

Village of Colfax
Regular Board Meeting Agenda
Monday, January 12, 2026
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 –December 22nd, 2025
 - b. Review Statement of Bills Dairy State Bank Checking – December 22nd, 2025 – January 11th, 2026
 - c. Review Statement of Bills Solid Waste & Recycling – December 22nd, 2025 – January 11th, 2026
 - d. Review Statement of Bills Pooled Checking – December 22nd, 2025 – January 11th, 2026
 - e. Licenses – Operator's License January 12, 2026-June 30, 2026 – Rosalia Sonnentag, Synergy Cooperative
 - f. Training - Julie Mitchell – Municipal Clerks & Treasurers Institute-July 13, 2026-July 17, 2026 - \$499
 - Scarlett DeLion-WEMSA 2026-February 3rd-7th - \$1774.80
 - Faith Corn-WEMSA 2026-February 3rd-7th - \$1635.00
 - Robert Kelsall-WEMSA 2026-February 4th -7th -\$1531.80
6. Consideration Items
 - a. Consideration of a Budget Amendment to Reallocate Levy-Funded Appropriations to Library
 - b. Board Approval to Write Off 2023 Outstanding Claims for Rescue-\$37,845.09
 - c. Termination of TID 4-Discussion and Possible Approval
 - d. Ayres Associates-Final Pay Application for Skid Steer Guy-Close out Project23-1952.00-\$17,739.80
 - e. LUCAS 3 Device Proposal and Possible Approval
7. Committee/Department Reports/Discussions – (no action)
 - a. Special Board/Personnel Committee Minutes-December 15, 2025
 - b. Special Board/Personnel Committee Minutes- December 17, 2025
 - c. ACT Report & Financials-December 1, 2025 -January 11, 2026
 - d. Holiday Celebration-January 24, 2026
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 – December 22, 2025

On December 22, 2025, the Village Board met at the Village Hall, 613 Main St, Colfax, WI at 7:00 p.m. Members present included Trustees Jenson, Stene, Best, Davis, Burcham and Prince. Trustee Rud was excused. Others present were Public Works Employee Brett Sajdera, Allie Petznick, Police Officer Ryan Strzok (7:05), Deputy Clerk-Treasurer Riemer, Administrator-Clerk-Treasurer Mitchell and LeAnn Ralph with the Messenger.

Communication from the Village President – None

Public Comment – None

Consent Agenda

- **Regular Board Meeting Minutes – December 8, 2025**
- **Review Statement of Bills Dairy State Bank – December 8th, 2025 – December 21st, 2025**
- **Review Statement of Bills Solid Waste & Recycling Checking – December 8th, 2025 – December 21st, 2025**
- **Review Statement of Bills Pooled Checking – December 8th, 2025 – December 21st, 2025**
- **Licenses – Operator's License – December 22, 2025 – June 30, 2026 – Kaitlyn Papineau, Viking Bowl**
- **Training Request – Julie Mitchell-Ehler's 2026 Finance Seminar, Wisconsin Dells-\$816.40**

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

Consideration Items:

Splash Pad Location Decision -Allie Petznick – Allie stated the process is moving along nicely but the location needs to be decided for some of the information needed for the grants, they prefer to have more than less information and details. Some discussion also involved what to do with the old playground equipment. A motion was made by Trustee Stene to approve the fairgrounds as the location for the splash pad. Trustee Burcham seconded with the addition that the playground equipment be moved to Iverson Park. Voting For: Trustees Best, Stene, Jenson, Davis, Burcham and Prince. Voting Against: none. Motion carried.

Building Inspector Agreement-Josh Melstrom - Riemer stated that no other person turned in any offer. A motion was made by Trustee Stene and seconded by Trustee Best to approve the building inspector agreement for Josh Melstrom. Voting For: Trustees Burcham, Davis, Jenson, Stene, Best and Prince. Voting Against: none. Motion Carried.

SEH Environmental Monitoring at Colfax Landfill 2026 Agreement-\$6000 – Trustee Davis asked what the price was for last year. Mitchell stated that we did not have a contract last year, and that we had to have them perform the collections at the last minute for this year. Riemer said the 2024 contract was \$4400. A motion was made by Trustee Davis and seconded by Trustee Burcham to agree to the SEH Environmental Monitoring at Colfax Landfill for 2026. Voting For: Trustees Best, Stene, Jenson, Davis, Burcham and Prince. Voting Against: None. Motion carried.

Seasonal Ad-Discussion and Possible Action – A motion was made by Trustee Stene and seconded by Trustee Burcham to table this until the 2nd meeting in January. Voting For: Trustees Burcham, Davis, Jenson, Stene, Best and Prince. Voting Against: None. Motion carried.

Committee/Department Reports/Discussions- (no action) – Riemer suggested that the easiest way to do the holiday party this year was to hold it at the Viking Bowl again.

Closed Session - A motion was made by Trustee Stene and seconded by Trustee Best to convene to closed session at 7:14pm pursuant to WI Statutes 1985(1)(c) considering employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises. Voting For: Trustees Best, Stene, Jenson, Davis, Burcham and Prince. Voting Against: None. Motion carried

Open Session – A motion was made to convene into open session at 8:29pm by Trustee Stene and seconded by Trustee Burcham. Voting For: Trustees Best, Stene, Jenson, Davis, Burcham and Prince. Voting Against: None. Motion carried.

Motions from closed session – Motion to approve recommendations for Officer Ryan Strzok-\$2.62, part-time EMTs-5%+\$1.00, and Administrator Clerk Treasurer Mitchell-\$2.52. wage increases. Motion carried.

Adjourn – A motion was made by Trustee Stene and seconded by Trustee Burcham to adjourn the meeting at 8:32 pm. A voice vote was taken with all members voting in favor. Meeting Adjourned.

Jeff Prince, Village President

Attest: _____
Julie Mitchell, Administrator-Clerk-Treasurer

1/09/2026 9:42 AM

Reprint Check Register - Quick Report - ALL

Page: ACCT

1

1 DSB CHECKING ACCOUNT

Accounting Checks

Posted From: 12/22/2025 From Account:
 Thru: 1/11/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
1113	12/31/2025	24-7 TELCOM	44.90
1114	12/31/2025	AT&T MOBILITY	562.59
1115	12/31/2025	BAUMAN ASSOCIATES	5,817.50
1116	12/31/2025	BOBCAT PRO	2,035.00
1117	12/31/2025	BRETT SAJDERA	138.44
1118	12/31/2025	CBS SQUARED, INC	2,492.00
1119	12/31/2025	CENTURY LINK	129.32
1120	12/31/2025	CHIPPEWA VALLEY DOOR	668.00
1121	12/31/2025	COLFAX COMMUNITY FIRE DEPT	408.00
1122	12/31/2025	E.O. JOHNSON	328.81
1123	12/31/2025	EHLERS	10,000.00
1124	12/31/2025	ELAN FINANCIAL SERVICES	505.75
1125	12/31/2025	IMPERIAL DADE	115.60
1126	12/31/2025	JON HURLBURT	600.00
1127	12/31/2025	LEONARD & IRIS MURRELL	46.82
1128	12/31/2025	LF GEORGE, INC.	2,018.16
1129	12/31/2025	MEDPRO MIDWEST GROUP	210.00
1130	12/31/2025	MENOMONIE PUBLIC LIBRARY	22.95
1131	12/31/2025	MISSISSIPPI WELDERS SUPPLY CO.	128.57
1132	12/31/2025	PENN CARE	310.19
1133	12/31/2025	PROCHNOW ASSESSING LLC	3,000.00
1134	12/31/2025	RIDGELINE UTILITY CO, LLC	1,275.00
1135	12/31/2025	T-MOBILE	29.40
1136	12/31/2025	TEAM LAB	195.00
1137	12/31/2025	WISCONSIN DEPARTMENT OF REVENUE	10.00
1138	12/31/2025	ZOLL MEDICAL CORP	38,328.54
1139	1/05/2026	COMMERCIAL TESTING LAB	500.00
1140	1/05/2026	HANNAH PARROTT	70.00
AFLAC	1/07/2026	AFLAC	61.86
EFTPS	12/31/2025	EFTPS-FEDERAL-SS-MEDICARE	10,254.51
WIDOR	12/31/2025	WI DEPARTMENT OF REVENUE	3,180.67
CHARTER	12/28/2025	CHARTER COMMUNICATIONS	160.00
WIDCOMP	12/31/2025	WISCONSIN DEFERRED COMPENSATION	250.00

