

**Village of Colfax
Regular Board Meeting Agenda
Monday July 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 –June 22nd, 2026
 - b. Review Statement of Bills Dairy State Bank Checking –June 22nd, 2026 – July 12th, 2026
 - c. Review Statement of Bills Solid Waste & Recycling – June 22nd, 2026 – July 12th, 2026
 - d. Licenses – Operator's Licenses- July 13, 2026-June 30, 2027 – P Picotte- Little Slice of Italy; Michael Buchner-Colfax Firefighters; Tori Wilson-Synergy Coop; Tammy Simon-Viking Bowl & Catering; Donna Weix-Viking Bowl & Catering; Erin Reilly-Little Slice of Italy; Aaron Smestuen-Outhouse Bar
6. Consideration Items (Discussions and Possible Actions)
 - a. Monarch Paving Company-Parking Stall Contract
 - b. Village Hall Basement Bids-Cedar Corp \$14,950; CBS Squared \$32,000; ISG Inc. \$5,900
 - c. Resolution 2026-6 – Colfax Area Rescue District
 - d. 2027 Street Projects-Discussion
7. Committee/Department Reports/Discussions – (no action)
 - a. Colfax Police Report & Financials – June
 - b. Building Permits-Josh Melstrom – June
 - c. Thank you-Gust Fehr Family
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 – June 22, 2026

On June 22, 2026, the Village Board met at the Village Hall, 613 Main Street, Colfax, WI at 7:00 p.m. Members present included Trustees Best, Jenson, Rud, Spielman, Petznick and Prince. Trustee Stene was excused. Others present were Administrator-Clerk-Treasurer Mitchell, Public Work Director Brett Sjadera, Interim EMS Director Autumn Wildfeuer, Alayna Ream, and LeAnn Ralph with the Messenger.

Public Comment Chris Larson with the American Legion reported that the Legion would like to have cement put down in the beer tent on the east end back to the coolers. He said the Legion would cover part of the cost and would like the Village to cover the rest. Trustee Best will put this on the next Park Committee meeting agenda.

Communication from the Village President – None

Consent Agenda

- a. Regular Board Meeting Minutes –June 8th, 2026
- b. Review Statement of Bills Dairy State Bank Checking – June 8th, 2026 – June 21st, 2026
- c. Review Statement of Bills Solid Waste & Recycling Checking – June 8th, 2026 – June 21st, 2026
- d. Licenses –Transient-Vallartaco LLC-Aida Hamann-July 2026 – September 2026; Renewals for Operator's, Liquor, Tobacco and Chicken Licenses
- e. Training Request – Alayna Ream-CVTC Advanced EMT-12/11/2026-12/11/2028- \$1166.39

July 1, 2026-June 30, 2027 Operator's License

Scott Johnson	Mary Muza	Davina Brenden
Sandra Harp	Christine Neperud	Suzanne Hagen
Jeff Binkowski	Sally Briggs	Megan Vanyo-Wells
Gary Stene	Ashley Larson	Mary Durand
Brooklyn Dresel	Tristan Wolff	Joni Koehler
Mary Roehl	Jalene Amick	Lacey Valine
Steven Longdo	Lyndsey Pederson	Shanna Wayman
Deborah Petersen	Jacqueline Clark	Brittany Sonnenberg
Andrew Anderson	Bailey Hauge-Score	Zachary Leirimo
Emily Rubenzer	Chris Lunn	Jeff Prince
Elizabeth Affolter	Burgandy Quimby	Roger Knutson
Mariah Smith	Shelby Wilson	
Nina Blake	Christine Hirsch	
Tammy Dalhoe	Renee Tuschl	
Christopher Larson	Kim Anderson	
Kyle Krall	Trevor Schindler	
Kara Buchner	Tonya Pagenkopf	
Mikki McCutcheon	Kaylee Lemler	
	Kiah Christianson	
Jeffrey Rene	Aubrey Rihn	

