

Village of Colfax
Regular Board Meeting Agenda
Monday, December 8th, 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 –November 24th, 2025
 - b. Review Statement of Bills Dairy State Bank Checking – November 24th, 2025 – December 7th, 2025
 - c. Review Statement of Bills Solid Waste & Recycling - November 24th, 2025 – December 7th, 2025
 - d. Review Statement of Bills Pooled Checking – November 24th, 2025 – December 7th, 2025
 - e. Licenses – Operator's License-December 8, 2025 – June 30, 2026 - Shanna Wayman-Synergy Cooperative, P Picotte-Little Slice of Italy, Lacey Valine-Synergy Cooperative
6. Consideration Items
 - a. Chrystal Smith-Rescue Squad Discussion
 - b. Building Inspection Agreement-Josh Melstrom
 - c. New Assessor Hire-January 1, 2026
 - d. Cemetery Rule Complaints-Discussion/Possible Action
 - e. Public Works Employee Ad-Discussion/Possible Action
 - f. Set Review Dates & Times
7. Committee/Department Reports/Discussions – (no action)
 - a. Colfax Police Department-Report & Financials
 - b. Industrial Site Development Workshop Information-December 9, 2025
 - c. Dunn County Sheriff Letter
 - d. ACT Monthly Report
8. 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
9. Open Session – Motion to convene into open session to take any action resulting from the closed session
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 – November 24, 2025

On November 24, 2025, the Village Board met at the Village Hall, 613 Main St, Colfax, WI at 7:00 p.m. The regular meeting of the Village Board was called to order by Trustee Stene, acting as President Pro Tem at 7:01pm. Village President Jeff Prince was excused. Members present included Trustees Davis, Jenson, Best, and Stene. Absent were Trustees Burcham, Rud and President Prince. Others present were Public Works Director Rand Bates, Deputy Clerk-Treasurer Riemer and Administrator-Clerk-Treasurer Mitchell. LeAnn Ralph with the Colfax Messenger was present.

Communication from the Village President –

Public Comment – None

Consent Agenda

- **Regular Board Meeting Minutes – November 10, 2025**
- **Review Statement of Bills Dairy State Bank – November 10, 2025 – November 23, 2025**
- **Review Statement of Bills Pooled Checking – November 10, 2025 – November 23, 2025**
- **Review Statement of Bills Solid Waste & Recycling Checking – November 10, 2025 – November 23, 2025**

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:

KM Construction – Xcel Energy & WE Energies – Mitchell and Bates presented information for Kris Meyer from KM Construction. Meyer is looking for the Village to help with the cost of running utility services (electricity and gas) south down Dunn Street to service the new construction. Trustee Davis expressed concern that if the Village covers the cost for this project, we would be asked to do this for everyone. Bates said that the Village has run the utilities in the past. Trustee Davis said the resident or builder should be responsible for running the utilities from the main to the residence. Trustee Jenson agreed with Trustee Davis. A motion was made by Trustee Davis and seconded by Trustee Jenson to run the main for the Xcel electric, not to include the main to the individual properties. Voting For: Trustees Best, Jenson, Davis and Stene. Voting Against: none. Motion carried. A motion was made by Trustee Jenson and seconded by Trustee Best to run the main line for WeEnergies for a total not to exceed \$3518.85, not to include the main to the individual properties. Voting For: Trustees Davis, Jenson, Best and Stene. Voting against: None. Motion carried.

End Loader Purchase Decision – There was discussion about the three options for an end loader. The first option, the John Deere, will be available in approximately 45 days with all of the accessories we need for \$253,500. Deere also has the preferred set up with one joystick to operate everything. CAT will not have a machine available for 5-6 months, and they would have to add a second joystick to operate part of the plow, so two joysticks would be needed. Case has a similar joystick set up and the plow for that machine wouldn't be available until next year as well. For those reasons, Public Works Director Bates recommends the Village purchase the John Deere end loader. A motion was made by Trustee Best and seconded by Trustee Jenson to approve the purchase of the John Deere end loader for \$253,500. Voting For: Trustees Jenson, Best, Davis and Stene. Voting Against: none. Motion carried.

Parks Recommendation – Disc Golf Course Trustee Best brought a rough layout for the proposed Disc Golf Course along 18-mile Creek. Other locations were considered, but this location already has lawn maintenance and other locations would involve clearing trees and other expensive setups. There is ample parking if the start and end of the course aligns with Iverson Park. At least one walk bridge would need to be installed. Trustee Davis suggested that Trustee Best get a hold of someone from Anderson Bridges to determine how much of a project that would be, as a simple bridge may turn into a large project based on the land conditions. Trustee Davis also suggested that the DNR may have more restrictions. The whole project cost is approximately \$5,000, not including bridges. Bates thinks there is \$1,700 available in a fund for sports and recreation that could go toward this project. A motion was made by Trustee Jenson and seconded by Trustee Davis to table this until Trustee Best has a chance to talk to Anderson Bridges and find out more information. A voice vote was taken with all members voting in favor. Motion carried.

GMDC Membership Dues Invoice – Riemer said this was for the Greater Menomonie Development Corporation, which Trustee Stene said is now a part of the Dunn County Economic Development initiative. A motion was made by Trustee Jenson and seconded by Trustee Best to approve the \$2,000 membership fee. Voting For: Trustees Best, Jenson, Davis and Stene. Voting Against: none. Motion carried.

Election List Approval – Riemer said the Board needs to approve the Election worker list so that we can give it to Dunn County. A motion was made by Trustee Davis and seconded by Trustee Jenson to approve the updated Election worker list. A voice vote was taken with all voting in favor. Motion carried.

Adjourn – A motion was made by Trustee Davis and seconded by Trustee Best to adjourn the meeting at 7:41 pm. A voice vote was taken with all members voting in favor. Meeting Adjourned.

Gary Stene, Acting Village President

Attest: _____
Julie Mitchell, Administrator-Clerk-Treasurer

12/05/2025 11:22 AM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

1 DSB CHECKING ACCOUNT

Accounting Checks

Posted From: 11/24/2025 From Account:
Thru: 12/07/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
1055	11/26/2025	24-7 TELCOM	44.90
1056	11/26/2025	AT&T MOBILITY	555.53
1057	11/26/2025	BOBCAT PRO	780.00
1058	11/26/2025	CENTURY LINK	129.32
1059	11/26/2025	CINTAS CORPORATION	46.49
1060	11/26/2025	COLFAX COMMUNITY FIRE DEPT	5,725.71
1061	11/26/2025	EHLERS	5,500.00
1062	11/26/2025	GREATER MENOMONIE DEVELOPMENT CORP	2,000.00
1063	11/26/2025	HANNAH PARROTT	70.00
1064	11/26/2025	HAWKINS, INC.	1,457.45
1065	11/26/2025	HYDROCORP	440.56
1066	11/26/2025	INTERSTATE AUTOMOTIVE	3,745.74
1067	11/26/2025	LEAGUE OF WI MUNICIPALITIES	750.61
1068	11/26/2025	LIBERTY VOTE USA INC	249.15
1069	11/26/2025	OLD NATIONAL BANK	197,065.00
1070	11/26/2025	PUBLIC SERVICE COMMISSION OF WI	90.22
1071	11/26/2025	SYDS PRINT & DESIGN	260.00
1072	11/26/2025	T-MOBILE	29.40
1073	11/26/2025	VC3 INC	779.00
1074	11/26/2025	WE ENERGIES	3,518.85
1075	11/26/2025	WOODS RUN FOREST PRODUCTS	36.54
1076	11/26/2025	ZEMPEL APPRAISAL SERVICE	950.00
AFLAC	12/01/2025	AFLAC	61.86
EFTPS	12/04/2025	EFTPS-FEDERAL-SS-MEDICARE	9,661.72
WIDOR	12/04/2025	WI DEPARTMENT OF REVENUE	1,496.50
CHARTER	11/28/2025	CHARTER COMMUNICATIONS	160.00
WIDCOMP	12/04/2025	WISCONSIN DEFERRED COMPENSATION	260.00
Grand Total			235,864.55

12/05/2025 11:23 AM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

SOLID WASTE & RECYCLING RU

Accounting Checks

Posted From: 11/24/2025 From Account:
Thru: 12/07/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
1610	11/26/2025	FIRST CHOICE	364.24
1611	11/26/2025	RICHARD TOBIANSKI	24.99
Grand Total			389.23

