

**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 22<sup>nd</sup>, 2025
  - b. Review Statement of Bills Dairy State Bank Checking – December 22<sup>nd</sup>, 2025 – January 11<sup>th</sup>, 2026
  - c. Review Statement of Bills Solid Waste & Recycling - – December 22<sup>nd</sup>, 2025 – January 11<sup>th</sup>, 2026
  - d. Review Statement of Bills Pooled Checking – – December 22<sup>nd</sup>, 2025 – January 11<sup>th</sup>, 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 3<sup>rd</sup>-7<sup>th</sup> - \$1774.80
    - Faith Corn-WEMSA 2026-February 3<sup>rd</sup>-7<sup>th</sup> - \$1635.00
    - Robert Kelsall-WEMSA 2026-February 4<sup>th</sup> -7<sup>th</sup> - \$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 8<sup>th</sup>, 2025 – December 21<sup>st</sup>, 2025**
- **Review Statement of Bills Solid Waste & Recycling Checking – December 8<sup>th</sup>, 2025 – December 21<sup>st</sup>, 2025**
- **Review Statement of Bills Pooled Checking – December 8<sup>th</sup>, 2025 – December 21<sup>st</sup>, 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 2<sup>nd</sup> 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.

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Jeff Prince, Village President

Attest: \_\_\_\_\_  
Julie Mitchell, Administrator-Clerk-Treasurer

1/09/2026 9:42 AM

Reprint Check Register - Quick Report - ALL

Page: 1  
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
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	PENNCARE	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 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

Page: 1  
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

Page: 1  
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 Rosalie Ann Sonnenntag  
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-404-5203 Email Address ros.e.sonnenntag@gmail.com

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

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

Date of Birth  Age 18

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 *Dawn Anderson* 12/31/2025  
(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 *Rosalie Sonnenntag*  
Signature of Applicant

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

*Shalee Brown* 7-17-26  
(Signature of Notary Public) (Commission Expires)

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





**LEARN 2 SERVE™**

## CERTIFICATE OF COMPLETION

This certifies that

**ROSALIA 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, appearing to read 'Sara H. Noyes'.

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](http://www.360training.com)



# 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 <sup>see back</sup>
Transportation (Airfare, Mileage, etc.)	\$ <del>30</del> 289.80	est gas mileage both ways; 30mpg <sup>\$2.50/gal</sup>
Lodging / Hotel	\$ <del>500</del> 100	Quality Inn Stadium Area - c
Parking	\$ N/A	car will stay at hotel, walking distance to con
Other/per diem	\$ 340.00	\$68/day * 5 days
Total Estimated Cost	\$ 1774.80	

### Travel Method

☒ Personal Vehicle (Mileage Rate \$ ~~1.70~~ 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	Christo	12/31/25
Administrator / Clerk-Treasurer	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Jim Mc	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 3rd - 7th, 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) Member rates, I have a student membership (\$400 Pre-conference)
Transportation (Airfare, Mileage, etc.)	\$ <del>40.00</del>	Carpool
Lodging / Hotel	\$ 500	Quality Inn 125/night
Parking	\$ 0.00	
Other/per diem	\$ 340	\$ 68/day x 5 days meals
Total Estimated Cost	\$ 1635.00	

### Travel Method

☒ Personal Vehicle (Mileage Rate \$ ~~0.11~~ 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>[Signature]</i>	1/5/26
Administrator / Clerk-Treasurer	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>[Signature]</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 Kelsall
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)

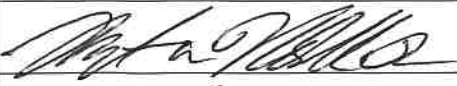


☐ Village Vehicle

☐ 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 PAPP?" 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.

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

## **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

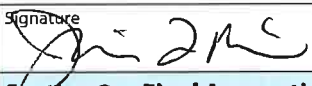
Attest: \_\_\_\_\_  
Julie Mitchell, Village Administrator-Clerk-Treasurer

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**

- Within 60 days of adopting a termination resolution or by April 15, whichever comes first, email [tif@wisconsin.gov](mailto:tif@wisconsin.gov):
  - Completed Form PE-223 (Section 1)
  - Municipality's adopted termination resolution
- When we receive your information, a DOR representative will approve, sign and email this form back to you
- After you receive the signed Form PE-223 from us, complete the steps in Section 2 by the final accounting submission date
- If you cannot e-file the TID Final Accounting Report (Form PE-110) by the final accounting submission date, email [tif@wisconsin.gov](mailto: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](mailto:tif@wisconsin.gov)