July 1, 2026-June 30, 2027 Liquor License

Outhouse Bar, Lisa Johnson, Agent- Class "B" Beer and Class "B" Liquor-413 Main Street, 5/13/2026
Young Active Ventures LLC/Viking Bowl & Lounge, Alicia Prince, Agent-Class "B" Beer and Class "B" Liquor-108 Main Street, 6/1/2026
J & S Sales of Chippewa Falls, LLC/Express Mart, Rondi DeMoe, Agent-Class "A" Beer-616 Main Street, 5/26/2026
Kyle's Market Inc., Nicholas Kressin, Agent -Class "A" Beer and Class "A" Liquor-115 Main Street, 5/28/2026
Synergy Community Cooperative, Kayla Brown, Agent- Class "A" Beer and Class "A" Liquor-401 E Railroad Avenue, 5/12/2026
Mom's Restaurant & Pub LLC, Mark Barstad, Agent-Class "B" Beer and Class "B" Liquor-225 Bremer Ave Suite 101, 6/1/2026
The Blind Tiger LLC, Nicholas Anderson, Agent-Class "B" Beer and Class "B" Liquor-512 Main Street, 5/12/2026
A Little Slice of Italy, Anne Jenson, Agent - Class "B" Beer and Class "C" Wine-501 Main Street, 6/3/2026

July 1, 2026-June 30, 2027 Tobacco License

The Blind Tiger LLC-512 Main St
Dolgenercorp, LLC/Dollar General-402 Fifth Avenue
J & S Sales of Chippewa Falls, LLC/Express Mart-616 Main Street

Outhouse Bar-413 Main Street
Kyles Market Inc.-115 Main Street
Synergy Community Cooperative-401 E. Railroad Avenue

July 1, 2026-June 30, 2027 Chicken License

Adam & Rachel Fruit-809 Riverview Ave
Jon & Alycia Dickinsen-605 Iverson Road
Nicole Vande-Kolk-412 Main St

A motion was made by Trustee Spielman and seconded by Trustee Rud to approve consent agenda items 5a-5e. A voice vote was taken with President Prince abstaining. All members voting in favor. Motion carried.

Consideration Items:

- a. **Ayres Street Applications – Approval of Loan through Dairy State Bank for \$743,000** – A motion was made by Trustee Spielman and seconded by Trustee Jenson to approve the loan through Dairy State Bank for the street projects totaling \$743,000. Voting For: Trustees Best, Jenson, Rud, Spielman, Petznick and Prince. Voting Against: None. Motion carried.
- b. **Emergency Shelter** – ACT Mitchell said that there is not currently a community shelter for severe weather. The Colfax Lutheran Church used to provide shelter, but they no longer have someone who can commit to opening the doors for each severe storm event. Trustee Best said he thinks the Mobile Home Park operator needs to provide shelter. Mitchell said nothing in State Statutes requires the village to provide a shelter, but it would be nice to have. Mitchell is waiting to hear back from Dunn County Emergency Management on the topic. Mitchell will continue to look into this and bring to the board as needed.

Committees/Departments/Reports: A Street Committee meeting will be held on 06/29/2026 at 4:15pm, with a Parks meeting to follow at 6:00pm.

Adjourn – A motion was made by Trustee Jenson and seconded by Trustee Rud to adjourn the meeting at 7:12 pm. A voice vote was taken with all members voting in favor. Meeting Adjourned.