1/09/2026 9:42 AM

Reprint Check Register - Quick Report - ALL

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ACCT

1 DSB CHECKING ACCOUNT

Accounting Checks

Posted From: 12/22/2025 From Account:
Thru: 1/11/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Grand Total 83,897.58

1/09/2026 9:41 AM

Reprint Check Register - Quick Report - ALL

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ACCT

SOLID WASTE & RECYCLING RU

ALL Checks

Posted From: 12/22/2025 From Account:
Thru: 1/11/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
1618	12/31/2025	FIRST CHOICE	182.95
1619	12/31/2025	JENSON FAMILY FARMS LLC	4,911.25
1620	12/31/2025	JOHNSON ROLL-OFF SERVICE, LLC	12,162.30
1621	12/31/2025	MENARDS-EAU CLAIRE	612.79
1622	12/31/2025	RICHARD TOBIANSKI	110.76
1623	12/31/2025	ROCK OIL REFINING, INC	72.50
		Grand Total	18,052.55

1/09/2026 9:40 AM

Reprint Check Register - Quick Report - ALL

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ACCT

POOLED CHECKING ACCOUNT

ALL Checks

Posted From: 12/22/2025 From Account:
Thru: 1/11/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
WIETF	12/22/2025	WI DEPT OF EMPLOYEE TRUST FUNDS	9,998.85
			Grand Total
			9,998.85

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 Rosalio FIRST NAME Ann MIDDLE NAME Sonnentag LAST NAME

Telephone Number 715-404-5203 Email Address rosie.sonneborn@gmail.com

Current Address 13522 Co Hwy D1 Bloomer 54724 18
(Street) (City) (Zip Code) (yrs. at address)

Previous Address *N/A* **(City)** **(Zip Code)**

Date of Birth _____ **Age** _____

Place of Employment Synergy Cooperative

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

Wen Anderson
(Chief of Police) or designated

12/31/2025
(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 of Applicant

Subscribed and sworn before me this 29 day of December, 2025

Shale Bunn
(Signature of Notary Public)

7-17-26
(Commission Expires)

Date Received: 12/29/25 Date to the Board: 1/10/26 Approved or Denied



TM**360 LEARN 2 SERVE**

CERTIFICATE OF COMPLETION

This certifies that

ROSA LIA SONNENTAG

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date
12/18/2025



Expiration Date
12/18/2027



Certificate #
WI-00645292

A handwritten signature in black ink.

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(2)m, Wis. Stats.

VILLAGE OF COLFAX

Training / Travel Request Form

Employee Information

Name	Julie Mitchell
Department	Administration
Job Title	A-C-T

Training / Event Information

Training / Event Name	Treasurer Year One
Sponsor / Organization	UW Green Bay – Municipal Clerks & Treasurers Institute
Location (City, State)	Remote – will complete in the office
Date(s) of Training / Event (From / To)	07/13/2026 – 07/17/2026
Purpose / Objectives of Attendance	Gain a better understanding of my Treasurer role
How will this training improve your ability to perform your job?	I will have a better understanding of the Treasurer aspect of my job

Estimated Costs

Registration / Tuition	\$499.00	
Transportation (Airfare, Mileage, etc.)	\$	
Lodging / Hotel	\$	
Parking	\$	
Other/per diem	\$	
Total Estimated Cost	\$499.00	

Travel Method

Personal Vehicle (Mileage Rate \$____ per mile)

Village Vehicle

Air / Train / Bus

Other: _____

Funding Source / Account to Charge: _____

Signatures & Approvals

		Signature	Date
Employee			
Dept. Head	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Administrator / Clerk-Treasurer	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Village Board	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		

VILLAGE OF COLFAX

Training / Travel Request Form

Employee Information

Name	Scarlett DeLion
Department	Colfax Rescue Squad
Job Title	AEMT/Captain - Training

Training / Event Information

Training / Event Name	WEMSA 2026
Sponsor / Organization	Wisconsin EMS Association
Location (City, State)	Green Bay, WI
Date(s) of Training / Event (From / To)	Feb 3 - 7
Purpose / Objectives of Attendance	CEUs toward license, Management training
How will this training improve your ability to perform your job?	helps to maintain license & expand knowledge that can be used to better Colfax Rescue

Estimated Costs

Registration / Tuition	\$ 645	2 pre-con classes + conference
Transportation (Airfare, Mileage, etc.)	\$ 289.80	est gas mileage both ways; 30mpg, \$2.50/gal
Lodging / Hotel	\$ 500.00	Quality Inn Stadium Area - car will stay at hotel, walking distance to con
Parking	\$ N/A	car will stay at hotel, walking distance to con
Other/per diem	\$ 340.00	\$68/day * 5 days, + meal
Total Estimated Cost	\$ 1774.80	

Travel Method

Personal Vehicle (Mileage Rate \$0.70 per mile)

Village Vehicle

Air / Train / Bus

Other: _____

Funding Source / Account to Charge: _____

Signatures & Approvals

		Signature	Date
Employee		Scarlett DeLion	12/29/25
Dept. Head	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Christie	12/31/25
Administrator / Clerk-Treasurer	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Jim Zink	12/31/25
Village Board	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		

VILLAGE OF COLFAX

Training / Travel Request Form

Employee Information

Name	Faith Corn
Department	Colfax Rescue
Job Title	EMT

Training / Event Information

Training / Event Name	WEMSA Conference & Expo
Sponsor / Organization	Wisconsin EMS Association
Location (City, State)	Green Bay, WI
Date(s) of Training / Event (From / To)	February 3 rd - 7 th , 2026
Purpose / Objectives of Attendance	Learn, education credits, pass on knowledge to Rescue, represent/network for Colfax Rescue
How will this training improve your ability to perform your job?	Learn new skills, exposure to new equipment, attend lectures/workshops useful for our area calls

Estimated Costs

Registration / Tuition	\$ 795.00	(\$395 main conference) (\$400 Pre-conference) <small>I have a student membership</small>
Transportation (Airfare, Mileage, etc.)	\$ 40.00	Carpool
Lodging / Hotel	\$ 500	Quality Inn 125/night
Parking	\$ 0.00	
Other/per diem	\$ 340	\$ 68/day x 5days meals
Total Estimated Cost	\$ 1635.00	

Travel Method

Personal Vehicle (Mileage Rate \$0.68 per mile)

Village Vehicle

Air / Train / Bus

Other: _____

Funding Source / Account to Charge: _____

Signatures & Approvals

		Signature	Date
Employee	Faith Corn	<i>Faith Corn</i>	1/4/2026
Dept. Head	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>Chas H</i>	1/5/26
Administrator / Clerk-Treasurer	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>Don - 21 -</i>	1/7/26
Village Board	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		