Section 1: Termination Information			
<b>Municipal and TID Information</b>			
Taxation district (check one) <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Enter municipality → Colfax	County Dunn	Co-muni code 17 - 111	TID number 4
<b>Important Dates</b>			
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		
<b>Clerk Information</b>			
Name Julie L. Mitchell		Phone (715) 962 - 3311	
Signature 		Email clerk@vi.colfax.wi.gov	
<b>Section 2: Final Accounting Information</b>			
Final accounting submission date: 9 - 1 - 26			
<b>Complete the following:</b> <ol style="list-style-type: none"><li>Complete the TID Final Audit. Save a copy in the municipal TID records.</li><li>E-file the <a href="#">TID Final Accounting Report (PE-110)</a></li></ol>			
<b>Important</b> – 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. <a href="#">66.1105(8)(d)</a> , Wis. Stats.).			
<b>DOR Approval</b> (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

-  TID #4
-  Village Boundary
-  Water Features
-  Parcels
-  Single-Family Residential
-  Commercial Services
-  Agricultural/Forest
-  Railroad
-  Other Transportation & Utilities
-  Road
-  Vacant



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](http://www.AyresAssociates.com)

Ingenuity, Integrity, and Intelligence.





# UNIT PRICE APPLICATION FOR PAYMENT



Project: Colfax 2024 Street and Utility Improvement 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	
Total Change Orders Approved in Previous Months By Owner		Additions	Deductions	Add/Deduct (Days)	Original 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:  <sup>Contractor</sup> Managing member  
 (Authorized Signature and Title)  
 Date: 12/22/2025

