and agreed to by the parties hereto that the municipality will defend this contract with all due and proper diligence should it be challenged by any action in law.

In witness whereof, the parties hereto have signed these presents and affixed their seals the day and year first above written.

Village of Colfax Representative

Date



10/14/2025

Shelter Manager, Dunn County Humane Society

Date



Tiffany Prince - President
PO Box 396
Colfax, WI 54730

Colfax Village Board Members:

The Colfax Youth Summer Rec program's (CYSR) primary mission is to teach and promote the youth sports organization in Colfax in an environment that fosters competition and individual development, instills the importance of being part of a team, readies players for High School sports, and enhances the enjoyment of youth sports players in the Colfax community.

The CYSR goal is to create a comprehensive, community-based program to support the development of players across a wide range of participation levels. Our ultimate vision is to foster consistent teams at the youth level to support our High School teams.

The CYSR program objectives are to do the following:

- Provide effective training for players at all levels.
- Provide programs that are cooperative with and respected by other community programs.
- Seek to maximize the potential of every player in the program.
- Encourage and foster player participation for the full length of a player's youth sports career by putting each player in a position to be successful.
- Emphasize the importance of teamwork and sportsmanship.

I know the Village Board has been very generous in the past with donations to the program. This year we are asking that you please consider another donation to the program in the amount of \$1,500. The money offered helps keep the cost of tuition lower and helps with the cost of new equipment.

If you have any further questions about the corporation, please feel free to reach me at 507-951-7273, or at colfaxyouthbaseball@gmail.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tiffany Prince', written in a cursive style.

Tiffany Prince
President,
Colfax Youth Sports Corporation

Employee Handbook



Updated and Approved by the Colfax Village Board
October 2025

Table of Contents

Employee Handbook	1
Table of Contents	2
Introduction	7
Purpose of this Handbook	7
At-Will Employment and Disclaimer	7
Handbook Updates	7
Legal Rights	7
Your Responsibility	7
Employer Rights and Responsibilities	8
Equal Employment Opportunity	8
Americans with Disabilities Act (ADA)	8
Whistleblower Protection	8
Reporting Misconduct	8
Protection from Retaliation	9
Employee Responsibility Employees are expected to cooperate fully in investigations and maintain confidentiality regarding the matter to the extent possible	9
Nepotism Policy	9
Gifts and Gratuities	9
Policy Development and Administration	10
Commitment to Public Service	10
Outside Employment	10
Conflicts of Interest	10
Prohibited actions:	10
Confidential Information	11
Harassment and Discrimination Policy	11
General Employee Conduct	12
Corrective Action & Accountability	13
Our Approach	13

The Process	13
Employee Participation.....	13
Policy Revisions.....	14
Recruitment & Employment.....	14
Hiring Policy.....	14
Employee Orientation	14
Position Descriptions	15
Personnel Records.....	15
Performance Evaluations.....	15
Residency Requirement	15
Employment Categories & Status.....	16
Full-Time Employees.....	16
Part-Time Employees	16
Seasonal Employees.....	16
FLSA Classification.....	16
Attendance and Time Off	16
Workweek and Hours.....	16
Overtime and Compensatory Time	16
Call-In Pay	17
Well Monitoring.....	17
Shift Differentials	17
Court Pay	17
Breaks/Rest Periods	17
Attendance and Punctuality.....	18
Attendance Standards	18
Reporting Requirements.....	18
Classification of Absences.....	18
Tardiness and Early Departures	18
Documentation.....	18
Attendance Thresholds.....	19
No Call No Show	19