VILLAGE OF COLFAX

Training / Travel Request Form

Employee Information

Name	Robert Kalsall
Department	Rescue
Job Title	Lt/AEMT

Training / Event Information

Training / Event Name	WEMSA
Sponsor / Organization	WEMSA
Location (City, State)	Green Bay, WI
Date(s) of Training / Event (From / To)	2/1/26 - 2/7/26
Purpose / Objectives of Attendance	Education/Training
How will this training improve your ability to perform your job?	Learn new skills to pass along to rest of staff during station meetings / trainings

Estimated Costs

See attached proposal for course breakdown and details

Registration / Tuition	\$ 595 or \$445 (\$395 member price + \$50 WEMSA membership)
Transportation (Airfare, Mileage, etc.)	\$ mileage per policy 289.80 will use personal vehicle, have to travel separate. see proposal
Lodging / Hotel	\$ 375 Quality Inn
Parking	\$ 0
Other/per diem	\$ 272 Food per village policy \$68/day * 4 days meals
Total Estimated Cost	\$ 1531.80

Travel Method

Personal Vehicle (Mileage Rate \$.70 per mile)

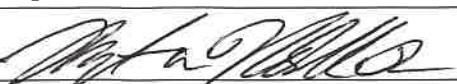
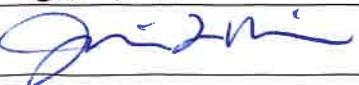
Village Vehicle

Air / Train / Bus

Other: _____

Funding Source / Account to Charge: _____

Signatures & Approvals

		Signature	Date
Employee			1/8/2026
Dept. Head	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		1/8/26
Administrator / Clerk-Treasurer	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		
Village Board	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		

Robert Kelsall WEMSA Proposal

Price for Conference: \$595 for non-member or \$445 (\$395 + \$50 Membership Fee). The main conference is 2/5-2/7 so I will not need any of the early preconference classes paid for.

Travel Plan: I work at Marshfield clinic until 6pm on 2/4. I would leave right after work and check into hotel around 9-10pm. I will be taking the day off from Marshfield on 2/5 to attend the conference. Due to my work time and being unable to take 2/4 off I will be driving myself to the conference instead of riding with everyone else the days prior. Return to Colfax around 1pm on 2/7 **Expense:** Milage Reimbursement per Village policy

Hotel and Food: Quality Inn (booked by the village) and Food allowance per Village policy

Thursday Class Schedule

- **0945-** Fundamentals of Rural Pediatric Trauma
- **1100-** Grant Writing 101
- **1315-** ECG Basics for Basics
- **1430-** Russian Roulette (Overdose Lecture)
- **1600-** Keynote: Infant PNB

Friday Class Schedule

- **0930-** Advanced Documentation Efficiency for EMS Clinicians
- **1045-** Grant Writing 202
- **1315-** Top 10+ Things a Rural Provider Should Know About Caring for Burn Injuries
- **1430-** Beyond Patient Care: Harnessing AI to Revolutionize EMS Operations
- **1600-** Keynote: It made me cry

Saturday Class Schedule

- **0800-** “Who’s your PAPPA?” Rapid recognition of high acuity emergencies presenting with chest pain for BLS providers.
- **0915-** That @#\$%! ePCR Documentation! How to incorporate documentation into the choreography of every call and create cohesive patient care reports that won’t get flagged!
- **1045-** EMS and Mandated Reporting, Red Flags in the Field: Recognizing and Reporting Abuse and Neglect of Children and the Elderly
- **1200-** Autism and EMS Response: Answering the call without causing more trauma!

Village of Colfax

Board Memorandum

To: Village Board
From: Administrator-Clerk-Treasurer
Date: 01/12/2026
Re: Budget Amendment – Reallocation of Levy-Funded Appropriations for Library Wages

Purpose

The purpose of this memorandum is to explain a proposed budget amendment to reallocate existing levy-funded appropriations from the General Fund to support Library wages. **This action does not increase the total tax levy or the total adopted budget.**

Background

The Village Board adopted the annual budget and tax levy in accordance with Wisconsin law. Since adoption, staff has identified surplus levy-funded budget authority within the General Fund. At the same time, additional funding is needed to support Library staffing and wage costs.

Wisconsin law allows the Village Board to amend the adopted budget during the fiscal year, provided the total levy and total appropriations do not increase and the amendment is approved by the governing body.

Proposed Action

Staff recommends transferring \$21,012 of levy-funded appropriations as follows:

- Source: General Fund – surplus levy-funded budget authority
- Destination: Library Fund – Salaries & Wages

This action reallocates existing budget authority and does not create new spending authority.

Financial Impact

- Total Village levy: No change
- Total budgeted appropriations: No change
- Taxpayer impact: None
- General Fund: Reduction of surplus levy-funded appropriations
- Library Fund: Increase in wage appropriation by \$21,012

Legal Authority

Pursuant to Wis. Stat. § 65.90, the Village Board may amend the adopted budget at any time during the fiscal year. This budget amendment requires approval by a two-thirds vote of the full Village Board.

Recommendation

Staff recommends approval of the proposed budget amendment transferring \$21,012 of levy-funded appropriations from the General Fund to the Library Salaries and Wages account, affirming that the total tax levy and overall budget authority remain unchanged.

2023 Outstanding Rescue Claims	Amount
February	\$ 1,490.57
August	\$ 3,490.15
September	\$ 6,503.71
October	\$ 10,908.88
November	\$ 4,943.07
December	\$ 10,508.71
TOTAL	\$ 37,845.09

Village Board Memo

TO: Village Board

FROM: Village Administrator-Clerk-Treasurer

RE: Termination of Tax Incremental District (TID) No. 4

DATE: January 9, 2026

Background

Tax Incremental District No. 4 was created pursuant to Wisconsin Statutes §66.1105 to support development and related public improvements within the district boundaries. The district has now reached its maximum statutory life and is scheduled to terminate on February 22, 2026.

Status of the District

All eligible project costs associated with TID No. 4 have been paid or are otherwise provided for. There are no outstanding obligations requiring the continued capture of tax increment, and the objectives for which the district was created have been accomplished.

Reason for Allowing the TID to Expire

Wisconsin law allows limited extensions of a tax incremental district only under specific circumstances, such as to recover eligible affordable housing costs. At this time, the Village does not have land available or a committed development project that would justify an extension of TID No. 4. Extending the district without an active, qualifying project would provide little benefit and would unnecessarily delay the return of value to the tax rolls.

Fiscal Impact

Upon termination of TID No. 4, the incremental equalized value will be returned to the tax rolls and shared among the Village, County, School District, and other overlying taxing jurisdictions. Any remaining balance in the TID special fund, after payment of all obligations, will be distributed in proportion to each jurisdiction's share of the tax increment, as required by statute.

Recommendation

Staff recommends adoption of the resolution terminating Tax Incremental District No. 4 effective February 22, 2026, in compliance with Wisconsin Statutes §66.1105. This action allows the Village to close the district cleanly, return value to the tax base, and preserve flexibility to consider future economic development or housing tools when appropriate.

RESOLUTION NO. 2026-1

A RESOLUTION TERMINATING TAX INCREMENTAL DISTRICT NO. 4

WHEREAS, the Village Board of the Village of Colfax, Dunn County, Wisconsin, pursuant to the provisions of Wisconsin Statutes §66.1105, previously approved the creation of Tax Incremental District No. 4 (the "District");

WHEREAS, all project costs of the District have been paid or are provided for, and the objectives of the District have been accomplished;

WHEREAS, the District has reached its maximum statutory life and is required to terminate on February 22, 2026, in accordance with Wisconsin Statutes §66.1105(7);

WHEREAS, pursuant to Wisconsin Statutes §66.1105(6), upon termination of a tax incremental district, any positive balance remaining in the tax incremental district fund, after payment of all obligations, shall be returned to the overlying taxing jurisdictions in proportion to their respective shares of the tax increment;

WHEREAS, the Village Board has determined that it is in the best interest of the Village and the overlying taxing jurisdictions to formally terminate the District and return the incremental value to the tax rolls as provided by law.