12/05/2025 11:23 AM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 11/24/2025 From Account:
Thru: 12/07/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
XCEL	12/03/2025	XCEL ENERGY	4,053.95
WIETF	11/28/2025	WISCONSIN EMPLOYEE TRUST FUNDS (ETF)	10,429.53
CHARTER	11/28/2025	CHARTER COMMUNICATIONS	512.67
		Grand Total	14,996.15

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: _____

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 Shanna Marie Wrayman
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-440-4476 Email Address Swayman54730@gmail.com

Current Address E 9771 780th Ave Colfax 54730 1
(Street) (City) (Zip Code) (yrs. at address)

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

Date of Birth [REDACTED] Age 39

Place of Employment Synergy Coop Convenience Stores

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] 11/17/2025
(Chief of Police or designated staff Signature) (Date)

STATE OF WISCONSIN/ DUNN COUNTY

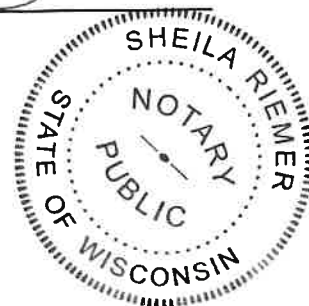
The above named applicant, being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license: that all the statements made by applicant are true.

[Signature]
Signature of Applicant

Subscribed and sworn before me this 14 day of November 2025.

[Signature] _____
(Signature of Notary Public) (Commission Expires)

Date Received: 11/14/25 Date to the Board: 12/8/25 Approved or Denied



Serving Alcohol

is proud to present this certificate to

Shanna Waymann

for successful completion of the online course



Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECARD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.

Verify online at
servingalcohol.com

Verification Code
ijJh3MCOJY

Date Issued
Nov 14th, 2025
VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: Shanna Waymann

Certification Date: Nov 14th, 2025

Certificate Code: ijJh3MCOJY

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>

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, 2025, 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 P Joseph Picotte
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-497-1008 Email Address pjpicotte@gmail.com

Current Address N5564 882nd St. Elk Mound 54739 13
(Street) (City) (Zip Code) (yrs. at address)

Previous Address _____
(City) (Zip Code)

Date of Birth _____ Age 39

Place of Employment Little Slice of Italy

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 Wanda Spiller 11/14/2025
(Chief of Police or designated staff Signature) (Date)

STATE OF WISCONSIN/ DUNN COUNTY

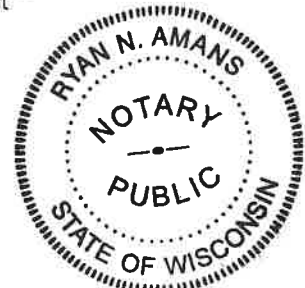
The above named applicant, being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license: that all the statements made by applicant are true.

X [Signature]
Signature of Applicant

Subscribed and sworn before me this 10 day of November, 2025

Ryan N. Amans 7/11/2026
(Signature of Notary Public) (Commission Expires)

Date Received: 11/14/25 Date to the Board: 12/8/25 Approved or Denied





LEARN 2 SERVE™

CERTIFICATE OF COMPLETION

This certifies that

PJ Picotte

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date
12/01/2016



Expiration Date
12/01/2018



Certificate #
WI-50360

A handwritten signature in black ink, appearing to read "Sarah Meyer".

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.

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

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 Lacey Ann Valine
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-704-1486 Email Address LaceyValine2004@icloud.com

Current Address N11561 670th St Wheeler WI 54772 5 years
(Street) (City) (Zip Code) (yrs. at address)

Previous Address _____
(City) (Zip Code)

Date of Birth _____ Age 21

Place of Employment Synergy

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] 11/25/25
(Chief of Police or designated staff Signature) (Date)

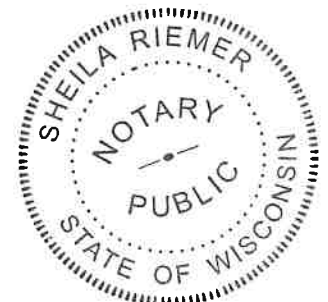
STATE OF WISCONSIN/ DUNN COUNTY

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 Lacey Valine
Signature of Applicant

Subscribed and sworn before me this 25 day of November 2025.
[Signature] 7-17-26
(Signature of Notary Public) (Commission Expires)

Date Received: 11/25/25 Date to the Board: 12/8/25 Approved or Denied





LEARN 2 SERVE™

CERTIFICATE OF COMPLETION

This certifies that

LACEY VALINE

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date
11/25/2025



Expiration Date
11/25/2027



Certificate #
WI-00644843

A handwritten signature in black ink, appearing to read 'Sarah H. Hagedorn'.

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.

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

AGREEMENT FOR BUILDING INSEPTION SERVICES

Village of Colfax
Dunn County, Wisconsin

WHEREAS, the Village of Colfax; Dunn County, Wisconsin is in need of an inspector certified to inspect buildings for building code compliance and

WHEREAS, Melstrom Inspections, LLC is an Inspection Agency certified to hire licensed inspectors to inspect buildings for building code compliance and

WHEREAS, the Village of Colfax; Dunn County, Wisconsin and Melstrom Inspections, LLC desire to commit to the terms of their agreement to writing.

THEREFORE, THIS AGREEMENT is made by and between the Village of Colfax; Dunn County, Wisconsin, hereinafter referred to as "Village" and Melstrom Inspections, LLC. The purpose of this agreement is to appoint Melstrom Inspections, LLC as the Building Inspection Agency to provide, on an "as needed basis", building inspection services within the Village to ensure compliance with the applicable building codes, zoning codes, and/or other ordinance requirements. The limits of this agreement are within the adopted building code ordinances of the Village.

NOW THEREFORE, The Village and Melstrom Inspections, LLC in consideration of the mutual promised hereinafter set forth, do promise, and agree as follows:

- 1. SERVICES.** The Village hereby appoints Melstrom Inspections, LLC to serve The Village in such a manner and capacity to meet the needs of the Village and to provide the following services:
 - A. Receive building permits applications per The Village's adopted building code ordinance;
 - B. Review building plans and building applications for building permits; all building plans and fees are to be submitted to Melstrom Inspections, LLC by the property owner or owner's representative;
 - C. Conduct inspections of Commercial and UDC for new and existing construction for building code compliance in the following areas:
 1. Erosion control
 2. Footings
 3. Setbacks
 4. Foundations
 5. Drain tile
 6. Basement floor area
 7. Under basement floor vapor barrier
 8. Construction
 9. Electrical
 10. Heating, Ventilation, and Air Conditioning (HVAC)
 11. Plumbing
 12. Energy conservation
 13. Final occupancy
 - D. Issue orders to correct the discrepancies in building code violations;
 - E. Create reports per items B, C, and D above;
 - F. Consult with the property owners, Village residents, builders with the building codes and/or ordinances;
 - G. Attend meetings of the Village Board and other boards, committees, and commissions upon request.
 - H. Provide documentation of insurance to the Village for General Liability and E&O Insurance against claims that might occur in carrying out this agreement.
 - I. Investigate complaints of property concerns related to building ode issues.
- 2. REPORTS/RECORDS.** As fulfillment of this contract, Melstrom Inspections, LLC shall:

- A. Develop and maintain property files including all plans, applications, permits, forms, and inspection reports. Melstrom Inspections, LLC shall retain all files. All files shall be deemed public record and open to the public.
- B. Provide to the Village on a monthly basis a list of permits issued, permits closed, and inspections made for the month.
- C. Provide reports, documents, and files relating to building inspections to the Village Clerk on request.
- 3. **ITEMS PROVIDED BY THE VILLAGE TO MELSTROM INSPECTIONS, LLC.** During the term of this contract, The Village agrees to provide to Melstrom Inspections, LLC:
 - A. Current Village Ordinances and other required Village forms.
 - B. Assistance with legal counsel associated with any litigation, administrative proceedings or any other matter arising out of the performance of this contract by Melstrom Inspections, LLC, subject to the limitations authorized by Wisconsin Statutes.
- 4. **COMPENSATION.** The Contractor's duties, term of engagement, compensation and provisions for payment thereof shall be as set forth below, which may be amended in writing from time to time, or supplemented with subsequent estimates for services to be rendered by the Contractor and agreed to by the Village, and which collectively are hereby incorporated by reference. During the term of this agreement, the Contractor shall devote as much of his productive time, energy, and abilities to the performance of his duties under this Agreement as is necessary to perform the required duties in a timely and productive manner. The Contractor is expressly free to perform services for other parties while performing services for the Village.

