

**Village of Colfax**  
**Regular Board Meeting Agenda**  
**Monday, April 13, 2026**  
**7:00 p.m.**  
**Village Hall, 613 Main St**

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 –March 23, 2026
  - b. Review Statement of Bills Dairy State Bank Checking – March 23<sup>rd</sup>, 2026 – April 12<sup>th</sup>, 2026
  - c. Review Statement of Bills Old National Bank Checking – March 23<sup>rd</sup>, 2026 – April 12<sup>th</sup>, 2026
  - d. Review Statement of Bills Solid Waste & Recycling – March 23<sup>rd</sup>, 2026 – April 12<sup>th</sup>, 2026
  - e. Licenses – Operator’s Licenses-Scott Johnson - Outhouse Bar -April 13<sup>th</sup>, 2026 -June 30<sup>th</sup>, 2026; Austin Johnson – Kyle’s Market-April 13<sup>th</sup>, 2026-June 30<sup>th</sup>, 2026
  - f. Training – Groundwater Supply & Distribution Cert. Class-September 22, 23, 24 29, 30 & October 1, 2026-Bryce Flug & Reggie Skovbrotten \$1041.72, (\$520.86 each); Basic General Wastewater-Virtual September 14-18, 2026 -Bryce Flug & Reggie Skovbrotten \$740 (\$370 each).
6. Consideration Items (Discussions and Possible Actions)
  - a. Expert Tree Service-Women’s Club
  - b. Change Monday May 25<sup>th</sup> Meeting to May 26<sup>th</sup>
  - c. Update on Streets-Brett Sajdera
7. Committee/Department Reports/Discussions – (no action)
  - a. Board Members updated information-email & banking
  - b. Building Permits- Josh Melstrom-March 2026
  - c. Small Community Forums
  - d. Open Book Reminder-April 14<sup>th</sup>
  - e. Organizational Meeting-April 21<sup>st</sup>, 2026 6:00 p.m.
  - f. ACT Report
8. 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. Seasonal Employee
  - b. Director of Public Works
9. Open Session – Motion to convene into open session to take any action resulting from the closed session.
  - a. Seasonal Employee
  - b. Director of Public Works
10. Adjourn

Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Julie Mitchell, Administrator-Clerk-Treasurer, 613 Main Street, Colfax, WI (715) 962-3311 by 12:00 p.m. the day prior to the meeting so that any necessary arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

## Village Board Meeting – March 23, 2026

On March 23, 2026, the Village Board met at the Village Hall, 613 Main Street, Colfax, WI at 7:00 p.m. Members present included Trustees Best, Stene, Rud, Davis, Jenson (7:05) and Prince. Burcham's seat is vacant. Others present were Public Works Director Brett Sajdera, Deputy Clerk-Treasurer Sheila Riemer, Administrator-Clerk-Treasurer Julie Mitchell, Carrie Spielman, Chad Johnson, Donna Johnson, Josh Low with Ehler's, Teresa Ressler, Bryce Flug, Chief Police Bill Anderson and LeAnn Ralph with the Messenger.

**Communication from the Village President** – Prince introduced Bryce Flug as the new Public Works employee who will be starting with the Village March 30<sup>th</sup>.

**Public Comment** – None

### Consent Agenda

- a. **Regular Board Meeting Minutes** –March 9, 2026
- b. **Review Statement of Bills Dairy State Bank Checking** – March 9th, 2026 – March 22<sup>nd</sup>, 2026
- c. **Review Statement of Bills Solid Waste & Recycling** - March 9th, 2026 – March 22<sup>nd</sup>, 2026
- d. **Licenses** – none
- e. **Training** – none

A motion was made by Trustee Stene and seconded by Trustee Best to approve consent agenda items 5a-5e.

A voice vote was taken with all members voting in favor. Motion carried.

### Consideration Items:

**Josh Low-Ehler's-Potential TID Development:** Julie explained Josh was here to give more information regarding a developer looking into building a housing development south of the Senior Center. Josh's discussion involved feasibility with TID, if it would be a good fit with the Village and advisement on how to proceed. Trustee Davis stated that if this went through, the purchaser of any housing should be made aware of the noise the grain bins would make. A motion was made by Trustee Stene and seconded by Trustee Rud to approve Ehler's moving forward with the potential development procedure. Voting For: Trustees Best, Stene, Rud, Davis, Jenson and Prince. Voting Against: None. Motion carried.

**Vacation of Alley-Donna Johnson – 710 Amble Street:** Johnson stated the alley has not been used since 1977 and there is a curb along the whole thing. They own both lots and would like to put up a garage but would like to vacate the alley first. This process would require a public hearing, which is usually a 3 week process with letters going out and publishing procedures. Johnson stated one of the neighbors does occasionally use the alley, but only part of it. Trustee Davis wondered if we could vacate only half then. Mitchell will look into. A motion was made by Trustee Stene and seconded by Trustee Rud to proceed with the public hearing process. Voting For: Trustees Best, Stene, Jenson, Rud, Davis and Prince. Voting Against: none. Motion carried.