Emergency Closing.....	19
Jury Duty	19
Voting Leave.....	19
Leaves of Absence.....	19
FMLA.....	20
Benefits stop if you:	20
Amount of Leave.....	20
Reasons for Leave	20
Military Family Leave	20
Notice & Certification	21
Returning to Work.....	21
Military Leave.....	21
Holidays (Full-Time).....	21
Vacation	22
Sick Leave.....	23
Eligibility & Accrual.....	23
Use of Sick Leave.....	23
Doctor's Note Requirement:.....	23
Payout at Separation	24
Sick Leave Incentive Payout	24
Funeral (Bereavement) Leave.....	24
Employee Benefits.....	24
Health Insurance	24
Post-Employment Healthcare Plan	25
Life Insurance	25
Dental Insurance	25
Retirement Plan.....	25
Deferred Compensation Plan	25
Uniforms.....	26
Workplace Safety	26
Purpose.....	26

Worker's Compensation Coverage	26
Reporting Work-Related Injuries or Illnesses	27
Compensation.....	28
Timekeeping	28
Payroll.....	29
Pay Increases	29
Training.....	29
Direct Deposit.....	29
Data Changes	29
Payroll Deductions	30
Mandatory deductions	30
Voluntary deductions	30
Garnishments.....	30
Employee Travel & Training	30
Attendance at Training and Professional Development.....	30
Expense Reimbursement.....	30
Overnight Travel.....	30
Meal Allowances.....	31
Per Diem Rate	31
Eligible Expenses.....	31
Receipts.....	31
Payment.....	31
Compliance.....	31
Other Travel Expenses	32
Vehicle Policy.....	32
Driver Responsibilities	32
Personal Vehicles	32
Accidents.....	32
Separation	33
Reduction in Force / Layoffs.....	33
Resignation.....	33

Personal Appearance.....	34
Drug, Narcotics, and Alcohol Policy.....	34
Prohibited Conduct	34
Testing.....	35
Electronic & Social Media	35
Electronic Communications & Internet Use	35
Social Media Use.....	36
Other Work Policies	36
Use of Village Phone Lines.....	36
Key Control.....	36
Weapons Policy.....	37
Smoking & Tobacco	37
Public Records & Media Contact	37
Grievance Procedure	37
Who Can Use This Procedure	37
What Can Be Grieved	38
Steps in the Grievance Process	38
Additional Notes.....	39
Employee Handbook Acknowledgment	40

Joint Review Board Minutes, October 13, 2025

On October 13, 2025 the Joint Review Board meeting was called to order at 6:00 p.m. at the Village Hall, 613 Main Street, Colfax, WI.

Roll Call: Members Present: Village President Jeff Prince (Chair), Colfax Schools Superintendent (Interim) Paul Blanford, Chippewa Valley Technical College representative Dan Lytle, Dunn County Supervisor Dan Dunbar, Public Member Tiffany Prince. Other Present: Trustee Annie Jenson, Trustee Carey Davis, Trustee Clint Best, Josh Low from Ehlers, Adam Accola from Dunn County Economic Development, Administrator-Clerk-Treasurer Julie Mitchell, Deputy Clerk-Treasurer Sheila Riemer, LeAnn Ralph from the Colfax Messenger, and Carrie Spielman.

Appointments

Public Member – Tiffany Prince will remain on the JRB as the Public Member. No voting necessary.

Chairperson – Carey Davis was appointed Chair and Board representative on the JRB.

Review Annual PE-300 reports of and the performance and status of the Village's active Tax Incremental Districts as required by Wis Stat Sec 6.1105(4m)(f):

Tax Incremental District No. 3 – This TID opened in 2002. Expenditures for the TID closed last year. We will need to pay off 2013 & 2015 bonds before we can close the TID. The Annual and Cumulative Balances are positive. No concerns with this TID.

Tax Incremental District No. 4 – This TID opened in 2006 as a mixed-use TID. This will be closing in 2026. No more money can be spent. By 02/22/2026 a Termination of District Resolution must be done to close it. The Village will work with our Auditors to close the TID. There is an extension option the Village Board may want to consider, which is an Affordable Housing Extension. This will devote \$35,000 to the planning and/or development of affordable housing anywhere in the Village. This housing is not limited to TID 4. That would be a one-year extension on the TID.