Jeff Prince, Village President

Attest: _____
Julie Mitchell Administrator-Clerk-Treasurer

7/10/2026 11:38 AM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

1 DSB CHECKING ACCOUNT

Accounting Checks

Posted From: 6/22/2026 From Account:
Thru: 7/12/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
DSB	6/30/2026	DAIRY STATE BANK	50.30
1501	6/30/2026	24-7 TELCOM	44.90
1502	6/30/2026	AT&T MOBILITY	589.47
1503	6/30/2026	AYRES ASSOCIATES	26,553.74
1504	6/30/2026	BROAD REACH BOOKS	966.16
1505	6/30/2026	CENAGE LEARNING INC	267.75
1506	6/30/2026	CENTURY LINK	129.04
1507	6/30/2026	CINTAS CORPORATION	50.00
1508	6/30/2026	COLFAX COMMUNITY FIRE DEPT	941.00
1509	6/30/2026	COLFAX COMMUNITY FIRE DEPT	4,626.70
1510	6/30/2026	COLFAX SCHOOLS	5,479.53
1511	6/30/2026	COMPANION LIFE INSURANCE	1,095.75
1512	6/30/2026	DUNN COUNTY HUMANE SOCIETY	674.03
1513	6/30/2026	E.O. JOHNSON	62.00
1514	6/30/2026	EASTWEST BOOKS	35.98
1515	6/30/2026	GALLS, LLC	43.99
1516	6/30/2026	HANNAH PARROTT	70.00
1517	6/30/2026	IFLS LIBRARY SYSTEM	365.59
1518	6/30/2026	LOOKOUT BOOKS	51.94
1519	6/30/2026	MEDICA INS.	16,636.43
1520	6/30/2026	MEDPRO MIDWEST GROUP	216.72
1521	6/30/2026	MENOMONIE FIRE DEPT	250.00
1522	6/30/2026	MID-AMERICAN RESEARCH CHEMICAL	1,040.68
1523	6/30/2026	PENNCARE	1,829.81
1524	6/30/2026	SUSTAINABLE SAFARI, LLC	500.00
1525	6/30/2026	T-MOBILE	29.40
1526	6/30/2026	TRAVIS BORRESON	159.99
1527	6/30/2026	VC3 INC	975.40
1528	6/30/2026	WI DNR	125.00
1529	6/30/2026	WRWA	171.97
1531	7/10/2026	SKID STEER GUY LLC	353,387.55
1532	7/10/2026	STOUT CONSTRUCTION	180,241.40
XCEL	6/30/2026	XCEL ENERGY	5,017.92

7/10/2026 11:38 AM

Reprint Check Register - Quick Report - ALL

Page: 2
ACCT

1 DSB CHECKING ACCOUNT

Accounting Checks

Posted From: 6/22/2026 From Account:
Thru: 7/12/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFTPS	7/02/2026	EFTPS-FEDERAL-SS-MEDICARE	7,911.51
WIDOR	7/02/2026	WI DEPARTMENT OF REVENUE	1,245.57
WIETF	6/30/2026	WI DEPT OF EMPLOYEE TRUST FUNDS	9,710.19
BREMER	7/10/2026	ELAN FINANCIAL SERVICES	717.70
CHARTER	6/28/2026	CHARTER COMMUNICATIONS	581.90
CHARTER	6/28/2026	CHARTER COMMUNICATIONS	165.00
WIDCOMP	7/02/2026	WISCONSIN DEFERRED COMPENSATION	175.00
Grand Total			623,187.01

7/10/2026 11:39 AM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

SOLID WASTE & RECYCLING RU

Accounting Checks

Posted From: 6/22/2026 From Account:
Thru: 7/12/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
1693	6/30/2026	AT&T MOBILITY	90.96
1694	6/30/2026	FIRST CHOICE	513.79
1695	6/30/2026	PLASTIC BAGS UNLIMITED	290.00
1696	6/30/2026	ROCK OIL REFINING, INC	45.00
Grand Total			939.75

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, 2027, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

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

NAME P FIRST NAME Joseph MIDDLE NAME Picotte LAST NAME

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

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

Previous Address _____ (Street) _____ (City) _____ (Zip Code)

Date of Birth 02/15/1986 Age 40

Place of Employment Little Slice of Italy

POLICE DEPT APPLICABLE OFFENSE CRITERIA

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

Recommendation ☒ Approve ☐ Deny [Signature] (Chief of Police or designated staff Signature) 06/30/2026 (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 23 day of June, 2026.
Montanna E. Curtis (Signature of Notary Public) 12-08-2026 (Commission Expires)

Date Received: 6/29/24 Date to the Board: 7-13-26 Approved or Denied



Village of Colfax

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

Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors

☐ Provisional License ☐ New License ☒ Renewal License Fee: \$10.00 each application
Receipt: _____

TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

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

NAME Michael David Buchner
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-556-2125 Email Address mdbuchner@yahoo.com

Current Address 509 Fairview Dr Colfax WI 54730 18
(Street) (City) (Zip Code) (yrs. at address)

Previous Address 607 5th Ave Colfax WI 54730
(Street) (City) (Zip Code)

Date of Birth 03-18-1977 Age 49

Place of Employment Dunn County Highway

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]* 06/19/2026
(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 19 day of June, 20 26.