UDC Rates

- A. New one and two-Family Dwellings
\$675 base fee + \$.10/square foot of total square footage.
 - B. New modular or manufactured homes
To be placed on a slab only. \$350 flat fee.
To be placed on a permanent foundation. \$350 plus \$.10 per square foot of the total additional square footage in addition to the modular or manufactured home.
 - C. Additions
Additions to existing structures will have a flat fee of \$350 plus \$.10 per square foot of the total added space. If the addition is greater than 1000 square feet, the fee will per (A) above.
 - D. Alterations/Remodeling
Fees for alterations or remodeling will be charged per inspection. The first inspection will be \$125.00 plus and additional \$60.00 each additional inspection required.
be calculated on a per inspection basis.
 - E. Start Early
Footing and Foundation permit. \$150.
 - F. Erosion Control Fee
\$60 Erosion control fee will be included for any project that disturbs more than 1000 square feet of land. This fee does not apply to subsections (A), (B), and (C).
 - G. Accessory garages, sheds, or buildings over 200 square feet.
 - G1. Base Fee: Covers two inspections. Footings/Mono Slab and a Final. \$175
 - G2. With services: gas, above ground plumbing, below ground plumbing, HVAC, electrical, concrete slab and/or to be finished. Add \$60 per item to (G1) above.
- **If any portion of the finish detached garage, shed, or building has a living space used for sleeping, the rate will per Item (A) above.**
- H. Decks or gazebos.
Flat fee of \$150.
 - I. Pools
Below ground pool. \$150.
W/Deck, see sub section (H).
 - J. Service Inspections

If not included in any of the inspections above. Service inspections for electrical, water service, waste, and/or gas will be \$125.00 for the first service item plus \$60 per additional item.

K. Residential Solar Photovoltaic

20 KW and less \$175.00

Larger than 20 KW \$275.00

L. An additional \$35 fee will be added for the Wisconsin State Seal. If applicable.

Commercial Building Rates

M. New commercial construction and additions for all types of construction, unless per (N) below:

Base fee will be \$800 PLUS:

\$.20 per square foot up to 15,000 square feet, PLUS:

\$.10 per square foot for the balance.

Added fee for multi-family, educational, and medical facilities:

Add \$100 per room

Reduced rate for Storage facilities and warehouses:

Deduct 20%

N. Alterations:

\$200.00 Flat fee up to \$35,000 project valuation PLUS:

\$6.00 per \$1,000 of project valuation over \$35,000 up to \$300,000 PLUS:

\$3.00 per \$1,000 of project valuation over \$300,000

Commercial Electrical Rates

O. Commercial Electrical

For a combination commercial building and commercial electrical:

Add 45% to the total cost of the commercial building permit fee calculated under (M) or (N) Above.

For individual commercial electrical:

Electrical Services:

Up to 200 Amp Service \$150 PLUS:

\$35 per 100 amps over 200 amps

All Other Electrical:

\$200 Flat Fee up to \$20,000 of electrical project cost PLUS

1%, or fraction thereof, of electrical project cost between \$20,000 and \$300,000 PLUS

.5% over \$300,000 of electrical project cost between

P. Plan review fee:

Residential will be 10% of UDC permit costs

Individual Commercial Electrical, if applicable, will be 10% of electrical permit costs

Commercial Building, if applicable, will be per Table 302-31-2 on form SBD-118

Q. An administration fee of 10% will be added to the "would be" calculated total permit fee and charged for a building permit only. No inspections are charged and no other fees will be charged for this type of permit.

R. Signs, fences, and raze permits shall be a flat fee of \$100.00

S. Total square footage is based on all finished space, unfinished space and any attached structures such as decks, porches, and/or garages.

T. Starting without a permit is subject to double the total building permit fee.

U. Permit renewal fee will be half of the original permit fee with a minimum fee of \$150.00 and a maximum fee of \$300.00.

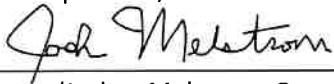
V. Re-inspection fee of \$80.00 will be applied to 2 or more re-inspections.

W. Other Village fees, if applicable will be in addition to the above fees.

- X. At the request of the Village, properties that need inspections due to complaints will be investigated at a rate of \$100.00 a site visit, invoiced to the Village. The rate includes a report or letter.
5. **INVOICING.** The total amount of permit fees that are submitted to Melstrom Inspections, LLC by the property owner or owner's representative per section(1B) above will be made out to the Melstrom Inspections, LLC. There is not a cost to the Village for said building permits.
6. **STATUS OF THE INSPECTOR.** Both parties acknowledge that the relationship created by this agreement is that of independent contractor for purposes of compensation and not that of employer and employee. It is intended that Melstrom Inspections, LLC shall be considered as an agent of the Village for the purpose of the authority to act on behalf of the Village for building inspection purposes to uphold statutes, ordinances, and regulations if applicable.
7. **NOTICE.** Any notice required or permitted to be given under this agreement shall be given in writing either delivered in person or by certified mail to the addresses below:
Village of Colfax
PO Box 417
613 Main Street
Colfax, WI 54730-0417
Melstrom Inspections, LLC
P.O. Box 351
Glenwood City, WI 54013
8. **TERM OF THE AGREEMENT.** The Term of this agreement shall commence on January 1, 2026 and continue through December 31, 2026.
9. **TERMINATION OF THE AGREEMENT.** Upon 60 days written notice either party written to the other party may terminate this agreement without cause. All such notices shall be delivered in person or by certified mail.
10. **ENTIRE AGREEMENT.** This contract contains the entire agreement between the parties regarding this matter. This agreement can only be modified by another written agreement signed by parties and their respective heirs, legal representatives, successors, assigns.
11. **GOVERNING LAW.** This Agreement and all questions arising in connection here within shall be governed by the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this four-page agreement on this _____ Day of December, 2025.

Melstrom Inspections, LLC:



(Joshua Melstrom; Owner)

11-25-25

(Date)

Village of Colfax:

(Jeff Prince; Village President)

(Date)

Village of Colfax:

(Julie Mitchell; Village Clerk)

(Date)



Bowmar Appraisal Inc
4330 Golf Terrace Suite 208
Eau Claire, WI 54701

Ph 715-835-1141
Fax 715-835-0417
office@bowmarec.com

October 27th, 2025

Village Board, Colfax, WI

On behalf of Bowmar Appraisal, Inc., I am pleased to present you with the enclosed proposal to provide assessment services for the Village of Colfax.

Bowmar Appraisal Inc. is a full-service assessment firm dedicated to quality control and superior customer service. Having provided assessment services to Northwestern Wisconsin since 1975; our familiarity with taxpayers, property valuation, and our working relationship with local municipalities and county staff will prove invaluable in these times of economic testing

Upon reviewing the overall level of assessment, the Village of Colfax fell out of compliance with the Wisconsin Department of Revenue in 2023 and currently stands at 68% of market value as of 2025. Per state statute, the village will need to complete a revaluation by the end of 2028 to come back into compliance and bring assessments back to market value.

Given this situation, our recommendation would be a 3-year all-inclusive assessment contract (2026-2028), which would include 2 years of assessment maintenance (2026 - \$7,500 and 2028 - \$7,600) along with an exterior revaluation to be completed in 2027 (\$20,600). The total cost could be spread over the 3 years evenly, rather than having the impact of the revaluation on a single year's budget alone.

Total cost	\$35,700
2026	\$11,900
2027	\$11,900
2028	\$11,900

We at Bowmar Appraisal have always valued our long-term relationships with our communities, and we look forward to establishing that relationship with yours.

Thank you for your consideration.

Sincerely,

Mike Kochaver and Staff

Bowmar Appraisal Inc.

VILLAGE of COLFAX DUNN COUNTY, WI

ASSESSMENT SERVICES PROPOSAL



Accurate

Uniform

Equitable

**A full-service
municipal assessment
company servicing
over 80 Wisconsin
communities.**

BOWMAR APPRAISAL INC.