Tax Incremental District No. 5 - This TID opened in 2021. This is producing a lot relative to expansion. It is performing very well, above expectations. Further development is encouraged as we can add new development and annexes under this TID. Josh Low advises paying more back so we can pay it off early and have less interest.

Approve "Resolution Acknowledging Filing of Annual Reports and Compliance with Annual Meeting Requirement." – 2025-31 - A motion was made by Jenson and seconded by Tiffany Prince to approve the Joint Review Board Resolution, 2025-31. Voting For: J. Prince, T. Prince, Blanford, Lytle, Dunbar, Davis. Voting Against: none. Motion carried.

Adjourn: A motion was made by Lytle to adjourn. Davis adjourned the meeting at 6:25pm.

Carey Davis, Village Board Trustee
Chair of the Joint Review Board

Attest: Julie Mitchell
Administrator-Clerk-Treasurer

Joint Board/Personnel Committee Meeting – October 20, 2025

On October 20,, 2025, the Village Joint Board/Personnel Committee met at the Village Hall, 613 Main St, Colfax, WI at 6:00 p.m. Members present included Trustees Burcham, Davis, Jenson, Stene and Prince. Trustees Rud and Best were absent. Other present was Administrator-Clerk-Treasurer Mitchell. No media was present.

Call to Order- 6:00pm

Closed Session- Motion to convene into closed session pursuant to WI Statutes 19.85(1) (c) considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises.

- i. **Vacation**
- ii. **Personnel**

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

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

- i. **Vacation**
- ii. **Personnel**

A motion was made by Trustee Burcham and seconded by Trustee Stene to re-convene into open session at 7:35 p.m. A voice vote was taken with all members voting in favor. Motion carried.

Action taken to adjust Jolene Albright's vacation time and action taken to post a part-time LTE Rescue Director position.

Adjourn- A motion was made by Trustee Jenson and seconded by Trustee Stene to adjourn the meeting at 7:36 p.m. A voice vote was taken with all members voting in favor. Meeting adjourned.

Jeff Prince, Village President

Attest: _____
Julie Mitchell, Administrator-Clerk-Treasurer

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

All 2025 Issued Building Permits

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

All 2025 Issued Building Permits

Permit Number	Date Issued	Owners Names	Address	Project	Project Valuation	Total Permit Fee	Permit Status	Date Closed
CX25-13	Pending Payment	David Rosenbrook	114 Dunn Street; Colfax, WI 54730	Twin Home				
CX25-14	7/7/2025	Soloman Plank	510 University Avenue; Colfax, WI 54730	Raze	\$0.00	\$125.00	Closed	7/8/2025
CX25-15	7/3/2025	Todd Hodowanic	609 County Road M; Colfax, WI 54730	Electrical Service	\$2,000.00	\$125.00	Closed	7/7/2025
CX25-16	Cancelled	Matt Tuschl	716 Sletten Street; Colfax, WI 54730	Re-roof	\$1,000.00	\$100.00	Cancelled	8/11/2025
CX25-17	7/11/2025	Yvette Flaten	611 River Street; Colfax, WI 540730	Re-Roof	\$19,800.00	\$100.00	Open	
CX25-18	7/15/2025	Meier	108 Viking Drive; Colfax, WI 54730	Electrical Service	\$2,500.00	\$125.00	Closed	7/18/2025
CX25-19	7/23/2025	Kari Zimmerman	811 Riverview Avenue; Colfax, WI 54730	Re-Roof	\$15,800.00	\$100.00	Closed	9/25/2025
CX25-20	8/20/2025	Derek Westholm	908 University Avenue; Colfax, WI 54730	7.2 KW PV Installation	\$10,000.00	\$192.50	Open	
CX25-21	9/9/2025	Sarah Bolz	711 University Avenue; Colfax, WI 54730	Single Family Home	\$225,000.00	\$848.12	Open	
CX25-22	9/30/2025	Carrie & Tylar Spielman	913 University Avenue; Colfax, WI 54730	Drop Shed	\$5,900.00	\$125.00	On File	9/30/2025
CX25-23	9/18/2025	Susan Hill	505 Pine Street; Colfax, WI 54730	Re-Roof	\$18,300.00	\$125.00	Closed	9/30/2025
CX25-24	9/25/2025	Susan Hill	505 Pine Street; Colfax, WI 54730	Electrical Service	\$1,200.00	\$125.00	Closed	9/30/2025
CX25-25	Pending Review	Melissa Hodowanic	609 County Road M; Colfax, WI 54730	Deck				
CX25-26	Pending Review	KM Construction	113 Dunn Street; Colfax, WI 54730	New Single Family Home			Permission to Start	