**Pedestrian Crossing-Bethany Church Request:** Mitchell stated Kyle Kressin reached out wondering if there could be a crosswalk added in front of the church since there are so many cross there. There is one handicap ramp already in place, another would have to be added. Mitchell will reach out to the DOT in regards to adding when the Highway 40 project is under way. Discussion involved that there were no other crosswalks from the school down to County Road M and it would maybe benefit having another. Prince asked Chief Anderson what his thoughts were, he stated he thought it would be a good idea. A motion was made by Trustee Stene and seconded by Trustee Jenson to approve adding a ramp and crosswalk by Bethany Church. Voting For: Trustees Rud, Davis, Jenson, Best, Stene and Prince. Voting Against: None. Motion carried.

**Colfax Youth Sports Corp -Release of Funds-\$1500:** Riemer stated this was the normal yearly request for the fund release. A motion was made by Trustee Best and seconded by Trustee Jenson to approve the release of funds, \$1500, to the Colfax Youth Sports Corp. Voting For: Trustees Stene, Jenson, Rud, Davis, Best and Prince. Voting Against: None. Motion carried.

**Change of Cemetery Signage-Updated Verbiage:** Mitchell stated she had come up with a change in verbiage for cemetery regulations to be modified to state decorations may be placed year round, however, any neglected items would be disposed of by Village staff if necessary. Also the Village assumes no responsibility for items removed in the course of regular maintenance. A motion was made by Trustee Davis and seconded by Trustee Rud to approve the update verbiage for the cemetery. A voice vote was taken with all members voting in favor. Motion carried.

**Election Worker Wage Increase:** Mithcell stated the pay for election workers came up recently and reviewed, our current rate is \$8/hr for workers and \$8.50/hr for Chief Inspectors. Riemer conducted a study with surrounding municipalities for what they paid their workers, \$15 seemed to be the average. A motion was made by Trustee Stene and seconded by Trustee Jenson to follow the Town of Colfax rates of \$75 for a half day and \$150 for a full day. Voting For: Trustees Best, Stene, Jenson, Rud and Prince. Trustee Davis abstained. Voting Against: None. Motion carried.

**Committee/Department Reports/Discussions -no action:** Public Works Director Sajdera stated the basement work had been completed and is happy with the outcome so far. Also the trees have been cut down at the Fairgrounds and clean up should be completed this next week.

**Adjourn** – A motion was made by Trustee Davis and seconded by Trustee Jenson to adjourn the meeting at 7:43 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 DSB CHECKING ACCOUNT

Accounting Checks

Posted From: 3/23/2026 From Account:  
Thru: 4/12/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	3/31/2026	DAIRY STATE BANK	26.40
1291	3/26/2026	REGISTER OF DEEDS	22.50
1292	3/31/2026	24-7 TELCOM	64.85
1293	3/31/2026	AT&T MOBILITY	605.87
1294	3/31/2026	BAUMAN ASSOCIATES	635.00
1295	3/31/2026	BRYCE FLUG	127.62
1296	3/31/2026	CBS SQUARED, INC	1,330.25
1297	3/31/2026	CENTURY LINK	129.20
1298	3/31/2026	CINTAS CORPORATION	73.96
1299	3/31/2026	CITY OF MENOMONIE INTERCEPT	500.00
1300	3/31/2026	COLFAX YOUTH SPORTS CORP	1,500.00
1301	3/31/2026	COMPANION LIFE INSURANCE	539.29
1302	3/31/2026	DONS SWEEPER SERVICE LLC	3,000.00
1303	3/31/2026	DUNN COUNTY FIRE CHIEFS ASSOCIATION	100.00
1304	3/31/2026	DUNN COUNTY TREASURER	1,377.50
1305	3/31/2026	E.O. JOHNSON	55.00
1306	3/31/2026	H & H PLUMBING	1,195.00
1307	3/31/2026	HANNAH PARROTT	105.00
1308	3/31/2026	HAWKINS, INC.	1,884.86
1309	3/31/2026	HYDROCORP	458.18
1310	3/31/2026	MEDICA INS.	13,639.39
1311	3/31/2026	MENARDS-EAU CLAIRE	680.13
1312	3/31/2026	ORKIN	75.00
1313	3/31/2026	PENNCARE	476.98
1314	3/31/2026	PETER JAIN	159.99
1315	3/31/2026	RYAN STRZOK	71.87
1316	3/31/2026	SHEILA RIEMER	94.42
1317	3/31/2026	T-MOBILE	29.40
1318	3/31/2026	TEAM LAB	2,174.50
1319	3/31/2026	VC3 INC	970.40
1320	3/31/2026	VIKING ELECTRIC SUPPLY	198.04
1321	3/31/2026	WELD RILEY SC	2,088.50
1322	3/31/2026	MUNICIPAL TREASURERS ASSOC. OF WI	220.00