NOW, THEREFORE, BE IT RESOLVED:

1. Termination: Tax Incremental District No. 4 is hereby terminated effective February 22, 2026, pursuant to Wisconsin Statutes §66.1105.
2. Disposition of Funds: The Village Administrator-Clerk-Treasurer shall distribute any excess increment collected after providing for ongoing expenses of the TID, to the affected taxing districts with proportionate shares as determined in the final audit by the Village's auditor, Eric Davidson, Bauman Associates, as required by Wisconsin Statutes §66.1105(6).
3. Return of Incremental Value: Upon termination of the District, the equalized value increment of the District shall be returned to the tax rolls of the overlying taxing jurisdictions in the manner provided by law.
4. Administrative Actions: The Village Administrator-Clerk-Treasurer is authorized and directed to notify the Wisconsin Department of Revenue, Dunn County, and all overlying taxing jurisdictions of the termination of Tax Incremental District No. 4 and to take all actions necessary to implement this resolution.

PASSED AND ADOPTED this ____ day of January, 2026, by the Village Board of Trustees of the Village of Colfax.

By: _____
Jeff Prince, Village President

Attest: _____
Julie Mitchell, Village Administrator-Clerk-Treasurer

Under state law, (sec. [66.1105\(8\)\(c\)](#), Wis. Stats.), the municipality terminating a TID and the Wisconsin Department of Revenue (DOR) must agree on a final accounting submission date. The "Final accounting submission date" you enter on this form is the date the TID Final Accounting Report (Form PE-110) will be due.

Instructions

1. Within 60 days of adopting a termination resolution or by April 15, whichever comes first, email tif@wisconsin.gov:
 - Completed Form PE-223 (Section 1)
 - Municipality's adopted termination resolution
2. When we receive your information, a DOR representative will approve, sign and email this form back to you
3. After you receive the signed Form PE-223 from us, complete the steps in Section 2 by the final accounting submission date
4. If you cannot e-file the TID Final Accounting Report (Form PE-110) by the final accounting submission date, email tif@wisconsin.gov to request a revised submission date. This date must be within 12 months of the termination resolution (sec. [66.1105\(6m\)\(b\)\(3\)](#), Wis. Stats.).

Questions? Contact us at tif@wisconsin.gov

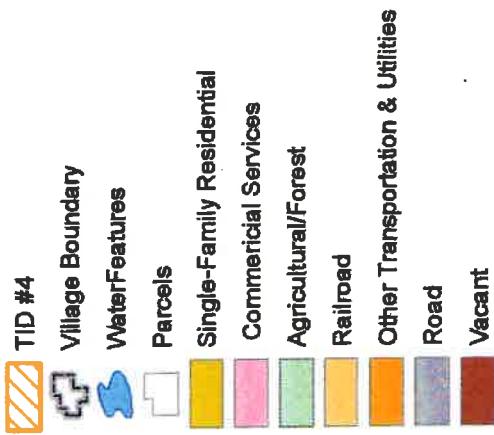
Section 1: Termination Information					
Municipal and TID Information					
Taxation district <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City (check one)	County	Co-muni code	TID number		
Enter municipality → Colfax	Dunn	<input type="checkbox"/> 17 - 111	4		
Important Dates					
Termination resolution date 01 - 12 - 26	Date notified DOR of termination 01 - 13 - 26				
Date notified real property lister (to remove TID number from the tax/assessment roll) 01 - 13 - 26	Final accounting submission date (6-12 months from termination resolution date) 09 - 01 - 26				
Clerk Information					
Name Julie L. Mitchell	Phone (715) 962 - 3311				
Signature 	Email clerk@vi.colfax.wi.gov				
Section 2: Final Accounting Information					
Final accounting submission date: 9 - 1 - 26					
Complete the following:					
1. Complete the TID Final Audit. Save a copy in the municipal TID records.					
2. E-file the TID Final Accounting Report (PE-110)					
Important – if your municipality does not e-file Form PE-110 with DOR by the final accounting submission date (or revised submission date), DOR will not certify or redetermine any future TIDs (sec. 66.1105(8)(d) , Wis. Stats.).					

DOR Approval (for department use only)	
<input type="checkbox"/> Final accounting submission date approved	DOR name/signature

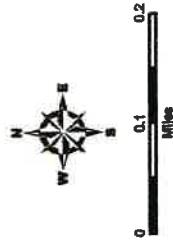
TID #4 Existing Land Use

Village of Colfax - Map 1
September 25, 2006

Legend



Land Use from 2001



Julie Mitchell

From: Nichols, Mitchell <NicholsM@AyresAssociates.com>
Sent: Tuesday, December 23, 2025 2:39 PM
To: Julie Mitchell
Cc: Rand Bates
Subject: 2024 Streets Final pay app
Attachments: PR Final - Recommended.pdf

Good Afternoon Julie,

Skid Steer Guy reached out as he had not closed out on this project yet. Attached is the final pay app to be on your next meeting agenda and is recommended for approval. This is simply release of retainage that was held for seeding work we checked this summer.

Any questions feel free to reach out.

Thanks,

Mitch

Mitchell Nichols, PE
Project Manager - Civil Engineer



3433 Oakwood Hills Parkway | Eau Claire, WI 54701-7698

Office: 715.834.3161 | Direct: 715-831-7582

Ayres Associates Inc. | www.AyresAssociates.com

Ingenuity, Integrity, and Intelligence.



**UNIT PRICE
APPLICATION FOR PAYMENT**

AYRES

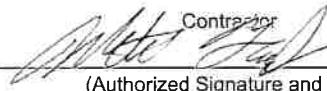
Project: Colfax 2024 Street and Utility Improveme Project No: 23-1952.00
 Owner: Village of Colfax Contract For:
 Contractor: Skid Steer Guy LLC Contract Date:
 Application No: Final Period Beginning: September 16th, 2024
 Application Date: December 22, 2025 Period Ending: December 12, 2025

Change Order Summary		Dollars		Time	
		Additions	Deductions	Add/Deduct (Days)	Original Completion Date:
Total Change Orders Approved in Previous Months By Owner					
Change Orders This Period					
Number	Approved (Date)				
Net Change		\$0.00		0	New Completion Date:

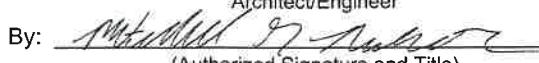
Original Contract Price (Sum)	\$709,592.00
Net Change by Change Orders	\$0.00
Net Change by Change in Final Quantities	\$0.00
Contract Price (Sum) to Date	\$709,592.00
-----	-----
Total Completed Amount to Date (Col. J on Continuation Sheet)	\$745,648.00
Material Suitably Stored Not Incorporated Into Work (Col. K on Continuation Sheet)	\$0.00
Total Completed and Stored to Date (Col. L on Continuation Sheet)	\$745,648.00
Less 5% Retainage to 50% Complete	\$0.00
Amount Due Less Retainage	\$745,648.00
Less Previous Payments	\$727,908.20
Amount Due This Application	\$17,739.80

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials, and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such lien, security interest, or encumbrance); and (3) All Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  ^{Contractor}
 Managing member
 (Authorized Signature and Title)
 Date: 12/22/2025