All 2025 Issued Building Permits

Permit Number	Date Issued	Owners Names	Address	Project	Project Valuation	Total Permit Fee	Permit Status	Date Closed
CX25-27	Pending Review	KM Construction	107 Dunn Street; Colfax, WI 54730	New Single Family Home			Permission to Start	

Total Number of Permits issued for the Month:

4

Total Number of Closed for the Month:

3

Monthly Project Valuation:

\$250,400.00

Year to Date Project Valuation:

\$876,831.00

**Village of Colfax Completed Inspections for the Month of:
September, 2025**

Permit Number	Date Issued	Owners Names	Address	Project	Inspection Type	Date of Inspection	Status
CX25-05	6/3/2025	KM Construction	118 Dunn Street; Colfax, WI 54730	Twin Home	Framing	9/4/2025	Approved.
					Rough Electrical	9/4/2025	Approved.
					Rough Plumbing	9/4/2025	Fail
					Rough HVAC	9/4/2025	Approved.
					Rough Plumbing	9/26/2025	Approved.
					Insulation	9/26/2025	Approved.
CX25-19	7/23/2025	Kari Zimmerman	811 Riverview Avenue; Colfax, WI 54730	Re-Roof	Final	9/24/2025	Approved.
CX25-21	9/9/2025	Sarah Bolz	711 University Avenue; Colfax, WI 54730	Single Family Home	Footings	9/24/2025	Approved.
					Foundation	9/29/2025	Approved.
CX25-23	9/18/2025	Susan Hill	505 Pine Street; Colfax, WI 54730	Re-Roof	Final	9/25/2025	Approved.
CX25-24	9/25/2025	Susan Hill	505 Pine Street; Colfax, WI 54730	Electrical Service	Electrical Service	9/25/2025	Approved.
					Final	9/25/2025	Approved.

Total Number of Inspections Completed for the Month: 12

Sheila Riemer

From: Chrystal Smith
Sent: Friday, October 24, 2025 12:19 PM
To: Sheila Riemer
Subject: Meeting Numbers

Run numbers for the month of September:

Calls: 69

Exported: 1

Billed: 50

Closed: 5

Do Not Bill: 13 (events/fires/cancellation)

Chrystal L. Smith EMT-P

Colfax Rescue Director

Director's Phone 715 303 3049 ext. 1

Cell 715 933 4586

Mission Statement: *"Dedicated to offering outstanding service to the communities we serve by recognizing service before self."*