1 DSB CHECKING ACCOUNT

Accounting Checks

Posted From: 3/23/2026 From Account:  
Thru: 4/12/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
1323	3/31/2026	OFFICE DEPOT BUSINESS SOLUTIONS	204.47
1324	4/01/2026	BAUMAN ASSOCIATES	44,769.41
1325	4/01/2026	CRAMER CONSULTING, LLC	250.00
1326	4/01/2026	ELAN FINANCIAL SERVICES	8,762.23
1327	4/01/2026	HAWKINS, INC.	1,378.83
1328	4/01/2026	LOGSLETT HEATING & COOLING	13,800.00
1329	4/07/2026	CAFE II COFFEE SHOP & BAKERY	76.00
1330	4/07/2026	A LITTLE SLICE OF ITALY	50.00
1401	3/31/2026	OFFICE DEPOT BUSINESS SOLUTIONS	204.47
1401	3/31/2026	OFFICE DEPOT BUSINESS SOLUTIONS	-204.47
DSPS	3/27/2026	DSPS-DEPT. OF SAFETY & PROFESSIONAL SERV.	55.00
XCEL	3/27/2026	XCEL ENERGY	5,904.06
AFLAC	3/30/2026	AFLAC	61.86
EFTPS	3/26/2026	EFTPS-FEDERAL-SS-MEDICARE	8,713.22
EFTPS	4/09/2026	EFTPS-FEDERAL-SS-MEDICARE	8,668.70
WIDOR	3/26/2026	WI DEPARTMENT OF REVENUE	1,402.57
WIDOR	4/09/2026	WI DEPARTMENT OF REVENUE	1,433.37
BREMER	4/10/2026	ELAN FINANCIAL SERVICES	838.70
CHARTER	3/23/2026	CHARTER COMMUNICATIONS	582.23
CHARTER	3/28/2026	CHARTER COMMUNICATIONS	165.00
WIDCOMP	3/26/2026	WISCONSIN DEFERRED COMPENSATION	225.00
WIDCOMP	4/09/2026	WISCONSIN DEFERRED COMPENSATION	225.00
Grand Total			132,174.75

4/10/2026

8:07 AM

Reprint Check Register - Quick Report - ALL

Page: 1  
ACCT

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 3/23/2026 From Account:  
Thru: 4/12/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
WIETF	3/31/2026	WI DEPT OF EMPLOYEE TRUST FUNDS	10,636.79
Grand Total			10,636.79

SOLID WASTE & RECYCLING RU

Accounting Checks

Posted From: 3/23/2026 From Account:  
Thru: 4/12/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
1659	3/31/2026	AT&T MOBILITY	91.00
1660	3/31/2026	LYNN NIGGEMANN	5,570.00
1661	3/31/2026	PLASTIC BAGS UNLIMITED	120.00
Grand Total			5,781.00

# Village of Colfax

PO Box 417 - Colfax, Wisconsin 54730 - Phone 715-962-3311  
Fax 715-962-2221

## Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors

Provisional License  New License  Renewal License Fee: \$10.00 each application  
Receipt: Cash

### TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 2026, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

Answer the following questions fully and completely: (PLEASE PRINT)

NAME SCOTT Allen Johnson  
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-556-2567 Email Address scottsj68@a.com

Current Address 501 West St Colfax 54730 10 yr  
(Street) (City) (Zip Code) (yrs. at address)

Previous Address 8961 CT RD N Colfax 54730  
(City) (Zip Code)

Date of Birth [REDACTED] Age 57

Place of Employment Outhouse Bar

### POLICE DEPT APPLICABLE OFFENSE CRITERIA

A records check will be conducted for violations of any law or ordinances during the past 10 years that substantially relate to the license applied for. Those convictions are considered by the Village of Colfax in determining whether a license will be granted. You will be notified by the Village of Colfax Police Department if your application is recommended for denial to the Village Board.

Recommendation  Approve  Deny [Signature] 03/30/2026  
(Chief of Police or designated staff Signature) (Date)

### STATE OF WISCONSIN/ DUNN COUNTY

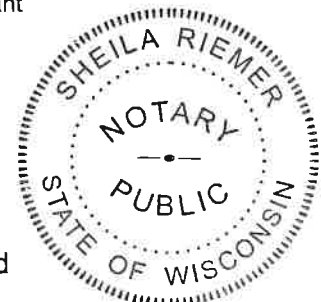
The above named applicant, being first duly sworn on oath says that he/she is the person who made and signed the foregoing application for an operator's license: that all the statements made by applicant are true.

[Signature]  
Signature of Applicant

Subscribed and sworn before me this 27 day of March, 20 26.