RECOMMENDED:

By: 
 Architect/Engineer
 (Authorized Signature and Title)
 Date: 12/22/2025

APPROVED:

By: _____
 Owner
 (Authorized Signature and Title)
 Date: _____

Copy to: Owner Contractor A/E Proj. Mgr. A/E Field Rep. _____

Make Payment to:

CONTINUATION SHEET (FOR UNIT PRICE APPLICATION FOR PAYMENT)

Project: Colfax 2024 Street and Utility Improvements
 Project No: 23-1982.00
 Contract For:
 Contract Date:

Application No: Final
 Application Date: December 22, 2025
 Period Beginning: September 16th, 2024
 Period Ending: December 12, 2025

Item No.	Description of Work (A)	SCHEDULE A				Total Price (F)	Previous Period (G)	Completed Quantity		Completed Amount (J)	Stored Material* (K)	Completed & Stored To Date (L) = (J + K)	
		(B)	(C)	(D)	(E)			This Period (H)	Total to Date (I)				
1 A-1	Abandon Existing Water System	L.S.	1	1200	1200	1	1	1200	1200	1200			
2 A-2	Remove Existing Hydrant	Each	2	650	1300	2	2	1300	1300	1300			
3 A-3	6" Water Main PVC	L.F.	29	58	1882	397	397	23026	23026	23026			
4 A-4	6" Water Main PVC	L.F.	810	70	56700	711	711	49770	49770	49770			
5 A-5	8" Valve and Box	Each	2	1900	3800	2	2	3800	3800	3800			
6 A-6	Hydrant	Each	7	2700	18500	5	5	13500	13500	13500			
7 A-7	Connect to Existing Water Main	Each	2	5800	11600	2	2	11600	11600	11600			
8 A-8	9 A-9	Connect to Existing Water Main 8" Live Tap	Each	4	5000	2000	4	4	2000	2000	2000		
10 A-10	1" Water Service	Each	1	4500	4500	1	1	4500	4500	4500			
11 A-11	2" Water Service	L.F.	172	46	7912	237	237	10902	10902	10902			
12 A-12	1" Corp Stop, Curb Stop, and Box	Each	7	8477	8477	0	0	0	0	0			
13 A-13	2" Corp Stop, Curb Stop, and Box	Each	7	3500	3500	9	9	4500	4500	4500			
14 A-14	Temporary Water Service	L.S.	1	1500	1500	0	0	0	0	0	0		
15 A-15	10' Sanitary Sewer PVC	L.F.	972	61	59292	953	953	58133	58133	58133			
16 A-16	Connect to Existing Sanitary	Each	4	250	1000	4	4	1000	1000	1000			
17 A-17	Sanitary Manhole 4 Ft	V.F.	529	340	17986	529	529	17986	17986	17986			
18 A-18	Casting Type J-S	Each	5	900	4500	5	5	4500	4500	4500			
19 A-19	4" Wye	Each	8	500	4000	15	15	7500	7500	7500			
20 A-20	4" Sanitary Lateral PVC	L.F.	224	47	10528	466	466	21902	21902	21902			
21 A-21	Tracer Wire Access Box	Each	8	680	15	15	15	1275	1275	1275			
22 A-22	Sanitary Sewer Televising	L.F.	972	2	1944	953	953	1986	1986	1986			
23 A-23	12" Storm Sewer	L.F.	143	70	10010	143	143	10010	10010	10010			
24 A-24	18" Underdrain Pipe	L.F.	1278	4	5112	1278	1278	5112	5112	5112			
25 A-25	Connect to Existing Storm	Each	1	400	400	1	1	400	400	400			
26 A-26	Storm Manhole 4 Ft	V.F.	44	380	1672	44	44	1672	1672	1672			
27 A-27	Int'l 2x3 Ft	V.F.	119	85	280	3094	119	119	3094	3094	3094		
28 A-28	Casting Type J	Each	1	900	900	1	1	900	900	900			
29 A-29	Casting Type H	Each	4	900	3600	4	4	3600	3600	3600			
30 A-30	Int'l Protection	Each	4	200	200	4	4	200	200	200			
31 A-31	Trackout Control	L.S.	1	800	800	0	0	0	0	0			
32 A-32	Remove Existing Inlet	Each	2	250	500	3	3	750	750	750			
33 A-33	Remove Existing Asphalt	S.Y.	3902	6604	3758	7516	7516	7516	7516	7516			
34 A-34	Remove Existing Concrete	S.Y.	3876	5	4380	680	680	3300	3300	3300			
35 A-35	Remove Existing Curb and Gutter	L.F.	1021	6	6126	1021	1021	6126	6126	6126			
36 A-36	Cleaning and Grubbing	L.D.	93	55	5115	200	200	11000	11000	11000			
37 A-37	Pavement Saw Cutting	L.F.	314	2	628	314	314	628	628	628			
38 A-38	Roadway Earthwork	C.Y.	4600	13	5900	4750	4750	61750	61750	61750			
39 A-39	Geotextile Stabilization Fabric	S.Y.	3614	2.5	9835	3864	3864	9860	9860	9860			
40 A-40	Breaker Run	C.Y.	1205	30	3610	1340	1340	40200	40200	40200			
41 A-41	Base Course	C.Y.	1107	29	32103	1225	1225	35525	35525	35525			
42 A-42	1.5" Asphalt Concrete Binder Paving	S.Y.	3117	9	28053	3501	3501	31509	31509	31509			
43 A-43	30' Concrete Curb and Gutter	S.Y.	3117	9	28053	3501	3501	31509	31509	31509			
44 A-44	Concrete Driveway Paving	S.F.	1590	6	9540	2000	2000	12000	12000	12000			
45 A-45	4" Concrete Sidewalk	S.F.	5425	4	21700	5250	5250	21000	21000	21000			
46 A-46	Detachable Warning Field	S.F.	120	45	5400	120	120	5400	5400	5400			
47 A-47	Turf Replacement	L.S.	1	15200	15200	1	1	15200	15200	15200			

* If applicable, attach receipts or other proof of ownership or title to stored products

CONTINUATION SHEET (FOR UNIT PRICE APPLICATION FOR PAYMENT)