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

Date Received: 6/19/26 Date to the Board: 7/13/26 Approved or Denied



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, 2027, 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 Tori Dawn Wilson
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number (715) 440-4538 Email Address dawnifia@gmail.com

Current Address E 7096 County Rd N, Colfax, WI 54730 2 yrs
(Street) (City) (Zip Code) (yrs. at address)

Previous Address E 8967 555th Ave, Elk Mound, WI, 54739
(Street) (City) (Zip Code)

Date of Birth 08/17/1989 Age 36

Place of Employment Synergy Coop, Cenex Colfax

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 Wilson 06/23/2026
(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 23rd day of June, 2026.
[Signature] 1/5/2030
(Signature of Notary Public) (Commission Expires)

Date Received: 6.23.26 Date to the Board: 7-13-26 Approved or Denied



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: 6960

TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 2027, 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 Tammy Lynn Simon
FIRST NAME MIDDLE NAME LAST NAME
Telephone Number 715-828-8365 Email Address tammys26-too@yahoo.com
Current Address 387 Sisters Ct #3 Menomonie 54751 3
(Street) (City) (Zip Code) (yrs. at address)
Previous Address ET546 620th Ave Elk Mound 54739
(Street) (City) (Zip Code)
Date of Birth 3-31-72 Age 54
Place of Employment Menomonie Area Chamber & Visitor Center

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] 6/23/26
(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 Tammy Simon
Signature of Applicant

Subscribed and sworn before me this 23 day of June, 20 26.

[Signature]
(Signature of Notary Public)

7-17-26
(Commission Expires)

Date Received: 6/23/26 Date to the Board: 7-13-26 Approved or Denied



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: 6460

TO THE BOARD OF THE VILLAGE OF COLFAX, WISCONSIN:

I, hereby apply for a license to serve, from date hereof to JUNE 30, 2027, 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 Donna J Weix
FIRST NAME MIDDLE NAME LAST NAME
Telephone Number 715-828-2680 Email Address donnaeweix287@gmail.com
Current Address N6371 1010TH ST Elk Mound WI 54739 40
(Street) (City) (Zip Code) (yrs. at address)
Previous Address _____
(Street) (City) (Zip Code)
Date of Birth 7-1-61 Age 64
Place of Employment Viking Bowl & Catering

POLICE DEPT APPLICABLE OFFENSE CRITERIA

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Recommendation ☒ Approve ☐ Deny [Signature] 06/29/2026
(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 23 day of Jun, 2026.

[Signature]
(Signature of Notary Public)

7-17-26
(Commission Expires)

Date Received: 6/23/26 Date to the Board: 7-13-26 Approved or Denied



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, 2027, 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 Erin Rachel Reilly
FIRST NAME MIDDLE NAME LAST NAME
Telephone Number 715-619-2236 Email Address smileykittyeerin94@gmail.com
Current Address 101 Dunn St Colfax, WI 54730 2.5
(Street) (City) (Zip Code) (yrs. at address)
Previous Address 615 Terrill RD Menomonie, WI 54732
(Street) (City) (Zip Code)
Date of Birth 07/23/1994 Age 32
Place of Employment Little Italy

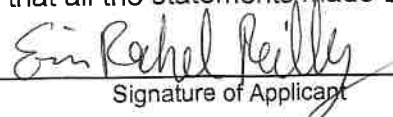
POLICE DEPT APPLICABLE OFFENSE CRITERIA

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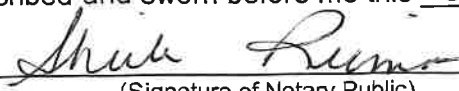
Recommendation ☒ Approve ☐ Deny  06/30/2016
(Chief of Police or designated staff Signature) (Date)

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 of Applicant

Subscribed and sworn before me this 29 day of June, 20 26.