[Signature] 7-17-26  
(Signature of Notary Public) (Commission Expires)

Date Received: 3/27/26 Date to the Board: 4/13/26 Approved or Denied





**LEARN 2 SERVE™**

## CERTIFICATE OF COMPLETION

This certifies that

scott johnson

is awarded this certificate for

**Wisconsin Responsible Beverage Server Training**



Completion Date  
03/22/2026



Expiration Date  
03/21/2028



Certificate #  
WI-00647675

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

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 Austin David Johnson  
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-704-1566 Email Address a.johnabsolute@gmail.com

Current Address Vikings Dr Colfax 54730 14  
(Street) (City) (Zip Code) (yrs. at address)

Previous Address \_\_\_\_\_  
(City) (Zip Code)

Date of Birth \_\_\_\_\_ Age 18

Place of Employment Kyles Market

**POLICE DEPT APPLICABLE OFFENSE CRITERIA**  
A records check will be conducted for violations of any law or ordinances during the past 10 years that substantially relate to the license applied for. Those convictions are considered by the Village of Colfax in determining whether a license will be granted. You will be notified by the Village of Colfax Police Department if your application is recommended for denial to the Village Board.

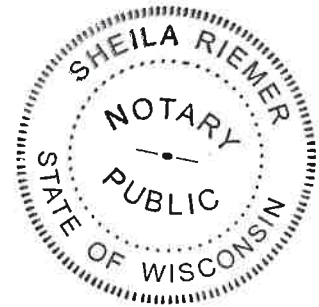
Recommendation  Approve  Deny [Signature] 03/16/2026  
(Chief of Police or designated staff Signature) (Date)

### STATE OF WISCONSIN/ DUNN COUNTY

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

X [Signature]  
Signature of Applicant

Subscribed and sworn before me this 16 day of March, 20 26.  
[Signature] 7-17-26  
(Signature of Notary Public) (Commission Expires)



Date Received: 3/16/26 Date to the Board: 4/13/26 Approved or Denied



## CERTIFICATE OF COMPLETION

This certifies that

Austin Johnson

is awarded this certificate for

**Wisconsin Responsible Beverage Server Training**



Completion Date  
**03/09/2026**



Expiration Date  
**03/08/2028**



Certificate #  
**WI-00647271**

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

Official Signature

This certificate is non-transferable and represents the successful completion of an approved

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

# VILLAGE OF COLFAX

## Training / Travel Request Form

### Employee Information

Name	Bryce Flug
Department	Public Works
Job Title	<del>Operator</del> Laborer

### Training / Event Information

Training / Event Name	Ground Water Supply & Distribution Certification class
Sponsor / Organization	Moraine Park Technical College
Location (City, State)	Chippewa Falls WI
Date(s) of Training / Event (From / To)	Sept 22, 23, 24, 29, 30 + Oct 1 <sup>st</sup> Virtual Review at 5 <sup>th</sup>
Purpose / Objectives of Attendance	Obtain DNR Licenses
How will this training improve your ability to perform your job?	better understanding of how systems work. Learn Process needed for Daily operation. become a certified operator

### Estimated Costs

Registration / Tuition	\$ 520.86	
Transportation (Airfare, Mileage, etc.)	\$ NA	Can take Village Truck?
Lodging / Hotel	\$ NA	
Parking	\$ NA	
Other/per diem	\$	Food?
Total Estimated Cost	\$	

### Travel Method

Personal Vehicle (Mileage Rate \$ \_\_\_ per mile)

Village Vehicle

Air / Train / Bus

Other: \_\_\_\_\_

Funding Source / Account to Charge: \_\_\_\_\_

### Signatures & Approvals

		Signature	Date
Employee		Bryce Flug	
Dept. Head	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	B-H Szil	4/8/26
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	Bryce Flug
Department	Public Works
Job Title	Laborer

### Training / Event Information

Training / Event Name	Basic General Wastewater
Sponsor / Organization	Wastewater Training Solutions
Location (City, State)	Virtual,
Date(s) of Training / Event (From / To)	Sept 14-18
Purpose / Objectives of Attendance	obtain DWR license
How will this training improve your ability to perform your job?	better understand how system works, learn process for daily operations, become a certified operator

### Estimated Costs

Registration / Tuition	\$ 370	
Transportation (Airfare, Mileage, etc.)	\$ NA	
Lodging / Hotel	\$ NA	
Parking	\$ NA	
Other/per diem	\$ NA	
Total Estimated Cost	\$ 370	

### Travel Method

- Personal Vehicle (Mileage Rate \$\_\_\_ per mile)  
 Village Vehicle  
 Air / Train / Bus  
 Other: \_\_\_\_\_

Funding Source / Account to Charge: \_\_\_\_\_

### Signatures & Approvals

		Signature	Date
Employee		Bryce Flug	
Dept. Head	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	B-H Smith	4/8/26
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	Reggie Skarbraten
Department	Public Works
Job Title	Laborer