TRUSTED FOR OVER 40 YEARS BY WISCONSIN COMMUNITIES

Trusted for over 40 years by Wisconsin Communities

Every community is unique and requires a wide array of assessment experience to achieve fair assessments. Bowmar Appraisal has a team of assessors with various years of experience within the assessment field. We are constantly learning and expanding our knowledge to fulfill the needs of our communities.

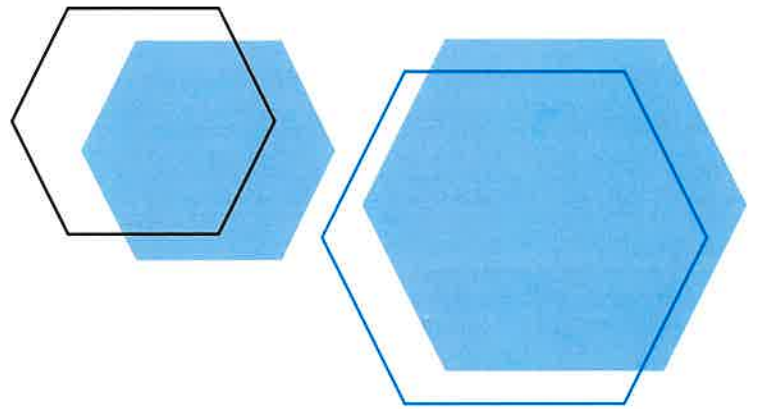
Rest assured, the job will be completed by a professional and knowledgeable staff.



STRONG REPUTATION

RESPECTED THROUGHOUT THE STATE OF WISCONSIN

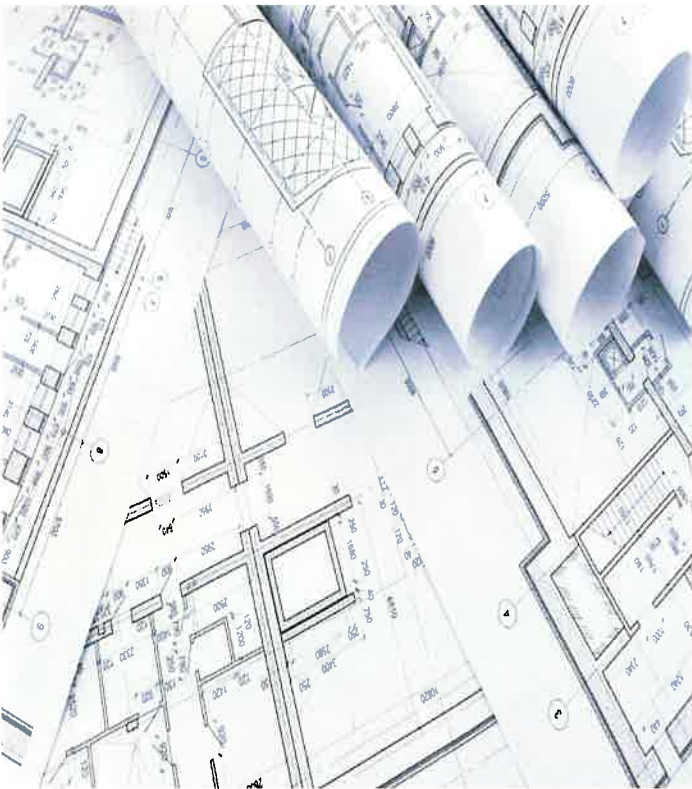
We have earned the respect of other assessors, who, along with their local leaders, will contract with us to complete reassessments in their communities. On occasion, we are brought in to help in unique valuation situations. With over 40 years in the assessment business, we have earned credibility and trust as one of the top firms in the State of Wisconsin. We strive daily to keep our good standing in the assessment field.

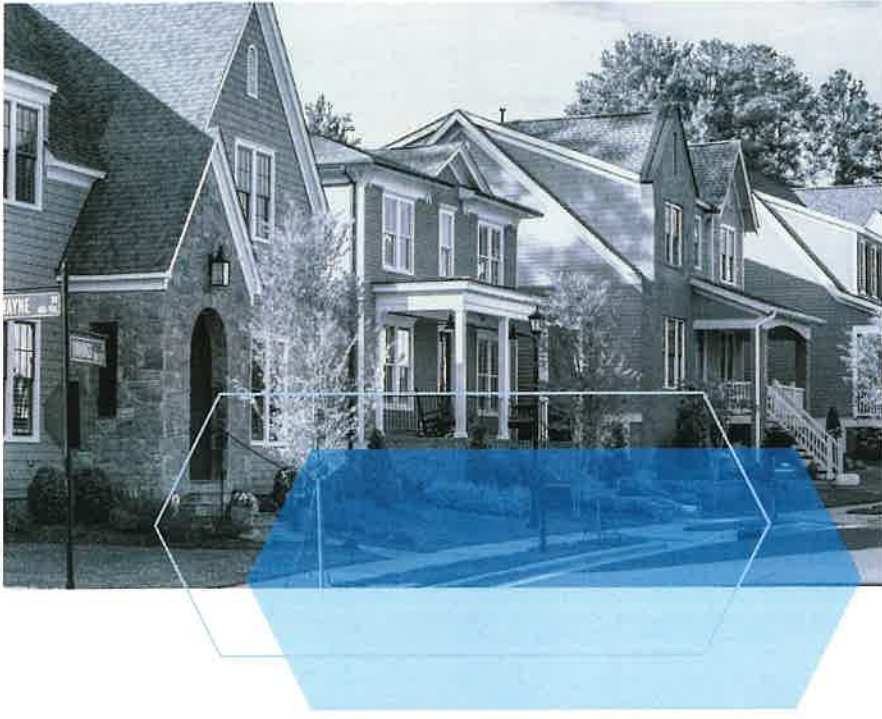


ASSESSMENT SERVICES

FLEXIBLE TO ACCOMMODATE YOUR COMMUNITY'S NEEDS

- Contracted Assessor
- Yearly Assessment Maintenance
- Revaluations/Reassessments
- Unique Valuation Projects
- Aiding other Assessors on the technology front
- Custom solutions
- Educating the public on Ad Valorem taxation





MARKET DRIVE CAMA SYSTEM

(COMPUTER AIDED MASS APPRAISAL)

Bowmar Appraisal utilizes the **Market Drive** CAMA system for all our communities. **Market Drive** was developed by Wisconsin Assessors for Wisconsin Assessors and is written exclusively for municipalities and contract assessment firms in the State of Wisconsin.

Utilizing **Market Drive** allows property owners to access assessment data quickly and easily online at assessordata.org.

OUR Communities

EAU CLAIRE OFFICE

Town of Adams

Town of Alma

City of Amery

Town of Bone Lake

City of Black River Falls

City of Bloomer

Town of Brunswick

Village of Cadott

City of Chippewa Falls

Village of Clayton

Village of Conrath

Town of Dovre

Village of Elk Mound

Town of Goetz

Town of Grant

Village of Grantsburg

City of Greenwood

Town of Hallie

City of Hudson

Town of Lafayette

Village of Lake Hallie

Town of Lincoln, Trempealeau Co.

Town of Lincoln, Polk Co.

Village of Merrilan

Village of North Hudson

City of Owen

Town of Pleasant Valley

City of Saint Croix Falls

Town of Seymour

Town of Sigel

Village of Somerset

Village of Spring Valley

City of Spooner

City of Stanley

City of Thorp

Village of Trempealeau

Town of Troy

Town of Union

Town of Wascott

Village of Withee



OUR TEAM EAU CLAIRE OFFICE

OVER 75 YEARS COMBINED ASSESSMENT EXPERIENCE

Mike Kochaver, an Assessor II with over 35 years of experience in the assessment field, is involved with all facets of the assessment process.

Alyssa Schultz, an Assessor II and III with over 15 years of experience in the assessment field, is involved with all facets of the assessment process.