SCHEDULE B											
49 B-1	Abandon Existing Sanitary Sewer	L.S.	1	500	500	0	0	1	1	500	500
50 B-2	Remove Existing Sanitary Manhole	Each	1	500	500	1	1	500	500	20898	20898
51 B-3	8" Sanitary Sewer-PVC	L.F.	409	54	22086	387	387	387	387	750	750
52 B-4	Connect to Existing Sanitary	Each	3	250	750	3	3	3	3	8118	8118
53 B-5	Sanitary Manhole 4 Ft	V.F.	24.6	330	8118	24.6	24.6	24.6	24.6	2700	2700
54 B-6	Casting Type-J-S.	Each	3	900	2700	3	3	3	3	774	774
55 B-7	Sanitary Sewer Televising	L.F.	409	2	818	387	387	387	387	200	200
56 B-8	Abandon Existing Storm Sewer	L.S.	1	200	200	1	1	1	1	200	200
57 B-9	Remove Existing Inlet	Each	1	200	200	1	1	1	1	0	0
58 B-10	Trackout Control	L.S.	1	800	800	0	0	0	0	3206	3206
59 B-11	Remove Existing Asphalt	S.Y.	1603	2	3206	1603	1603	1603	1603	28800	28800
60 B-12	Remove Existing Concrete	S.Y.	71	10	710	44	44	44	44	440	440
61 B-13	Remove Existing Curb and Gutter	L.F.	10	10	100	10	10	10	10	100	100
62 B-14	Clearing and Grubbing	I.D.	21	65	1365	0	0	0	0	0	0
63 B-15	Pavement Saw Cutting	L.F.	183	3	549	230	230	230	230	690	690
64 B-16	Roadway Earthwork	C.Y.	2400	12	28800	2400	2400	2400	2400	28800	28800
65 B-17	Geotextile Stabilization Fabric	S.Y.	1948	3	5844	1948	1948	1948	1948	5844	5844
66 B-18	Breaker Run	C.Y.	649	32	20768	652	652	652	652	20864	20864
67 B-19	Base Course	C.Y.	481	30	14430	470	470	470	470	14100	14100
68 B-20	1.5" Asphaltic Concrete Binder Paving	S.Y.	1692	9	15228	1706	1706	1706	1706	15354	15354
69 B-21	1.5" Asphaltic Concrete Surface Paving	S.Y.	1692	9	15228	1706	1706	1706	1706	15354	15354
70 B-22	2" Asphaltic Concrete Driveway Paving	S.Y.	31	61	1891	0	0	0	0	0	0
71 B-23	30" Concrete Curb and Gutter	L.F.	557	16	10512	650	650	650	650	10400	10400
72 B-24	Concrete Driveway Paving	S.F.	849	7	5943	835	835	835	835	5845	5845
73 B-25	Turf Replacement	L.S.	8500	1	8500	1	1	1	1	8500	8500
		Subtotal or Total		703,592.00		0.00		745,648.00		0.00	

* If applicable, attach receipts or other proof of ownership or title to stored products



Penn Care, Inc.
1317 North Road
Niles, OH 44446
(800) 392-7233
sales@penncare.net

Quote #156471

Bill To:
Colfax Rescue Squad
Attn: Chrystal Smith
PO Box 417
Colfax, WI 54730
(715) 303-3049

Ship To:
Colfax Rescue Squad
Attn: Chrystal Smith
614 C East Railroad Ave
Colfax, WI 54730
(715) 303-3049

Quote #: 156471
PO:
Internet Order #:
Terms: Net 30
Quote Date: 1/5/2026

Code	Name	List Price	Your Price	Qty	Ext Price	Tax
03-5820RS	Recertified CPR Device, Stryker LUCAS® 3 Chest Compression System Version 3.1	14,995.00	13,357.14	1	13,357.14	
	Lucas 3 Accessory Kit			1	0.00	
Tracking #						Subtotal \$13,357.14
Contains Straps, Battery, Power Supply, 3/pk Suction Cups, Unit						Shipping
						Total \$13,357.14
						Balance \$13,357.14

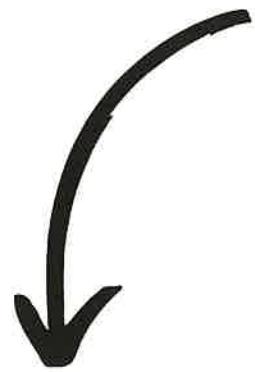
Quote Expires in 30 Days



LUCAS 3

Lund University Cardiopulmonary Assist System

Objectives:



What it is, what it does,
and how it can help us as providers
and for our patients.



What is it?

The LUCAS chest compression system is a portable device that aids first responders and healthcare professionals by delivering consistent automated chest compressions. Unlike manual CPR, the LUCAS device maintains a steady rate and depth, allowing providers to focus on other critical patient care tasks.

Advantages over manual CPR:

Consistency: Delivers compressions at a consistent rate and depth, ensuring full recoil and consistent rate according to guidelines.

Multitasking: Allows responders to focus on other lifesaving tasks, such as defibrillation and vascular access and airway procedures.

Decreased Provider Fatigue: Reduces physical fatigue, maintaining high-quality CPR over extended periods.

How the LUCAS works:

The LUCAS device features a backplate under the patient and a piston-based compression module on the chest, applying direct force to the sternum to restore blood circulation. It automates CPR in line with AHA guidelines, allowing users to customize parameters like compression rate and depth to meet organizational protocols.

Role of a LUCAS device in sudden cardiac arrest:

Sudden cardiac arrest is a critical emergency requiring immediate action, with high-quality CPR being vital in the first few minutes. Manual CPR can become less effective due to responder fatigue or inadequate personnel. The LUCAS device provides consistent chest compressions, allowing first responders and healthcare providers to concentrate on other necessary treatments.

Provider Fatigue:

CPR provider fatigue is a significant issue where physical and mental exhaustion reduces the effectiveness of chest compressions, leading to decreased depth and rate, seriously impacting patient outcomes; it's mitigated by switching rescuers every two minutes, maintaining proper posture, and using mechanical devices, with training also needing to address emotional toll and burnout.

Causes of CPR Provider Fatigue

Physical Strain: Repetitive, forceful compressions strain the back, shoulders, wrists, and knees.

Time: Muscle fatigue can set in within just ***two minutes, even in trained individuals***, leading to shallow compressions.

Emotional Toll: Compassion fatigue, stress, and burnout from caring for distressed patients contribute to provider exhaustion.

Demographics: Smaller stature or being female might increase susceptibility to fatigue.

Times for Menomonie Fire Department:

Menomonie to Wheeler-**12** Minutes
Menomonie to Tainter-**15** Minutes
Menomonie to Colfax- **21** Minutes
Menomonie to Otter Creek- 30 Minutes

Times for Eau Claire Fire Department:

Eau Claire to Elk Mound-**10** Minutes
Eau Claire to Colfax-**25** Minutes
Eau Claire to Grant-**32** Minutes

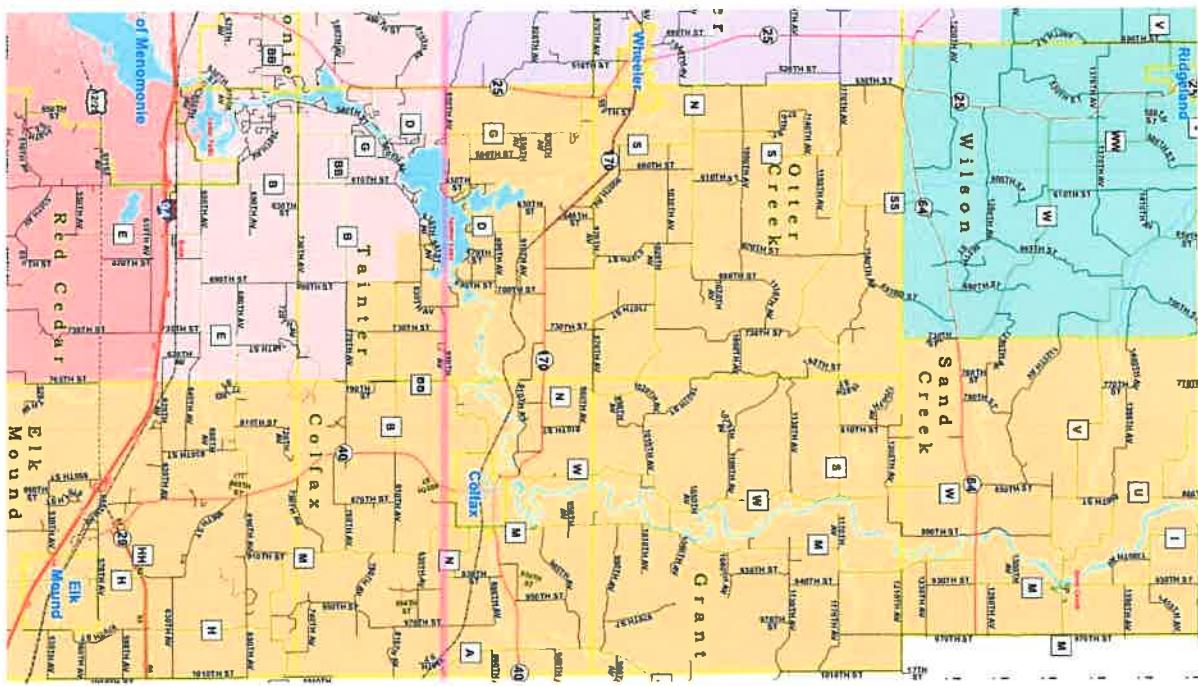
Chippewa Fire District:

CFD to Sand Creek-**30-40** Minutes

LifeLink/Mayo:

Weather dependent, anywhere from
15 minutes to **30-40** minutes

We can be alone with no ALS service and only two people for up to 40 minutes.