### Training / Event Information

Training / Event Name	Ground Water Supply & Distribution Certification class
Sponsor / Organization	Mosinee Park Technical College
Location (City, State)	Chippewa Falls WI
Date(s) of Training / Event (From / To)	Sept 29, 23, 24, 29, 30 & Oct 1st Virtual Review Oct 5th
Purpose / Objectives of Attendance	Obtain DWIR License
How will this training improve your ability to perform your job?	better understanding of how systems work, learn process needed for daily operation, become a certified operator

### Estimated Costs

Registration / Tuition	\$ 590.86	
Transportation (Airfare, Mileage, etc.)	\$	Can take Village Truck?
Lodging / Hotel	\$ NA	
Parking	\$ NA	
Other/per diem	\$	Food
Total Estimated Cost	\$	

### Travel Method

Personal Vehicle (Mileage Rate \$\_\_\_ per mile)

Village Vehicle

Air / Train / Bus

Other: \_\_\_\_\_

Funding Source / Account to Charge: \_\_\_\_\_

### Signatures & Approvals

		Signature	Date
Employee		Reggie Skarbraten	
Dept. Head	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	B-H S-1	4/8/26
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	Reggie <del>Skov</del> Skovbroten
Department	Public Works
Job Title	laborer

### Training / Event Information

Training / Event Name	Basic General Wastewater
Sponsor / Organization	Wastewater Training Solutions
Location (City, State)	Virtual
Date(s) of Training / Event (From / To)	Sept 14-18
Purpose / Objectives of Attendance	Obtain DWB License
How will this training improve your ability to perform your job?	better understanding how system works, learn process for daily operations, <del>be</del> become a certified operator

### Estimated Costs

Registration / Tuition	\$ 370	
Transportation (Airfare, Mileage, etc.)	\$ NA	
Lodging / Hotel	\$ NA	
Parking	\$ NA	
Other/per diem	\$ NA	
Total Estimated Cost	\$ <del>370</del> 370	

### Travel Method

- Personal Vehicle (Mileage Rate \$ \_\_\_ per mile)  
 Village Vehicle  
 Air / Train / Bus  
 Other: \_\_\_\_\_

Funding Source / Account to Charge: \_\_\_\_\_

### Signatures & Approvals

		Signature	Date
Employee		Reggie Skovbroten	
Dept. Head	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Beth Syll	4/8/26
Administrator / Clerk-Treasurer	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Village Board	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		



# Proposal

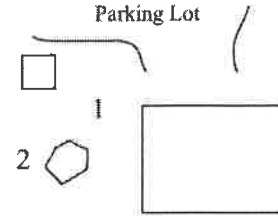
**Expert Tree Service, LLC**  
 633 County Rd T  
 Hammond, WI 54015  
 651-239-3672

## Colfax Womens Club 20260401

Wednesday, April 1, 2026

Colfax Womens Club  
 N7714 State Road 40  
 Colfax, WI 54730  
**Phone:** 715-308-5357-Pat  
 eggertpatricia@gmail.com

**Worksite:**  
 613 Main St  
 Colfax, WI 54730  
**Salesperson:**  
 Jason Rasmussen  
 651-425-0920  
 jasonr@experttree.com



#	Item	Description	Qty	Cost
1	Basswood	<b>Pruning</b> <i>Prune large Basswood Tree on left side of building, deadwood, thin, complete haul.</i>	1	<b>\$1,595.00</b>
2	Maple (Norway)	<b>Pruning</b> <i>Prune Norway Maple on left side of building, deadwood, thin, prune out lowest 3" diameter limb growing towards neighbor's building, complete haul.</i>	1	<b>\$395.00</b>
3	<b>PAYMENT DUE DAY OF SERVICE</b>		0	
			<b>Subtotal:</b>	<b>\$1,990.00</b>
			<b>Discount:</b>	<b>-\$199.00</b>
			<b>Tax:</b>	<b>\$0.00</b>
			<b>Total:</b>	<b>\$1,791.00</b>

Date \_\_\_\_\_

\* Terms & Conditions: PAYMENT DUE UPON COMPLETION OF WORK.

We accept cash, check and all major credit cards.  
 3.5% fee for credit cards.

Expert Tree is not responsible for underground sprinklers and dog fences.

Make checks payable to Expert Tree

#2 is priced to be done with #1 only

**Village of Colfax Building Inspector's Report for the Month of:  
March, 2026**

**Existing 2025 Open Building Permits**

Permit Number	Date Issued	Owners Names	Address	Project	Project Valuation	Total Permit Fee	Permit Status	Date Closed
CX25-03	3/18/2025	Lynn Berg	613 Iverson Road; Colfax, WI 54730	Dwelling Alteration	\$100,000.00	\$366.00	Open	
CX25-04	6/3/2025	KM Construction	116 Dunn Street; Colfax, WI 54730	Twin Home	\$187,500.00	\$1,246.94	Open	
CX25-05	6/3/2025	KM Construction	118 Dunn Street; Colfax, WI 54730	Twin Home	\$187,500.00	\$1,246.94	Open	
CX25-25	10/27/2025	Melissa Hodowanic	609 County Road M; Colfax, WI 54730	Deck	\$8,000.00	\$165.00	Open	
CX25-28	11/25/2025	Nate McMahon	925 HighStreet; Colfax, WI 54730	Deck	\$5,000.00	\$165.00	Open	