## RECOMMENDED:

## APPROVED:

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

By: \_\_\_\_\_ <sup>Owner</sup>  
 (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										Application No: Final		
Project No: 23-1952.00										Application Date: December 22, 2025		
Contract For:										Period Beginning: September 15th, 2024		
Contract Date:										Period Ending: December 12, 2025		
Item No.	Description of Work	Unit	Approx. Quantity	Unit Price	Total Price	Completed Quantity			Completed Amount	Stored Material*	Completed & Stored To Date (L = J + K)	
						Previous Period (G)	This Period (H)	Total to Date (I)				
SCHEDULE A												
1A-1	Abandon Existing Water System	L.S.	1	1200	1200	1		1	1200		1200	
2A-2	Remove Existing Hydrant	Each	2	650	1300	2		2	1300		1300	
3A-3	6" Water Main PVC	L.F.	29	58	1682	397		397	23026		23026	
4A-4	8" Water Main PVC	L.F.	810	70	56700	711		711	49770		49770	
5A-5	6" Valve and Box	Each	2	1900	3800	2		2	3800		3800	
6A-6	8" Valve and Box	Each	7	2700	18900	5		5	13500		13500	
7A-7	Hydrant	Each	2	5800	11600	2		2	11600		11600	
8A-8	Connect to Existing Water Main	Each	4	500	2000	4		4	2000		2000	
9A-9	Connect to Existing Water Main 8" Live Tap	Each	1	4500	4500	1		1	4500		4500	
10A-10	1" Water Service	L.F.	172	46	7912	237		237	10902		10902	
11A-11	2" Water Service	L.F.	173	49	8477	0		0	0		0	
12A-12	1" Corp Stop, Curb Stop, and Box	Each	7	500	3500	9		9	4500		4500	
13A-13	2" Corp Stop, Curb Stop, and Box	Each	1	1500	1500	0		0	0		0	
14A-14	Temporary Water Service	L.S.	1	3500	3500	1		1	3500		3500	
15A-15	10" Sanitary Sewer PVC	L.F.	972	61	59292	953		953	58133		58133	
16A-16	Connect to Existing Sanitary	Each	4	250	1000	4		4	1000		1000	
17A-17	Sanitary Manhole 4 Ft	V.F.	52.9	340	17986	52.9		52.9	17986		17986	
18A-18	Casting Type J-S	Each	5	900	4500	5		5	4500		4500	
19A-19	4" Wye	Each	8	500	4000	15		15	7500		7500	
20A-20	4" Sanitary Lateral PVC	L.F.	224	47	10528	466		466	21902		21902	
21A-21	Trace Wire Access Box	Each	8	85	680	15		15	1275		1275	
22A-22	Sanitary Sewer Televising	L.F.	972	2	1944	953		953	1906		1906	
23A-23	12" Storm Sewer	L.F.	143	70	10010	143		143	10010		10010	
24A-24	6" Underdrain Pipe	L.F.	1278	4	5112	1278		1278	5112		5112	
25A-25	Connect to Existing Storm	Each	1	400	400	1		1	400		400	
26A-26	Storm Manhole 4 Ft	V.F.	4.4	380	1672	4.4		4.4	1672		1672	
27A-27	Inlet 2x3 Ft	V.F.	11.9	260	3094	11.9		11.9	3094		3094	
28A-28	Casting Type J	Each	1	900	900	1		1	900		900	
29A-29	Casting Type H	Each	4	900	3600	4		4	3600		3600	
30A-30	Inlet Protection	Each	4	50	200	4		4	200		200	
31A-31	Trackout Control	L.S.	1	800	800	0		0	0		0	
32A-32	Remove Existing Inlet	Each	2	250	500	3		3	750		750	
33A-33	Remove Existing Asphalt	S.Y.	3302	2	6604	3758		3758	7516		7516	
34A-34	Remove Existing Concrete	S.Y.	876	5	4380	680		680	3300		3300	
35A-35	Remove Existing Curb and Gutter	L.F.	1021	6	6126	1021		1021	6126		6126	
36A-36	Cleaning and Grubbing	I.D.	93	55	5115	200		200	11000		11000	
37A-37	Pavement Saw Cutting	L.F.	314	2	628	314		314	628		628	
38A-38	Roadway Earthwork	C.Y.	4600	13	59800	4750		4750	61750		61750	
39A-39	Geotextile Stabilization Fabric	S.Y.	3614	2.5	9035	3664		3664	9660		9660	
40A-40	Breaker Run	C.Y.	1205	30	36150	1340		1340	40200		40200	
41A-41	Base Course	S.Y.	29	9	32103	1225		1225	35525		35525	
42A-42	1.5" Asphalt Concrete Binder Paving	S.Y.	3117	9	28053	3501		3501	31509		31509	
43A-43	30" Concrete Curb and Gutter	L.F.	1278	15	19170	1310		1310	19650		19650	
44A-44	Concrete Driveway Paving	S.F.	1590	6	9540	2000		2000	12000		12000	
45A-45	4" Concrete Sidewalk	S.F.	5425	4	21700	5250		5250	21000		21000	
46A-46	Detachable Warning Field	S.F.	120	45	5400	120		120	5400		5400	
47A-47	Turn Replacement	L.S.	1	15200	15200	1		1	15200		15200	
48A-48	Turn Replacement	L.S.	1	15200	15200	1		1	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	1	0	0	0
50 B-2	Remove Existing Sanitary Manhole	Each	1	500	500	1	0	0	500
51 B-3	8" Sanitary Sewer PVC	L.F.	409	500	20898	387	1	0	500
52 B-4	Connect to Existing Sanitary	Each	3	250	750	3	3	0	20898
53 B-5	Sanitary Manhole 4 Ft	V.F.	24.6	8118	200000	24.6	3	0	750
54 B-6	Casting Type J-S	Each	3	900	2700	3	3	0	8118
55 B-7	Sanitary Sewer Telescoping	L.F.	409	818	33774	387	3	0	2700
56 B-8	Abandon Existing Storm Sewer	L.S.	1	200	200	1	1	0	774
57 B-9	Remove Existing Inlet	Each	1	200	200	1	1	0	200
58 B-10	Trackout Control	L.S.	1	800	800	0	0	0	200
59 B-11	Remove Existing Asphalt	S.Y.	1603	2	3206	1603	0	0	0
60 B-12	Remove Existing Concrete	S.Y.	71	10	710	44	44	0	3206
61 B-13	Remove Existing Curb and Gutter	L.F.	10	100	1000	10	10	0	440
62 B-14	Clearing and Grubbing	I.D.	21	65	1365	0	0	0	100
63 B-15	Pavement Saw Cutting	L.F.	183	3	549	230	230	0	0
64 B-16	Roadway Earthwork	C.Y.	2400	12	28800	2400	2400	0	690
65 B-17	Geotextile Stabilization Fabric	S.Y.	1948	3	5844	1948	1948	0	28800
66 B-18	Breaker Run	C.Y.	649	32	20768	652	652	0	5844
67 B-19	Base Course	C.Y.	481	30	14430	470	470	0	20864
68 B-20	1.5" Asphaltic Concrete Binder Paving	S.Y.	1692	9	15228	1706	1706	0	14100
69 B-21	1.5" Asphaltic Concrete Surface Paving	S.Y.	1692	9	15228	1706	1706	0	14100
70 B-22	2" Asphaltic Concrete Driveway Paving	S.Y.	31	61	1891	0	0	0	15354
71 B-23	30" Concrete Curb and Gutter	L.F.	657	16	10512	650	650	0	15354
72 B-24	Concrete Driveway Paving	S.F.	849	7	5943	835	835	0	10400
73 B-25	Turf Replacement	L.S.	1	8500	8500	1	1	0	5845
Subtotal or Total				709,592.00			745,648.00	0.00	8500
									745,648.00