Surrounding agencies:

All of our surrounding services and agencies have a LUCAS CPR device. It is important in the EMS and healthcare industry to keep equipment consistent. Surrounding hospitals, EMS services, fire departments, and helicopters *ALL* use the Lucas device.

The survival rate for prehospital cardiac arrest patients is low, around 5-8%. Key factors influencing this include the effectiveness of chest compressions and the total hands-off time during CPR.

A LUCAS CPR device would directly improve both of those factors.

+60%

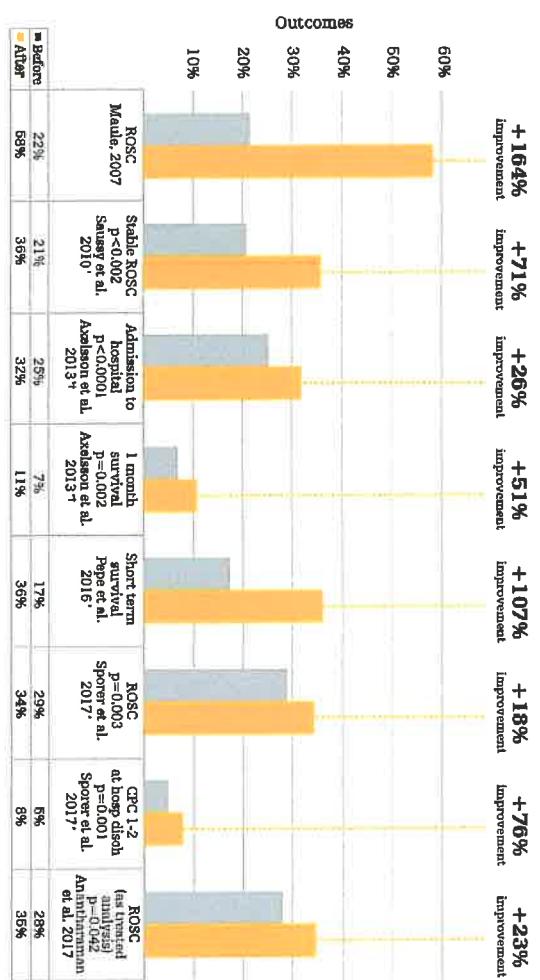
>99%

Increased blood flow to the brain
of the survivors treated with LUCAS had
good neurological outcomes at 6 months
follow up

Improved outcomes after implementation of LUCAS

Pre-hospital sudden cardiac arrest in patients

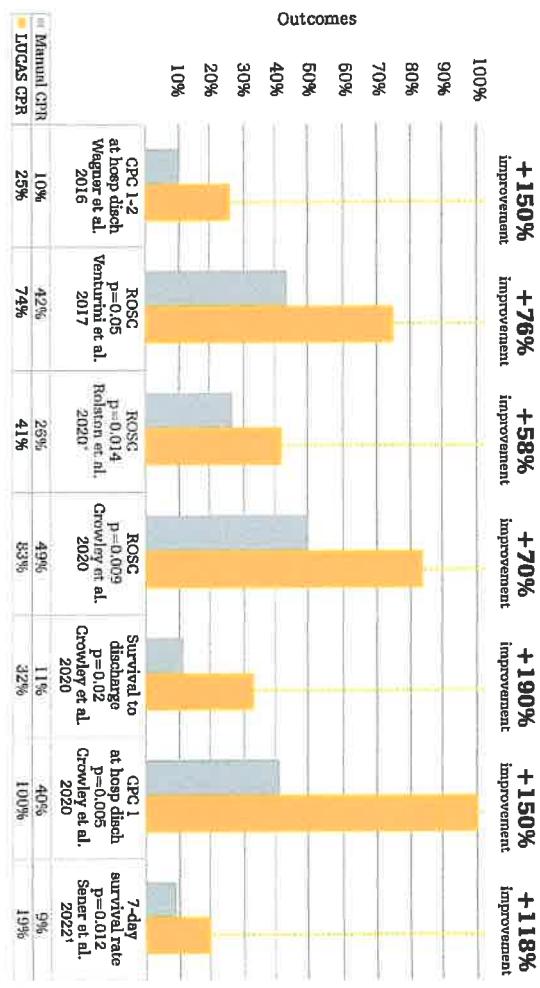
*Some in combination with additional activities to improve the system of care



Improved outcomes with LUCAS vs. manual CPR

In-hospital sudden cardiac arrest patients

*Some in combination with additional activities to improve the system of care



¹ Aebischer C, Klemens M, Thiedmann M, et al. Implementation of a standardized chest compression in out-of-hospital cardiac arrests in a community-based service system. Ann Emerg Med. 2013;31(6):1106-1106.

15-20% better outcomes with the LUCAS vs. Manual CPR

Cost Breakdown:

New LUCAS 3-\$22,000

(approximately)

Recertified-\$13,357

Replacement Parts:

Suction cup-\$260 pack of 3

Key takeaways:

The LUCAS chest compression system transforms sudden cardiac arrest management and CPR. It provides consistent, high-quality compressions, making it essential for first responders and healthcare providers, and revolutionizes emergency care practices.

Having a Lucas CPR device would improve consistency between agencies, provide consistent and higher compression ratios, and lower provider fatigue.

Special Board/Personnel Committee Meeting – December 15, 2025

On December 15, 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 Davis, Rud, Jenson, Stene, and Prince. Trustees Best and Burcham 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.

- a. Annual Reviews
 - a. Public Works Employees
 - b. Police Chief
 - c. Administration

A motion was made by Trustee Stene and seconded by Trustee Davis to convene into closed session at 6:01pm. Voting For: Trustees Stene, Jenson, Rud, Davis and Prince. Voting Against: none. Motion carried.

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

- a. Annual Reviews
 - a. Public Works Employees
 - b. Police Chief
 - c. Administration

A motion was made by Trustee Stene and seconded by Trustee Jenson to re-convene into open session at 8:44 p.m. A voice vote was taken with all members voting in favor. Motion carried.

A motion was made in closed session to approve the recommendations for employee wage increases for the Public Works employees, Rand Bates-\$0.91, Brett Sajdera-\$1.30. Chief Bill Anderson-\$1.30. and Deputy Clerk-Treasurer Sheila Riemer-\$4.00 and to approve Bates stepping down from Director position.

Adjourn- A motion was made by Trustee Jenson and seconded by Trustee Stene to adjourn the meeting at 8:45 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

Special Board/Personnel Committee Meeting – December 17, 2025

On December 17, 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 Best, Davis, Rud, and Prince. Trustee Jenson arrived at 6:18pm. Trustees Stene and Burcham were absent. Others present were Rescue Director Chrystal Smith and Administrator-Clerk-Treasurer Julie Mitchell. No media was present.