**All 2026 Issued Building Permits**

Permit Number	Date Issued	Owners Names	Address	Project	Project Valuation	Total Permit Fee	Permit Status	Date Closed
CX25-26	3/9/2026	KM Construction	113 Dunn Street; Colfax, WI 54730	New Single Family Home	\$265,000.00	\$1,241.55	Open	
CX25-27	3/9/2026	KM Construction	107 Dunn Street; Colfax, WI 54730	New Single Family Home	\$265,000.00	\$1,270.37	Open	
CX25-29	1/14/2026	Jim Harris	304 Dunn Street; Colfax, WI 54730	Shed	\$18,175.00	\$297.00	Open	
CX25-30	Pending Submittal	KM Construction	111 Dunn Street; Colfax, WI 54730	New Single Family Home	\$0.00	\$0.00	Permission to Start	
CX26-01	2/24/2026	Greg Ryan	708 High Street; Colfax, WI 54730	Electical Service	\$3,550.00	\$125.00	Closed	3/27/2026

**All 2026 Issued Building Permits**

Permit	Date Issued	Owners Names	Address	Project	Project	Total Permit	Permit	Date Closed
CX26-02	3/16/2026	Village of Colfax	613 Main Street; Colfax, WI 54013	Drain Tile	\$30,000.00	\$220.00	Closed	3/23/2026
CX26-03	3/24/2026	Kathy Dunbar	502 Evergreen Street; Colfax, WI 54730	Foundation Alteration	\$12,955.00	\$203.50	Open	1/0/1900
CX26-04	3/20/2026	Rich Fiedler	118 Park Drive, Lot 248; Colfax, WI 54730	Drop Shed	\$3,000.00	\$100.00	On File	3/20/2026
CX26-05	Pending Payment	Scharlau Investments, LLC	301 Bremer Avenue; Colfax, WI 54730	Commercial Building				

**Total Number of Permits issued for the Month: 5**  
**Total Number of Closed for the Month: 3**  
**Monthly Project Valuation: \$575,955.00**  
**Year to Date Project Valuation: \$597,680.00**

**Village of Colfax Completed Inspections for the Month of:  
March, 2026**

Permit Number	Date Issued	Owners Names	Address	Project	Inspection Type	Date of Inspection	Status
CX26-02	3-16-226	Village of Colfax	613 Main Street; Colfax, WI 54013	Drain Tile	Drain Tile	3/18/2026	Approved
					Final	3/20/2026	Approved
CX26-01	2/24/2026	Greg Ryan	708 High Street; Colfax, WI 54730	Electical Service	Electrical Service	3/26/2026	Approved

**Total Number of Inspections Completed for the Month: 3**

# SMALL COMMUNITY FORUMS 2026

## FACT SHEET FOR LOCAL HOSTS

The statewide partners – Wisconsin Economic Development Corporation (WEDC) 's Office of Rural Prosperity and Main Street Program, Create Wisconsin, Wisconsin Downtown Action Council (WDAC), Wisconsin Rural Partners (WRP), UW-Madison/Extension, League of Wisconsin Municipalities, Wisconsin Counties Association, and USDA Rural Development Wisconsin – very much appreciate your consideration!

**Small Community Forum Structure:** The forum structure is standardized. Here is the standard agenda

7:30 am – Registrations/coffee and rolls

8:00 am – Welcome and introductions

8:45 am – Local Case Studies: Stories and examples of the good work going on in the community

10:00 am – Keynote presentation

10:45 am – Roundtable Discussions on Collaborations/Partnerships, Infrastructure, and Accessible Communities

11:45 am - Wrap up

12:00 noon – Lunch with colleagues and resource leaders

**Decisions to be made if the community hosts a Small Community Forum include:**

- ideal dates that work for the local community/host (Tuesday-Friday, September -November dates)
- Community location to host a forum should include:
  - with tables and chairs that can accommodate at least 50 people
  - accessible for people with disabilities,
  - and has AV capacity
- assistance with coordinating a simple breakfast, snacks, beverages, and a light lunch (this expense is covered by registration fees)
- identification of several local or regional case studies or speakers to present during the forum.
- identification of any appropriate local sponsors (not a requirement and no financial contribution expectation, mainly an invitation if appropriate)

**Program, promotion, and visibility:**

- Hosts are asked to identify several local or regional **case studies and speakers** to present during the Forum. This is a great opportunity to show off projects or programs that have made a difference in your community or region, or to allow individuals or businesses to share the story of how and why they have been successful in a small community. The planning committee will assist in developing case studies as needed.
- Consider finding a suitable sponsor from your community — such as in agriculture, business, or community development — especially if you have a major company or enterprise partnering with local government and civic organizations. If that company or organization is willing to donate catering, products, or materials for the Forum participants, it would be highly beneficial! This is an excellent opportunity to promote the business to a receptive audience.