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 2.1	14,995.00	13,357.14	1	13,357.14	
	Lucas 3 Accessory Kit			1	0.00	
<b>Tracking #</b>					<b>Subtotal</b>	\$13,357.14
Contains Straps, Battery, Power Supply, 3/pk Suction Cups, Unit					<b>Shipping</b>	
					<b>Total</b>	\$13,357.14
					<b>Balance</b>	\$13,357.14





# 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**

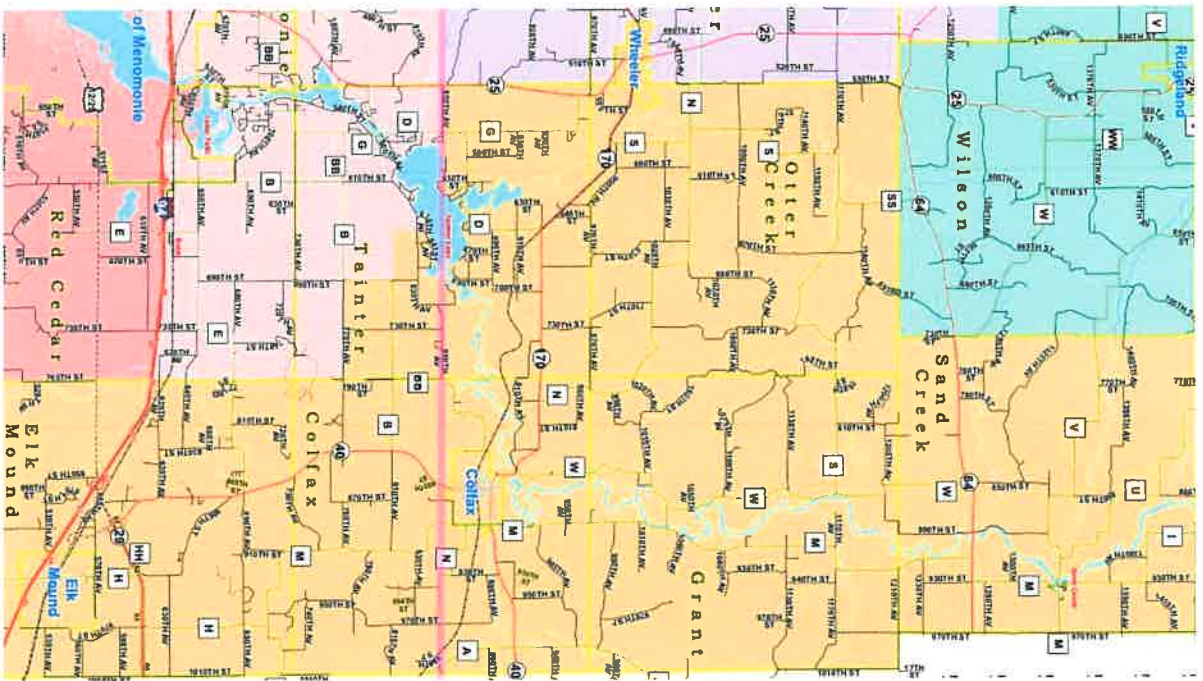
### **Chippewa Fire District:**

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%	
Increased blood flow to the brain	
vs. manual CPR	
	>99%
	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



\* Anantharaman C, Horvath A, Thundathil J, et al. Implementation of cardiopulmonary bypass in out-of-hospital cardiac arrest by an emergency medical services system. *Am J Emerg Med*. 2013;16(1):106-1200.

## 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



\* Sener A, Gurelci C, Yilmaz F, et al. Manual versus mechanical chest compressions in in-hospital cardiac arrest: A retrospective cohort in emergency department patients. *Int J Emerg Med*. 2022;15(1):40.

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

## ***Cost Breakdown:***

New LUCAS 3-\$22,000  
(approximately)

Replacement Parts:  
Suction cup-\$260 pack of 3

Recertified-\$13,357

## ***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.

Attest: \_\_\_\_\_  
Julie Mitchell, Administrator-Clerk-Treasurer

---

Jeff Prince, Village President

## 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!!!