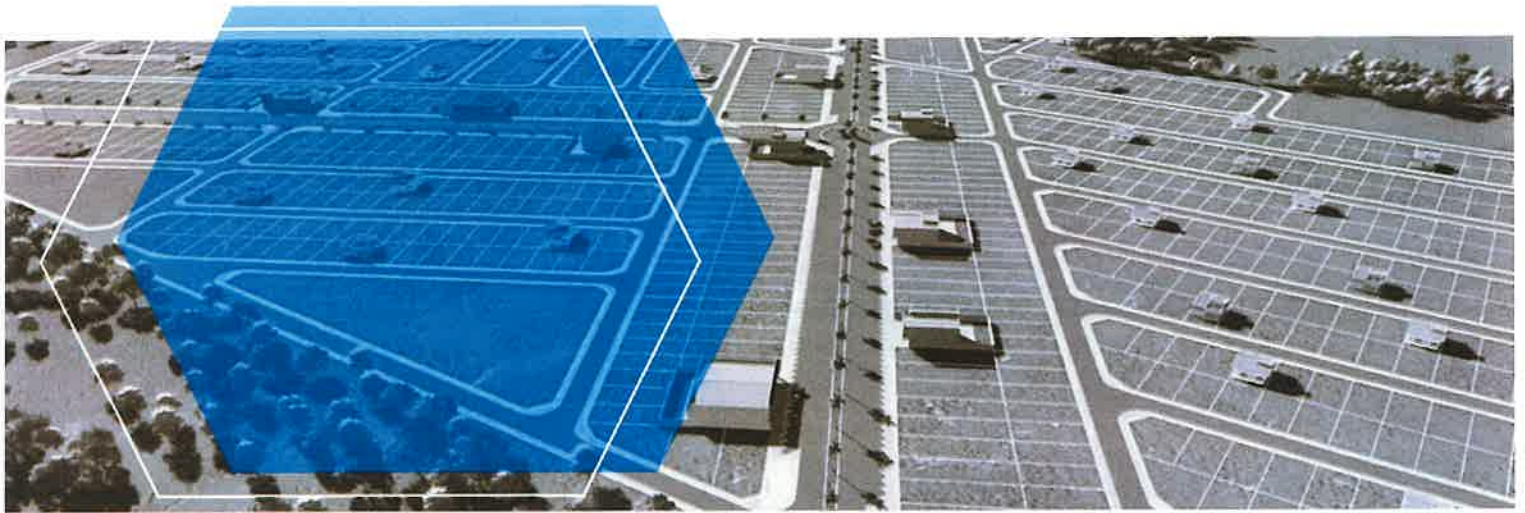
Jason Winters, an Assessor II and senior appraiser overseeing revaluations, data collection, as well as public relations.

Angela Schilling, an Assessment Technician with over 25 years in the assessment field, serves as the office coordinator, specializing in customer service and reporting.

Ann Meyer, an Assessment Technician, provides excellent customer service and specializes in data entry.

Dave Tracey, an Appraiser specializing in field inspections, data collections, and public relations.

Brayden Davis, an Appraiser specializing in field inspections, data collections, and public relations.



OUR OFFICES

OVER 80 WISCONSIN COMMUNITIES SERVED BY OUR 3 LOCATIONS

Eau Claire Office

4330 Golf Terrace Suite 208

Eau Claire, WI 54701

Phone: 715-835-1141

Fax: 715-835-0417

office@bowmarec.com

Appleton Office

3005 W. Brewster ST.

Appleton, WI 54914

Phone: 920-733-5369

Fax: 920-733-5762

bowmar@sbcglobal.net

Minocqua Office

P.O. Box 170

Minocqua, WI 54548

Phone: 715-577-1875

Fax: 715-356-1132

kittkoski@aol.com

**VILLAGE OF COLFAX ASSESSOR CONTRACT FOR 2026, 2027, and 2028
WITH 2027 BEING AN EXTERIOR REVALUATION**

THIS AGREEMENT by and between BOWMAR APPRAISAL INC., a company hereinafter called the "Appraiser" and the VILLAGE OF COLFAX, DUNN COUNTY, WISCONSIN hereinafter called the "Village".

WITNESSETH: The Appraiser and Municipality for the consideration stated herein agree as follows:

ARTICLE I

SCOPE OF WORK: The Appraiser shall act as the Assessor for the Village for the years 2026, 2027, and 2028 and hereby agrees to perform everything to completion and complete it in a professional manner under this agreement. All work shall be performed in accordance with Chapter 70 of the Wisconsin State Statutes and the Wisconsin Property Assessment Manual. The following numbered paragraphs describe the work to be completed under this agreement.

1. The Appraiser shall assess all new construction improvements, all properties which the buildings have been destroyed or moved, and all properties which the original parcel has been split into two or more parcels.
2. On all properties in which ownership splits have occurred for that year, new annexations, new property record cards will be created.
3. All forms to be completed for the Department of Revenue by the Assessor will be completed by the Appraiser for the Municipality.
4. The Appraiser will send change of value notices to real estate property owners with a change in their assessed value. Property owners will be given the opportunity to discuss assessed values with the Appraiser on at Open Book prior to the Board of Review.
5. The Appraiser agrees to hold an Open Book session one day during the year.
6. The Appraiser at his discretion will field check properties in which there appears to be a question concerning the assessed value of the property.
7. The Appraiser shall be responsible for the completion of the Real Estate Assessment Roll.
8. The Appraiser will attend all meetings of the Board of Review to explain and defend under oath in regard to such values. In the event of appeal to the courts, it is agreed that the Appraiser shall be available to furnish testimony in defense of the assessed values.
9. All office supplies, stamps and telephone calls made by the Appraiser shall be paid for by the Appraiser.
10. The Appraiser shall maintain Workmen's Compensation and Public Liability Insurance on his staff.
11. The Appraiser will utilize Market Drive CAMA Software for assessment purposes.
12. The appraiser will use the Cost, Market, and Income Approaches to value all properties where applicable. Following guidelines set forth by the State of Wisconsin in the Wisconsin Property Assessment Manual.
13. The Appraiser will maintain a phone number for the community to contact the assessor Monday through Friday throughout the year. All phone calls, emails, or faxes will be answered in a timely manner.

ARTICLE II
EXTERIOR REVALUATION 2027

SCOPE OF WORK: The Appraiser shall complete a revaluation of all taxable real estate in the Village of Colfax for the 2027 Assessment Roll. The Appraiser agrees to perform everything to be performed and to complete in a professional manner all the work required under this agreement in accordance with Wisconsin State Statutes and the Wisconsin Property Assessment Manual. Market Drive's CAMA program will be utilized in the valuation of all properties. This revaluation will be an Exterior Revaluation. The appraiser will visit all taxable properties in the Village and do a walk around exterior inspection of every property. If a property owner requests an interior inspection the appraiser will comply. If the Appraiser feels entry is needed to a property, the appraiser will take the necessary steps to attempt to gain entry.

AGREEMENTS-APPRAISER: The Appraiser agrees to perform the following for the Municipality:

1. CONFORMANCE TO THE STATUTES. All work shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and in full compliance with all the rules and regulations officially adopted by the Wisconsin Department of Revenue.
2. PERSONNEL. (a) All personnel of the Appraiser providing services shall be currently certified in compliance with Section 70.055. (b) The Appraiser shall review any complaint relative to the conduct of his employee(s). If the Municipality deems the performance of any of the Appraiser's employees to be unsatisfactory, the Appraiser shall, for good cause, remove such employee(s) from work upon written request from the Municipality, such request stating the reason for removal.
3. ASSESSMENT MANUAL. All assessments shall be made in accordance with the Wisconsin Property Assessment Manual as specified in the Wisconsin Statutes Sections 70.32 (1) and 70.34.
4. PREPARATION OF RECORD CARDS. The Appraiser shall use existing record cards for each parcel to be revalued and update all property information digitally.
5. DATA FOR EVALUATION. The Appraiser will gather and analyze construction and market data necessary to appraise the revalued properties. This data will be noted on the individual property record cards. All data gathered will become the property of the Municipality.
6. DATA COLLECTION. The Appraiser will use existing data on properties to be appraised. Interior/Exterior inspection will be made on all new buildings. Interior inspection of existing buildings will be at the discretion of the Appraiser. The appraiser will accurately measure all improvements where previous records are inaccurate and prepare a complete outline sketch to scale of the major buildings showing all additions, porches and appendages with dimensions and necessary identifications on the property record cards. All pertinent construction data of improvements will be entered/updated on the appropriately.