- The planning committee will provide you with a press release and standardized promotional flyer to spread the word about the Forum to your networks locally and regionally. The partner organizations will also promote the Forums statewide. We ask that you reach out to and invite other small communities (generally under 2500 in population) in your county and contiguous counties.
- The planning committee will generate roundtable facilitator packets and will provide an evaluation instrument.
- The host for each location will have the opportunity to introduce and recognize the local elected officials and other dignitaries at the beginning of the meeting.

**Our larger planning committee responsibilities include:**

- Online Registration hosted on the Wisconsin Rural Partners website
- Promotion
- Keynote presenter
- Packets of information and evaluation
- “MC'ing” event

**“Day Of” information to host a Small Community Forum in your community.** We are ready anytime to brainstorm ideas and answer questions, so keep in touch.

**Optimal set-up of the room:**

- Please make sure the room is accessible for people with disabilities.
- Chairs and tables (preferably rounds) set up for 50
- Rectangular tables (approximately ten) for partner organization displays and registration around the edge of the room
- The planning committee will provide room signage and table tents
- Accessible location and restrooms
- AV capacity (LCD projector, screen, laptop, and appropriate cords to connect – microphone and sound system if available)
- Signage to direct people to the meeting room, if needed
- Onsite registration of attendees: The committee will have at least one member to handout nametags and check in attendees. We would appreciate an additional one or two volunteers to assist. We'll bring the registration list and nametags!
- Catering: We ask that you provide a simple breakfast (coffee and Danish are fine) starting at 7:30 a.m., and a light lunch starting at 12:00 p.m. Whoever provides the food will be reimbursed up to \$15 per person after the Forum, upon receipt of an invoice. Please stick to that per-person amount, as we won't have additional funds to cover any overage. We'll provide registration numbers for catering a few days before the event.

Any logistical questions, please contact Megan Purtell, Administrative Manager, Wisconsin Rural Partners.

[mmpurtell@purtellmarketing.com](mailto:mmpurtell@purtellmarketing.com) or 608-358-8458

**NOTICE OF OPEN BOOK**  
**Village of Colfax, Dunn County**

NOTICE IS HEREBY GIVEN, pursuant to s. 70.45, Wis. Stats., that the assessment roll for the Village of Colfax, Dunn County, Wisconsin, for the year 2026 will be open for examination on April 14, 2026.

**The assessor will be available for Open Book on April 14, 2026 in person at the Village Hall, 613 Main Street, Colfax, WI from 8:00 a.m. to 4:00 p.m.**

Instructional material about the assessment and Board of Review procedures under Wisconsin law will be available at that time. Property owners may examine the assessment roll and discuss their property assessment with the assessor.

Notice is hereby given this 8<sup>th</sup> day of April, 2026 by:  
Julie Mitchell, Village Administrator-Clerk-Treasurer

## Administrator's Report

### Village of Colfax

**Meeting Date:** April 13, 2026

**Reporting Period:** Since March 9, 2026

### 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

- **Election:** The 2026 non-partisan election was held on 04/07/2026. We had an extraordinary group of election inspectors that made things run about as smoothly as they possibly could. Sheila took care of all aspects of Absentee Voting, among other things, to make my first election a very positive experience. We had 260 total votes cast in the Village. Unfortunately, the county posted incorrect results for the Village Board race, which caused some news outlets to get incorrect information. I talked to the county and they fixed the error.
- **Grassland:** Tony at Weld-Riley gave us the first draft of the agreement for Grassland's discharge plans. Brett and I both reviewed it, and Brett has a few questions for Tony before bringing it to the Board. I hope to get this done quickly and over to Grassland for agreement.
- **PW Operators:** One PW operator started last week (Bryce), and the other (Reggie) will start on *4/13/2026*. Things are going well so far.
- **Alley Vacation:** I began the notification process to vacate the alley between Amble and Johnson-Olson. Surrounding landowners will be served by 04/13/2026. The Public Hearing will be held on 05/11/2026 at 6:00pm prior to the regular Board Meeting that evening.
- **Municipal Building Open House:** The Municipal Building Restoration Group held an open house on Saturday, March 14 from 10am – 2pm. Bill and I were onsite to offer a glimpse into our respective areas. Over 50 people attended to learn more about the building, its history and its future.
- **Social Media:** I'm trying to have more of a presence on the Village of Colfax, WI Facebook page and utilizing it more to give information. Given the demographics of the village, I believe this is probably the most effective platform to use to pass on information.