Administrator-Clerk-Treasurer Report

09/19/2025 - 10/13/2025

- **Bauman:** Hosted Karly from Bauman onsite on Wednesday, Oct 14. I completed many journal entries to help get us on track for our audit.
- **Banking:** I processed our first payroll out of the Dairy State Bank checking account. It was a little painful going back and forth between Workhorse and Dairy State Bank to get the ACH set up correctly. There were several steps for both applications to complete before I was ultimately successful in posting it to Workhorse and to Dairy State Bank. I also requested a check from Sheila for the Elevator Funds to be moved to their new account at Dairy State Bank. I'm working on getting accounts to a more reasonable number to make it easier to see what we have. Three CDs matured this week and we moved those to our General Checking account with Dairy State Bank. More work to come to switch remaining ACH payments and credits and transfer other funds from Bremer to Dairy State Bank.
- **Rescue Squad:**
 - Posted the Part-time LTE Rescue Director position.
- **Budget:** Worked on budget worksheets and finished all remaining 2024 and 2025 data entry. I still have some 2025 projections to wrap up. I asked the Department Heads to have their budgets to me by 10/28/2025. I
- **Cedar Corp/CDBG:** I am working with Renee Swenson on how to proceed with formal program closeout by the end of 2027. She will provide a quote for remaining responsible for ongoing file and loan management, administration of the project files, payoff requests, satisfactions, subordinations, etc. Cedar Corp has always provided these services for us, and I expect that will continue into the future.
- **Development:**
 - Internal discussions surrounding potential for expanding up Dunn Street, including talking about contacting the landowners for potential sale of some land on the east side of Dunn St.
 - Jeff and I have a call with Adam Accola and Ronak Patel next week to discuss the land south of the current nursing home.
- **Insurance:** Waiting on Curtis Deprey with MSIG Insurance regarding quotes/rates for 2026.
- **Dunn County IT:**
 - Met with Jake and his staff on 10/21/2025. They checked the server, Village Hall offices, Police office, Public Works and Rescue to determine our current equipment and needs. Jake said that our computer equipment (computers/laptops) is old and mostly obsolete at this point. He will add new equipment into the quote for the Board to consider.
 - I've been in talks with VC3, which is a contract that Carrie signed in October, 2024. We are stuck with that contract until October, 2027. The first two years are supposed to be reimbursable through a cyber grant with the League of Wisconsin Municipalities. The third year is the responsibility of the Village at a cost of \$759/month (\$9,108 total). This cost will be on top of what Dunn County will provide for support. The support costs for Dunn County during the

remainder of our VC3 contract will be less due to VC3 managing email and Microsoft 365 licensing.

- **Grassland Agreement:** The Village attorney is looking up everything he has on the wastewater agreement with Grassland. Meanwhile, I have set up a meeting with Laura, who was the contact person that Carrie and Rand worked with in the past. We will meet on
- **Training/Meetings:**
 - Sheila and I attended the Wisconsin Towns Association Fall Banquet and Quarterly Meeting on 10/22/2025. We had the opportunity to talk with people from the other Towns in Dunn County, Dunn County officials and staff, and legislators from the Wisconsin Senate and Assembly. The subject of Tony Christopherson's effort to create a EMS District in Dunn County was discussed. The Towns gave feedback directly to the legislators about their concerns with the costs and availability. There are 5 or 6 different EMS squads who support the Towns of Dunn County. The per capita rates across the Towns varies widely, with Colfax right about in the middle. I expect much more discussion to come with Tony applying for the Innovation Grant.
 - I met with Mark Servi and others regarding LRIP funding. No report or reimbursement request was ever submitted for the Balsam Street project. I will work with Sheila and whomever else I need to in order to get the information so we can get that reimbursement. We are also applying for funds for the Cedar Street project in 2026.
- **Time Clock:** We have officially kicked off the timeclock effort with TCP. I had our official kick-off with our implementation representative and we discussed our needs and he is responsible for managing the project and ensuring TCP has all of the information they need. We are currently working on uploading employees and leave accruals/policies to put in the system. We will meet weekly to ensure we stay on track. We will likely be able to go live in December.
- **Ambulance/Ram Warranty** - Tony will dedicate work time to this next week. I do not have an update at this time.
- **Employee Handbook:** Worked on updates to the Employee Handbook and integrated feedback I received. It is ready for review and potential Board approval.
- **Streets:** Working on whether we can use TID funding to complete the water/sewer work on Dunn St. south of 5th Ave. Mitch (Ayres), Josh (Ehler's), Rand and I are in contact on this.
- **Department Head Meetings:** We began our bi-weekly meetings on 10/14/2025. We talked about the actions from the Board Meeting prior, as well as received updates from each department. We will continue these bi-weekly.

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