Call to Order- 6:02pm

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

- a. Annual Reviews
 - a. Rescue Director
 - b. Rescue Officers

A motion was made by Trustee Best and seconded by Trustee Vest to convene into closed session at 8:08pm. Voting For: Trustees Best, Rud, Davis and Prince. Voting Against: none. Motion carried.

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

- a. Annual Reviews
 - a. Rescue Director
 - b. Rescue Officers

A motion was made by Trustee Jenson and seconded by Trustee Best to re-convene into open session at 8:08 p.m. A voice vote was taken with all members voting in favor. Motion carried.

A motion was made in closed session to approve the recommendations for employee wages for the Rescue Director Smith-\$0.97, Officers Scarlett DeLion-\$1.80, Robert Kelsall-\$0.41, Chloe Styer-\$0.76. and Autumn Wildfeuer-\$0.99.

Adjourn- A motion was made by Trustee Jenson and seconded by Trustee Best to adjourn the meeting at 8:09 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

Administrator's Report

Village of Colfax

Meeting Date: January 12, 2026

Reporting Period: Since December 1

Executive Summary

This report summarizes administrative activities, projects, and items addressed since the last Village Board meeting. Items are provided for informational purposes unless otherwise noted.

Administrative & Operational Activities

- **All-employee Meeting** held on 12/12/25. Our insurance representative was on hand to explain the 2026 benefits and costs and help those who were interested to get signed up for the benefits they desired. We also went through the Employee Handbook, and I answered the questions raised by the employees.
- **Colfantastic Holiday Parade:** Worked onsite with Public Works (Brett) and Police (Ryan) to ensure safety of all participants.
- **Employee Reviews:** These were completed in December with the Board. All changes are in effect for 2026.
- **Grassland:** CBS Squared is in the process of evaluating Grassland's latest sample numbers. We are waiting for their response.
- **Department Head Meetings:** No information to report

Financial & Administrative Oversight

- **TID 4 Potential Closure** – Working on details needed to allow TID 4 to reach maximum life on 02/22/2026. Asking Board to pass resolution to terminate the TID.
- **2025 Audit Actions:** Working on preparing all items required from the auditor for our 2025 audit. Approximately 35-40 reports and items are required.
- **Levy / Mill Rate** was finalized in December. Tax bills went out in mid-December. There was an increase in mill rate from .22 to .24. I've fielded some questions from the residents regarding the tax rate and any concerns they have. They have been positive conversations.
- **Budget:** 2026 Budget was approved.
- **1099s:** Processed, printed and prepared 1099s for mailing. I still must file them electronically. This is a service previously provided by Bauman at a pretty high cost. I am going to complete it as soon as the IRIS application to file them is complete. I will do the same for W2s.
- **LRIP – Balsam Street:** Working with Mitch (Ayers) Rand and Mark Servi to process our LRIP reimbursement for work done on Balsam Street. This fell through the cracks of the last administration, and we are trying to recover the funds that were approved (~\$150K) for that project.
- **WI DOR:** Successfully submitted all year-end reports due to the WI Department of Revenue
- **KOVO (Ambulance Billing):** I'm connecting with Kovo to see if we can streamline our end of the process so we can be more efficient on our end. Also, I'm working with Chrystal to see if there is a need or appetite for a "Community Paramedic Program", which is a collaboration between a health care system and the EMS to provide basic, non-emergent care at home. This could potentially reduce frequent callers who do not have insurance to cover the 911 calls. I'm not sure if we need to be a Paramedic service in order to provide this service.
- **See Treasurer's Report for More Information**

Projects & Ongoing Initiatives

- **Basement:** The State Commercial Inspector came out to go through the basement and offer his recommendations. By all accounts, the building and basement are structurally sound. The main areas of concern were proper exits/panic hardware. We need two fire exits, and currently only have one that meets the codes. The inspector will return as we complete various steps in the project (electric, plumbing, heating, etc.). I also began the process of having waterproofing come in and give estimates for that effort. I will set up a meeting with Public Property committee to talk about next steps and recommendations to the Board.
- **Grant Writing:** Still in the process of writing for the RCU Foundation grant for the Basement & Elevator project. This grant awards \$50,000-\$500,000 per project. Lisa Bragg-Hurlburt continues to help with this effort. Also looking at other grants to help with this and other projects.
- **Development:**
 - Talks with the owners of the land south of the Colfax Senior Living facility have stalled. Their numbers and our numbers are very far apart. I'm working with Adam Accola (Dunn Economic Development) to see if there is any potential for movement.
 - A gentleman came to the Village office as the owner of the old nursing home on University Ave. He has plans to have a used car dealership and indoor storage at this time. He has future plans for more of the site that he will bring to the Board when ready.
 - I sent a reminder to Dave Rosenbrook on 1/6/26 to complete the quitclaim for his properties back to the Village, per our agreement. I have not heard back

Upcoming Items / Next Steps

- **Buildings/Departments:** I will be asking the Public Property committee to consider building/space needs for Administration, Police, Library, Public Works and Rescue.

Prepared by the Village Administrator-Clerk-Treasurer based on activities completed as of the date of this report.

Treasurer's Report – Financial Position

Village of Colfax

Meeting Date: January 12, 2026

As of Date: January 6, 2026

Executive Snapshot

- The Village remains in a stable financial position with sufficient cash on hand to meet current obligations.
- General obligation debt usage remains well below statutory limits.
- No immediate liquidity concerns have been identified at this time.
- No board action is required related to cash position or debt.

Cash on Hand Summary

Fund	Cash on Hand
General Fund* (Commingled – includes water, sewer, rescue, and library activity)	\$927,923.70

***Does not include capital outlay funds reserved for specific projects**

Note: Cash balances are legally commingled within the General Fund. This balance includes activity related to water, sewer, rescue, and library operations. While cash is held collectively for liquidity and operational efficiency, revenues and expenditures for these functions are tracked separately through the budget and reported to the Village Board for oversight and accountability.

Key Financial Indicators

- General obligation debt usage: approximately 18% of allowable statutory capacity
- Remaining legal debt margin: approximately \$3.9 million
- Debt position remains conservative relative to peer municipalities
- Financial flexibility is preserved for future capital or emergency needs

Items to Watch

- TID #4 Closing
- Cedar Street/Dunn Street Construction
- Routine seasonal expenditure timing
- Grant reimbursements and intergovernmental revenues
- No unusual or unexpected financial activity identified as of this report

Prepared by the Village Treasurer based on information available as of January 6, 2026.

Debt Capacity & Peer Comparison

The Village of Colfax maintains a conservative general-obligation debt position relative to statutory limits and comparable municipalities. As of 2024 equalized values, the Village has significant remaining borrowing capacity.

Metric	Amount
Allowable General Obligation Debt	\$4,764,840
Actual Outstanding Debt	\$875,394
Remaining Debt Margin	\$3,889,446
Percent of Capacity Used	18%
Percent of Capacity Remaining	82%

Peer Comparison (Percent of Allowable Debt Used):

Municipality	Debt Used	Capacity Remaining
Village of Colfax	18%	82%
Village of Elk Mound	46%	54%
Village of Boyceville	38%	62%
City of Menomonie	30%	70%
County of Dunn	10%	90%

Board takeaway: The Village is using less than one-fifth of its legal debt capacity, preserving flexibility for future capital needs while maintaining a conservative financial profile.

Village of Colfax Holiday Celebration

Saturday, January 24, 2026, 5:00 p.m.

Join us for food, drinks and mingling!

Viking Bowl & Catering

We will meet in the barroom area

Appetizers & 3 free drinks will be provided

(drinks on your own after that)

RSVP to Sheila!!!