### Financial Oversight

- **Mobile Home Fees:** I'm working with Bauman to determine the Mobile Home fee payment for the Colfax School District.
- **2025 Audit:** The audit was officially held on 03/16 – 03/18, but much prework and post work has been done. This has taken a significant amount of my and Sheila's time. The audit itself appeared to go fairly well. Bauman appreciated our response times for their requests. The final audit report will be available in several weeks.
- **See Treasurer's Report for More Information**

### Projects & Ongoing Initiatives

- **EMS District Update:** The EMS District (Colfax Area Rescue District) applied for the Innovation Grant. We should hear something back in May about whether the grant will be awarded to the District. If it is not, then the agreement in place expires and we could begin new negotiations among the municipalities whether we want to move forward regardless. The next steps currently as we wait for the grant news is to

draft an Intergovernmental Agreement, which will give much more detail on how the district will run, how they will acquire our current assets, etc.

- **Commercial Inspections:** I've completed the paperwork required for the Village to be delegated to perform the commercial electrical permitting and inspections, as the Board decided at the last meeting. This means all inspections, residential and commercial, will be done by our Building Inspector (Josh Melstrom).
- **Training:**
  - I attended a joint Municipal Treasurer Association of Wisconsin (MTAW) and Wisconsin Municipal Clerks Association (WMCA) District Meeting all day on 03/20/2026 in Rice Lake. There was a lot of election training as well as other discussions.
  - I will attend the WMCA Northern Training conference in Eau Claire on 04/15-04/16.
  - Sheila will attend the MTAW Spring Conference on 04/30 – 05/01.
- **Streets:** The Hwy 40 project is in process. Brett will give more updates on the Cedar and Dunn street projects. Final agreements with Stout Construction and Skid Steer Guy have been approved by Tony at Weld-Riley and have been signed by Jeff.
- **Basement:** The waterproofing work for the basement was completed by Groundworks the week of March 16, 2026. Brett worked with the electrician and plumber on the installation of the electric outlets and sump pumps. Unrelated, directly after Groundworks completed their project, was a sewer backup in the basement. Given its location I feared that the waterproofing project failed due to water on the floor. Brett had H&H come out and clear the line with no further issue.
- **Municipal Building Structure:** The Colfax Municipal Building Restoration Group is paying for a structural analysis of the building and the basement support beams/poles. Cedar Corp came and gave an initial opinion that the building is structurally sound, but we want to ensure that it is and want to see if any of the supports can be altered/eliminated for a more open and usable space.
- **Grant Writing:** I continue to look for grants to write, but right now I am waiting on a few that are in review.
- **Committee Involvement:** I have been appointed and will be serving on the planning committee for the Spring 2027 Municipal Treasurer Association of Wisconsin (MTAW). I will also continue to support the Colfax Area Rescue District until they decide upon an administrator for the service.
- **Development:**
  - KM Construction is working on their plan to develop the ~11 acres south of Colfax Senior Living. Ehlers is involved to advise on the use of the TIF.
  - The Rosenbrook properties have been quitclaimed back to the Village.

### Upcoming Items / Next Steps

- **Grant Watch**
- **Continue Onboarding of PW Operators**
- **Open Book scheduled for Tuesday, April 14 with Prochnow Assessing**

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: April 13, 2026

As of Date: March 9, 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 (Dairy State Bank Only – additional cash in Old National)
General Fund* (Commingled – includes water, sewer, rescue, and library activity)	\$948,018.29

**\*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.*

#### Items to Watch

- Cedar Street/Dunn Street Construction – Will need financing for at least Cedar Street.
- Routine seasonal expenditure timing
- 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.*

Level	Acct. Type	2025 Actual 03/31/2025	2026 Actual 03/31/2026	2026 Budget
TAXES	Revenues	1,019,795.34	1,050,772.43	927,155.00
INTERGOVERNMENTAL REVENUES	Revenues	103,745.38	0.00	2,330.00
LICENSES AND PERMITS	Revenues	1,781.83	0.00	0.00
FINES, FORFEITS AND PENALTIES	Revenues	357.68	587.40	1,000.00
PUBLIC CHARGES FOR SERVICES	Revenues	123,364.04		
INTERGOV'T. CHARGES FOR SERV.	Revenues	476,093.26	462,650.17	658,309.32
MISCELLANEOUS REVENUES	Revenues	518,766.18	18,648.59	101,264.00
		<b>2,243,903.71</b>	<b>1,532,658.59</b>	<b>1,690,058.32</b>

GENERAL GOVERNMENT	Expenses	64,879.91	77,903.63	315,784.00
PUBLIC SAFETY - POLICE	Expenses	53,951.09	51,143.59	259,154.00
PUBLIC SAFETY - RESCUE	Expenses	429,038.93	197,047.53	984,997.00
PUBLIC WORKS	Expenses	115,971.99	121,196.85	833,625.00
CEMETERY	Expenses	2,819.01	117.00	22,166.00
LIBRARY	Expenses	53,569.74	47,470.27	175,376.00
PARKS	Expenses	10,737.35	9,680.87	102,819.00
		<b>730,968.02</b>	<b>504,559.74</b>	<b>2,693,921.00</b>