7. **IMPROVEMENT-VALUATION.** (a) The Appraiser shall consider the Cost Approach; replacement costs shall be derived from costs within Volume II of the Wisconsin Property Assessment Manual. (b) In using the cost approach for agricultural outbuildings, the current replacement cost shall be determined for all sound buildings. Buildings in poor condition having little or no value shall be physically described and listed as having "No Value" or given an appropriate sound physical value. (c) In using the cost approach for mercantile improvements; area and perimeters shall be determined as recommended for use with Marshall & Swift's Pricing Manual. Proper base cost shall be selected as appropriate and adjusted to adequately reflect variations from base building cost. (d) Local modifiers shall be used in determining all current replacement costs. Local modifiers and cost appearing in the Assessor's Manual shall be adjusted when documented by an analysis of current construction costs and market sales data. Records shall be prepared and left with the Municipality to account for any adjustment made. (e) All accrued depreciation, including physical deterioration, functional obsolescence and economic obsolescence, must be accurately documented by the market and deducted from current replacement costs. (f) In the evaluation of improvements by the Income Approach, adequate records shall be prepared for each improvement so values showing the determination of value, a reconstruction of income and expenses, estimate of remaining economic life, and capitalization rate. Capitalization rates used shall be accurately documented by the market.
8. **DETERMINE LAND VALUES.** (a) Basic unit values shall be determined for residential and mercantile lands from an analysis of sales, rent leases and other available market data. In the analysis of market data, adequate records shall be prepared showing data collected and unit value determinations. Such records shall be left with the Municipality. Basic unit values for Agricultural lands will be determined by the Department of Revenue. (b) Having determined basic value, the Appraiser shall determine the land value of each parcel to be appraised. Land value computations shall be properly shown for each parcel on the property cards. (c) For residential and mercantile lands maps and schedules shall be prepared indicating unit values used and locations thereof to be left with Municipality. (d) A copy of all charts, schedules and tables, not previously referred to, including depth factor tables used in the valuation of lands shall be left with the Municipality.
9. **FINAL REVIEW.** After tentative appraisals have been made for each parcel, the Appraiser will make a final review of all property appraised. This review is to ensure uniformity in the assessments of various properties and to eliminate any errors that may have been made.
10. **CHANGE OF VALUE NOTICES.** Upon completion of the revaluation, all property owners will be sent notice of change in their assessed values. This notice will indicate their new assessments.
11. **INFORMAL HEARINGS.** After sending out the Change of Value Notices, the Appraiser will hold informal hearings at Village Hall with interested property owners or their agents concerning their assessed value.
12. **ASSESSMENT ROLL.** The Appraiser will be responsible for the proper completion of the assessment roll.

13. BOARD OF REVIEW; SUBSEQUENT APPEARANCE.

The Appraiser will attend all meetings of the Board of Review to explain and defend the assessed values and prepared to testify under oath regarding such values. In the event of an appeal to the Department of Revenue or the courts, it is agreed the Appraiser will be available to furnish expert testimony in defense of any of the assessed values. For any days that require the Appraiser to defend the assessed values before the Department of Revenue or the courts, whether it be pretrial or trial, or for Board of Review lasting more than [two] days, the Appraiser shall be paid \$400 per day.

14. INSURANCE. The Appraiser will maintain full insurance coverage to protect and save harmless the Municipality from claims, demands, action and causes of action, arising from any act or omission of the Appraiser in execution of work. The appraiser will maintain Workmen's Compensation and Public Liability Insurance on all employees. The Appraiser will carry valuable paper insurance on any records withdrawn from the Municipality as well as the Appraiser records.

15. MISCELLANEOUS GENERAL AGREEMENTS. (a) To ensure that employees maintain strict confidence regarding all privileged information received by reason of this agreement. (b) To supply all necessary office machines such as, but not limited to typewriters, calculators and computers.

ARTICLE III

OBLIGATIONS OF THE MUNICIPALITY: The Municipality will provide the Appraiser at no cost the following.

1. ACCESS TO RECORDS. The Municipality will allow access and make available to the Appraiser municipal records such as previous assessment rolls and records, building permits, assessor's workbook and municipal plats and maps at no costs.

ARTICLE IV

COMPENSATION: The Municipality shall pay to the Appraiser for the performance of this contract the amount of THIRTY-FIVE THOUSAND SEVEN HUNDRED DOLLARS (\$35,700) in the following yearly amounts:

2026 - \$11,900

2027 - \$11,900

2028 - \$11,900

The method of payment shall be quarterly invoices for services and expenses incurred during the previous quarter. Payment may also be billed based on compilation of work agreed upon by the Village and Assessor. The Municipality shall make payments no later than 30 days after receiving an invoice.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of _____, 2025.

VILLAGE OF COLFAX, WISCONSIN

APPROVED BY:

VILLAGE OF COLFAX

BY _____ AS OF _____

APPRAISER

Michael S Kochaver

10/25/2025

WITNESS

BY _____ AS OF _____

VILLAGE OF COLFAX
COUNTY OF DUNN, WISCONSIN

CONTRACT FOR INDEPENDENT MAINTENANCE ASSESSOR

This independent contractor agreement ("Agreement") is entered into on _____, **2025** ("Effective Date/ Date Signed"), by and between the VILLAGE OF COLFAX, a Wisconsin municipality, (the "VILLAGE") and **RANDY PROCHNOW**, **E5339 674TH Ave, Menomonie, WI 54751**, and individual d/b/a Prochnow Assessing, LLC ("Prochnow" or "Assessor") who is an independent contractor under this Agreement.

RECITALS

WHEREAS, The VILLAGE, exercising its statutory authority to levy taxes upon residential, commercial, forest, agricultural forest, undeveloped, agricultural, manufacturing, and other classes of real property, and personal property within its municipal boundaries; seeks to contract for the services of individual duly qualified to perform the functions of an assessor, and,

WHEREAS, Prochnow, represents that he possesses the requisite education, experience and certification to perform the functions of a maintenance assessor which include the ability assess and value real and personal property, and desires to contract to perform said functions with the VILLAGE and other municipalities;

NOW THEREFORE, in consideration of the forgoing recitals, the mutual promises contained herein, the exchange of services and payments contemplated by this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

AGREEMENT

- 1. Independent Contractor.** This is an independent contract arrangement. The VILLAGE does not hereby hire Prochnow as a municipal employee, and Prochnow does not seek employment as a municipal employee. Prochnow is an independent contractor who holds himself out to perform services as a maintenance assessor to the VILLAGE and other similarly situated municipalities. The VILLAGE does not hereby intend to control the time, place or manner of Prochnow's performance of the functions or tasks called for by this Agreement. Regardless, Prochnow shall, throughout the term of this agreement, perform the functions of maintenance assessor to the best of his ability, using his best efforts to perform the Services (defined below) in a workman like manner consistent with the prevailing industry standard for such Services.
- 2. Assessor Services.** The Assessor agrees to provide the following services ("Services") to the VILLAGE.
 - A. Attend the Wisconsin Department of Revenue assessor training program
 - B. Appraise and assess all taxable property including, but not limited to residential, commercial agricultural, industrial properties, special rights and interests, exempt, personal property, and public utility properties and equipment as of January 1st each year.
 - C. Revaluating all real estate based on sales to meet state statute
(Revaluation to take place in 2026 for the 2027 tax year)

- D. Maintain and add to the current appraisal cards including taking new pictures of all improvements, measuring and sketching improvements.
- E. Analyze real estate sales for use during open book, board of review, and equalization proceedings
- F. Conduct open book meetings, and other meeting from time to time upon request.
- G. Attend local meeting and confer with local administration upon request.
- H. Provide written report with respects to the Services rendered when directed.

3. Compensation. In consideration of the Services, the VILLAGE shall pay to Assessor a total fee of **\$8,700** annually. Payment is **\$3,000** for the first installment, to be invoiced and paid in January of each year of term and **\$5,700** for the second installment, to be invoiced and then paid by 30 days after the Board of Review meeting of each year of term.

4. Term. The term of this Agreement shall be from the Effective Date or Date Signed and will continue through the assessment years of **2026-2028** until 30 days after the Board of Review meeting for the VILLAGE, of the last year of the contract **2028**, unless previously terminated subject to the terms and conditions of section 5.

5. Termination. This Agreement may be terminated in accordance with the following provisions:

- A. By the mutual consent of the parties hereto.
- B. If a party has breached the terms of this Agreement, this Agreement may be terminated by the non-breaching party.
- C. By the VILLAGE if Assessor is unable to fulfill the obligations of this Agreement.
- D. By either party at any time by providing the other party with ten (10) days prior written notice of the termination.