(Signature of Notary Public)

7-17-26
(Commission Expires)



Date Received: 6/29/26 Date to the Board: 7-13-26 Approved or Denied

Serving Alcohol

is proud to present this certificate to

Erin Reilly

for successful completion of the online course



Wisconsin Alcohol Seller/Server Course

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

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

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

Verify online at
servingalcohol.com

Verification Code
65R9oyZX2S

Date Issued
Jun 28th, 2026

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

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

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

Wisconsin Alcohol Seller/Server Course

Name: Erin Reilly

Certification Date: Jun 28th, 2026

Certificate Code: 65R9oyZX2S

Verify Online: servingalcohol.com

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

SERVING ALCOHOL INC

VALID FOR 2 YEARS

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

Village of Colfax

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

Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors

☐ Provisional License ☒ New License ☐ Renewal License Fee: \$10.00 each application
Receipt: 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 Aaron Timothy-David Smestueh
FIRST NAME MIDDLE NAME LAST NAME

Telephone Number 715-704-9093 Email Address Aaron.smestueh@gmail.com

Current Address 705 Cedar St Colfax 54730
(Street) (City) (Zip Code) (yrs. at address)

Previous Address 501 West St Colfax 54730
(Street) (City) (Zip Code)

Date of Birth 05-04-1998 Age 28

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] 06/09/2026
(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 25 day of June, 20 26

[Signature]
(Signature of Notary Public)

11/5/2030
(Commission Expires)



Date Received: 4/25/26 Date to the Board: 7-13-26 Approved or Denied



LEARN 2 SERVE™

CERTIFICATE OF COMPLETION

This certifies that

Aaron Smestuen

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date
06/04/2026



Expiration Date
06/03/2028



Certificate #
WI-00651647

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

Official Signature

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)a)5., 125.17(6), and 134.66(2m), Wis. Stats.

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



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A DIVISION OF MATHY CONSTRUCTION CO. • AMERY, WI

768 U.S. Highway 8

Amery, WI 54001

(715) 268-2687

www.monarchpaving.com

EOE, including disability / vets

To:	WI Dept of Transportation	Contact:				
Address:	PO Box 7366	Phone:	(800) 590-1868			
	Madison, WI 53707-7366	Fax:				
CO Name:	Colfax Parking Stall Painting	CO ID:	CCO 5			
Project Location:	USH 12 & STH 40, Colfax, WI	CO Date:	6/28/2026			
Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
620	646.8320	Marking Parking Stall Epoxy	1,232.00	LF	\$6.60	\$8,131.20

Notes:

- A signed contract is required prior to the start of work.
- This proposal shall be included in contract. Progress payments shall be invoiced and paid monthly.
- Final price will be determined by Unit(s) Used & Unit Price(s) listed above.
- After signing, please retain one copy and forward a copy to our office on or before the cancellation date.
- This proposal shall be automatically cancelled if written acceptance has not been received by Contractor within 15 days of the Proposal Date and/or at any time before performance of the work hereunder upon CONTRACTOR'S determination that there is inadequate assurance of payment.

Payment Terms:

Payment due within 10 days of prime contractor receiving payment from state or municipality.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Monarch Paving Company

Authorized Signature:

Alex Hollister

Estimator: Alex Hollister
715-830-4365 alex.hollister@monarchpaving.com

0:\P\0,6519\0515\0410\27740_906171.XB.DOT

PAVEMENT MARKING PARKING STALL EPOXY

647.0656

CAT.	STATION	TO STATION	LOCATION	LF	REMARKS
0010	426+60	-	RT	204	12 STALLS
0010	426+60	-	LT	172	10 STALLS
0010	431+10	-	RT	28	1 STALL
0010	431+10	-	LT	28	1 STALL
0010	432+15	-	LT	236	14 STALLS
0010	432+60	-	RT	204	12 STALLS
0010	437+00	-	RT	124	7 STALLS
0010	437+00	-	LT	236	14 STALLS