6. Warranties. The Assessor further agrees and warrants that he will (i) make himself accessible to VILLAGE officials by telephone, email or cell phone during normal business hours. (ii) follow rules, statutes, laws and regulations relating to its Services, and (iii) perform his duties in a professional and workmanlike manner.

7. Miscellaneous.

A. Insurance.

- 1. Assessor shall provide and maintain during the term of this Agreement, liability insurance acceptable to the VILLAGE.
- 2. All premiums paid are the responsibility of the Assessor.
- 3. Upon request, Assessor shall provide the VILLAGE with the appropriate certificates of insurance.

B. Travel and Expenses.

- 1. Assessor shall provide his own transportation for work performed under this Agreement. The VILLAGE shall not reimburse for transportation or pay a mileage allowance.
- 2. The VILLAGE shall not be liable to the assessor for any expenses paid or incurred by the Assessor unless otherwise agreed to in writing.

C. Education and Training.

1. Assessor shall stay current on all the latest requirements in order to maintain licenses and certification required.
2. Assessor shall provide the VILLAGE with a copy of all applicable licenses and certifications.

D. Office Space and Supplies.

1. Assessor will not have office space at the VILLAGE Hall; however, meeting space will be available at the VILLAGE Hall during business hours for meetings with VILLAGE officials and other individuals for the completion of the aforementioned Services.
2. All office supplies shall be furnished and paid for by the Assessor.

8. Taxes. Assessor shall be responsible for paying any and all taxes imposed or assess by reason of the completion of the services or the Agreement, and shall indemnify the VILLAGE and hold the VILLAGE harmless from and against any liability whatsoever for such taxes.

9. Indemnification. Assessor shall indemnify, defend and hold the VILLAGE, its officers, board members, employees and representatives harmless from and against all losses, costs, expenses, liabilities, proceedings (including attorney's fees and costs) suffered by such parties relating to, or arising from any mistake, willful misconduct or negligence by Assessor arising from or relating to Assessor's performance of his Services. This indemnification provision shall include the activities and actions of any employee, agent, representative or contractor of Assessor who is performing or assisting with the performance of the Services.

10. Partial Invalidity. If any provision of the Agreement is held to be unenforceable or contrary to public policy, then such provision shall be enforced to the maximum extent permitted by law, and the parties consent and agree that the scope of such provision may be judicially modified accordingly such that the whole of the Agreement shall not fail, but that the scope of such provision shall be curtailed only to the extent necessary to conform to applicable law.

11. Amendment; Waiver. The Agreement may not be modified or amended orally, nor may any provisions be waived orally by any party, but only in a written agreement executed by both parties. It is understood that no waiver of any breach of any term of this Agreement shall constitute a waiver of any preceding or succeeding breach of the same or any either term.

12. Assignment. The Agreement may not be assigned by the Assessor without the prior written consent of the VILLAGE.

13. Section headings. The section headings in the Agreement are for convenience of reference only.

14. Entire Agreement. The Agreement contains the entire agreement between the parties with respect to the matters covered herein. No other agreements, representations, warranties or other matters, oral or written, purportedly agreed to or represented by or on behalf of the VILLAGE by any of its employees or agents shall be deemed to bind the parties with respect to the subject matter of this Agreement. The parties acknowledge they are entering into the Agreement solely on the basis of the representations and warranties contained within this Agreement.

15. Counterpart Signatures. This Agreement may be executed in multiple counterparts which taken together shall constitute on and the same Agreement and such counterparts may be transmitted by facsimile or electronic mail.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement as of the Effective Date.

ASSESSOR:

Randy Prochnow

Dated: _____

VILLAGE OF COLFAX OFFICIALS

Name: _____

Please print name on line above

By: _____

Signature of VILLAGE President

Name: _____

Please print name on line above

By: _____

Signature of VILLAGE Clerk

Name: _____

Please print name on line above

By: _____

Signature of VILLAGE Trustee

Name: _____

Please print name on line above

By: _____

Signature of VILLAGE Trustee

Dated: _____



State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • EQUALIZATION BUREAU • EAU CLAIRE DISTRICT OFFICE

November 01, 2025

Julie L Mitchell
Clerk, Village of Colfax
County of Dunn
PO Box 417
Colfax, WI 54730-0417

Mailing Address:
610 Gibson St Ste 7
Eau Claire WI 54701-2650
Phone: (715) 836-2866
Fax: (715) 836-6690
eqleau@wisconsin.gov

Non-Compliance Advisory

The Wisconsin Department of Revenue (DOR) is sending this advisory to ensure your municipality meets its statutory compliance requirements. DOR strongly recommends local government officials and assessors begin planning now to complete a municipal revaluation within the next three years. Budgeting, timing, and contract considerations should be determined several years in advance of the revaluation to ensure funding and an assessment contract is in place to meet assessment compliance within the required timeline.

Full-value Assessment Requirement

Under state law (sec. 70.05(5)(b), Wis. Stats.), a taxing district must assess property at full value at least once in every five-year period. To meet this requirement, the total assessed value of each major class must be between 90% and 110% of full value. A 'major class' of property is defined as a property class that includes more than 10% of the full value of the taxation district. If the assessed value of each major class of property in a taxation district is not within 10% of full value at least once during a four-year period, DOR is required to notify the taxation district.

Your Municipality's Compliance Status

The Village of Colfax has been out of compliance for three consecutive years. If your municipality does not complete a revaluation in 2026 adjusting all major classes of property to be within 10% of full value, DOR will issue statutorily required notices according to the timeline below.

Notice Timeline (sec. 70.05 (5)(d), Wis. Stats.)	
2026	First Notice of Non-Compliance - issued after four consecutive years of non-compliance
2027	Second Notice of Non-Compliance - issued after five consecutive years of non-compliance
2028	Order of supervised assessment - issued after six consecutive years of non-compliance

Next Steps - begin planning for your revaluation now:

- Review your budget to set aside funding
- Determine assessment contract details including scheduling within the statutorily-required timeframe

Thank you for your attention. If you have questions, contact Eau Claire District Equalization Bureau Supervisor, Lynette Heffner, at Lynette.Heffner@wisconsin.gov.

Sincerely,
Wisconsin Department of Revenue
Equalization Bureau, State and Local Finance Division

cc: Assessor

With the purchase of your cemetery lot(s), please be aware of the regulations we have at our location.

NEW EVERGREEN CEMETERY REGULATIONS

NO forms of decorations allowed from October 1 to April 1

This includes ornaments, bottles, flowers, containers & any other type of decoration

Planting of flowers, shrubs or trees around headstones is NOT permitted

Shepherd hooks and planters must be cemented

Cemetery is not responsible for any flowers or planters on grave

No dogs allowed

Village Office Number: 715-962-3311

WILLIAM J. ANDERSON
CHIEF OF POLICE



COLFAX POLICE DEPARTMENT

P.O. BOX 417, 613 MAIN ST.
COLFAX, WI 54730

NOVEMBER 2025 POLICE REPORT

CFS Date/Time	Description	Primary Units
11/01/25 00:44:13	TRAFFIC STOP	223
11/02/25 12:33:38	SUSPICION	217
11/02/25 12:37:39	CIVIL COMPLAINTS	217
11/02/25 17:33:02	CIVIL COMPLAINTS	508
11/03/25 08:59:10	EMERGENCY MEDICAL SERVICES	CXMD6
11/03/25 18:25:23	PUBLIC RELATIONS	212
11/04/25 15:35:22	EMERGENCY MEDICAL SERVICES	501, CXMD6
11/04/25 17:46:48	ESCORT	220
11/05/25 09:30:28	HARASSMENT/THREATS - PHONE, IN PERSON,	501
11/06/25 10:22:56	CHECK WELFARE ON SUBJECT	207
11/06/25 10:56:14	REFERRAL FOR SUBSTANCE ABUSE DISORDERS	207
11/06/25 17:37:41	TRAFFIC STOP	508
11/07/25 09:39:13	EMERGENCY MEDICAL SERVICES	CXMD6
11/07/25 09:57:15	ASSIST OTHER AGENCY INCLUDES P&P	214, 501
11/07/25 22:08:41	STRAY/DEAD ANIMAL CALLS	
11/07/25 23:13:58	TRAFFIC STOP	212
11/07/25 23:27:08	911 HANG UP CALL - NO INITIAL CONTACT MADE	216
11/08/25 15:28:57	TRANSPORT	226
11/08/25 21:18:50	SUSPICION	508, 212
11/08/25 21:57:44	911 HANG UP CALL - NO INITIAL CONTACT MADE	212, 508
11/08/25 22:20:29	TRAFFIC STOP	508
11/09/25 10:06:06	JUVENILE PROTECTIVE SERVICES/ CHILD ABUSE/	220
11/10/25 12:10:37	SUSPICION	501
11/11/25 04:11:18	ALARM	223, CXMD8, CF1
11/11/25 19:36:29	TRAFFIC STOP	222
11/13/25 11:13:26	CITY-VILLAGE CLOSED, DEBRIS OR	
11/13/25 23:46:39	TRAFFIC STOP	508, 225

CFS Date/Time	Description	Primary Units
11/14/25 17:13:15	LIQUOR LAW VIOL. 18 YOA OR OLDER ALCOHOL,	224
11/15/25 18:11:55	SUSPICION	225
11/15/25 18:36:48		
11/16/25 01:18:33	OWI	CXMD6, 225
11/17/25 12:17:06	STRAY/DEAD ANIMAL CALLS	501
11/17/25 16:44:24	911 HANG UP CALL - NO INITIAL CONTACT MADE	508
11/18/25 17:04:30	TRAFFIC STOP	508, 232
11/18/25 21:48:27	EMERGENCY MEDICAL SERVICES	508, CXMD6
11/19/25 13:37:01	FRAUD/ FORGERY/ COUNTERFEITING/ EXTORTION	501
11/22/25 12:07:09	EMERGENCY MEDICAL SERVICES	CXMD6
11/22/25 13:21:44	EMERGENCY MEDICAL SERVICES	CXMD6
11/23/25 06:43:29	EMERGENCY MEDICAL SERVICES	CXMD6
11/23/25 08:39:54	911 MISDIALS, SOMEONE STAYS ON THE PHONE	
11/23/25 15:36:15	CIVIL COMPLAINTS	214
11/25/25 08:11:50	SUSPICION	501
11/25/25 12:00:55	MISCELLANEOUS - NEVER 911 CALLS UNLESS	
11/25/25 12:04:08	FRAUD/ FORGERY/ COUNTERFEITING/ EXTORTION	501
11/25/25 12:12:10	MISCELLANEOUS - NEVER 911 CALLS UNLESS	
11/25/25 14:31:31	TRAFFIC STOP	501
11/25/25 15:48:28	JUVENILE DISORDERLY	501
11/25/25 18:53:04	TRAFFIC RELATED INCIDENT	508, 222
11/26/25 20:45:41	911 HANG UP CALL - NO INITIAL CONTACT MADE	508, 232
11/28/25 04:47:48	SUSPICION	232
11/28/25 14:48:51	JUVENILE RUNAWAY	
11/29/25 10:37:04	911 HANG UP CALL - NO INITIAL CONTACT MADE	228
11/29/25 19:59:46	TRAFFIC STOP	223
11/30/25 09:13:02	911 HANG UP CALL - NO INITIAL CONTACT MADE	215

Total Records: 54

12/05/2025 12:06 PM

All Vendors Transaction Detail

Page: 1

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Name</u>
From:	11/01/2025	DUNN COUNTY CLERK
Thru:	11/30/2025	DUNN COUNTY CLERK

<u>Transaction</u>	<u>Posting</u>		<u>Amount</u>
11/07/2025	11/07/2025	DUNN COUNTY CLERK	134.31
Receipt	15		
100-00-45100-100-000		FINES/FORFEITURES-MUNI COURT	134.31

Expenditures

0.00

Receipts

134.31

Julie Mitchell

From: info@momentumwest.org
Sent: Monday, November 24, 2025 10:38 AM
To: Julie Mitchell
Subject: Confirmation: Industrial Site Development Workshop

Registration Information

Industrial Site Development Workshop

Date: December 9, 2025 1:00 PM - 4:30 PM CST

Location: CVTC Energy Education Center
Main Conference Room 103

Date/Time Details: December 9th, 2025

Registration 12:30 PM

Program 1:00 PM - 4:30 PM

*No cost -
Invited by
Adam Accola*

You've successfully completed registration for Industrial Site Development Workshop via Momentum West Website.

[Click Here for More Information](#)

Summary			
Item	Details	Quantity	Total Amt
Total:			\$0.00 PAID

[Edit Registration / Edit Attendee\(s\)](#)

[Add to Google Calendar](#)

[Add to Yahoo Calendar](#)

[Add to iCal \(Outlook, Apple, or other\) Calendar](#)

Industrial Site Development Workshop

Date: December 9, 2025 1:00 PM - 4:30 PM CST

Location: CVTC Energy Education Center
Main Conference Room 103

Date/Time Details: December 9th, 2025
Registration 12:30 PM
Program 1:00 PM - 4:30 PM





Dunn County Sheriff's Office

Sheriff Kevin Bygd
Chief Deputy Marshall Multhauf

615 Stokke Parkway Suite G300
Menomonie, WI 54751
Communications Center: (715)232-1348
Business Office: (715)232-1564
Fax: (715)232-3900
www.DunnCountySheriff.com

November 30, 2025

Village of Colfax, Wisconsin
613 Main Street
Colfax, WI 54730

This letter is to inform you that on November 14, 2025, alcohol compliance checks were conducted in the County of Dunn, Wisconsin. State of Wisconsin law states that it is illegal to sell alcoholic beverages to persons under the age of 21-years-old.

During our investigation, the Blind Tiger sold alcoholic beverages to one or more underage volunteers. The licensee/establishment will not be cited but the actual bartender and/or clerk will be cited for violating Wisconsin State Statute 125.07(1)(a)2. This letter is to notify you of the violation in case your municipality wishes to sanction the licensee.

If you have any questions or concerns, please contact Sergeant Mack, of the Dunn County Sheriff's Office, at 715-231-2922.

Sincerely,

A handwritten signature in black ink, appearing to be "Jm #224".

Sergeant Jake Mack
Dunn County Sheriff's Office
Menomonie, Wisconsin

- **All Employee Meeting** - I scheduled an all employee meeting on 12/10/25 at 10:00am. Curtis Deprey from MSIG (our insurance rep) will be on hand to describe the new insurance, and I will go over the new Employee Handbook afterward. Employees will have the opportunity to enroll in the insurance and ask any coverage questions they have of Curtis. They will also be able to hear a consistent message on our employee handbook at once, and ask any questions regarding the policies contained therein.
- **Levy Limit / Mill Rate** - Our Public Hearing on the 2026 budget is scheduled for 12/08/2025. All relevant information will be available to the attendees.
- **Budget:** Pending approval on 12/08/2025.
- **Banking:** No Update
- **Elections:** Sent training requirements to a new Election Inspector. There is some Badger Book updating that needs to be done, but I may do this during the slower times of the Christmas/New Years holidays.
- **Rescue Squad:** Interviews were done on 12/01/2025. Final decision will be made at the Regular Board meeting on 12/08/2025.
- **Development:**
 - I spoke with Ronak Patel and Adam Accola on Wednesday, 12/03/2025. We did not have a formal assessment done on the property, but based on land sales within the Town of Colfax with similar acreage, the price per acre ranged from \$2,500 to \$12,500. Mr. Patel is going to talk with his group and give us a number that they're interested in getting.
- **Dunn County IT:** This is still on hold.
- **Grassland Agreement:** I reached out to the Village Attorney asking about the status of this.
- **Training/Meetings:** None
- **Time Clock:** I didn't have much time to devote to this, due to the short Holiday week.
- **Ambulance/Ram Warranty** - No update.
- **Employee Handbook:** The approved handbook will be reviewed at the all employee meeting, as mentioned above.
- **Streets:** No information to report.
- **Department Head Meetings:** No information to report.
- **Basement** - I left a voicemail for the State Commercial Inspector and did not hear back. I just followed up with an email to him (Joe Merchak) to see if we can schedule a time in the near future. He responded that he will contact me next week (12/8/25) to schedule a time.
- **Grant Writing** - I am in the process of writing for a grant for the Basement & Elevator project in conjunction with Lisa Bragg-Hurlburt. It is a grant from the RCU Foundation, and they typically award from \$50,000 up to \$500,000 per project. I have completed four of the 37 sections of this grant thus far.

Some of the sections are very short, others (about half) have a 10,000 character space to describe various aspects of the group, project, etc.

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