TOTAL 0010 1232

PAVEMENT MARKING DIAGONAL EPOXY 8-INCH



June 15, 2026

Julie L. Mitchell
Administrator-Clerk-Treasurer, Village of Colfax
613 Main Street, PO Box 417
Colfax, WI 54730

Subject: Structural Analysis Services – Municipal Building Basement Restoration Project

Dear Members of the Village Board,

Cedar Corporation is pleased to submit our Statement of Qualifications and Proposal in response to the Village of Colfax's Request for Qualifications for structural analysis services associated with the Municipal Building Basement Restoration Project. We sincerely appreciate the opportunity to assist the Village in evaluating and preserving this important historic facility.

Cedar Corporation brings a fifty-year history of Municipal Design Services including Engineering and Architecture. Our collaborative, multidisciplinary perspective integrates architectural insight with structural engineering expertise. This ensures that our recommendations are both technically sound and aligned with operational and community goals. Our experience with historic municipal facilities positions us to deliver thoughtful analysis that respects the building's significance while supporting its continued and expanded use. Our team will include Cory Scheidler, AIA, Director of Architecture, with over 25 years' experience and extensive municipal building and restoration experience; and Troy Peterson, PE, Structural Engineer, with over 34 years of structural experience with building renovation, rehabilitation and assessments. Our team also includes architectural, engineering, and grant specialist support staff.

With extensive experience in municipal projects and historic structures throughout Wisconsin, our team understands the unique balance required between structural performance, public use, and preservation of historic character. Cedar Corporation has successfully completed similar projects involving:

- **Municipal Building Assessments** - Evaluation and planning for municipal buildings, public safety, and community facilities.
- **Historic Structures** - Assessment and rehabilitation planning for buildings listed on State and National Registers.
- **Structural Assessments** - Analysis of existing conditions, structural deficiencies, and long-term feasibility planning.
- **Public Facility Planning** - Development of fundable solutions centered on community needs and grant funding.
- **Accessibility and Improvement Planning** - Evaluation of ADA improvements and integration into historic structures.

Through our expertise we have experience providing similar services, including assessments, planning, design, and grant services for communities throughout WI including:

- City of Weyauwega Municipal Building Renovation & Expansion - Relevance: structural assessment, floor loading, and historic renovation.
- City of Blair Municipal Building Renovation - Relevance: structural assessment, floor loading, historic renovation, and grant services.
- Village of Wausaukee Municipal Building Renovation - Relevance: structural assessment, floor loading, renovation, and grant services.
- City of Glenwood City Municipal Building - Relevance: municipal and library design and grant services.
- City of Barron Municipal Building - Relevance: municipal building design.
- Village of Cadott Community Library - Relevance: library design and grant services.
- Village of Hammond Public Library - Relevance: library design and grant services.
- City of Colby Library - Relevance: library design and grant services.

Cedar Corporation has also been involved in several prior improvements to your Municipal Building, including conceptual elevator design, energy improvements, HVAC replacement, and window and roof replacement projects. This familiarity provides us with valuable insight into the facility's history, systems, and long-term needs.

Our approach is centered on delivering clear, practical, and decision-ready information to support the Village's planning efforts. We recognize the importance of thoroughly assessing the existing structural systems, particularly within the basement level, while identifying feasible paths forward that align with community needs, funding strategies, and potential grant opportunities. Based on our initial review of basement column conditions, we propose to perform an assessment of the main level floor system to evaluate structural capacity and provide recommendations for potential interior build-out and basement renovation. While this phase will not include detailed plans for bidding or regulatory approval, those services can be provided as additional scope if desired.

As part of this effort, our work will include the following items.

- Evaluation of existing structural conditions, including a visual inspection of foundations, walls, load bearing walls, roof, and floor systems.
- Structural assessment of the first-floor structural capacity and performance including calculation of first floor capacity.
- Focused analysis of the basement's suitability for expanded occupancy.
- Evaluation of the feasibility of future improvements, identify constraints and opportunities.
- Summary of preservation-sensitive approaches to maintain the building's historic integrity.

Upon completion of our assessment, Cedar Corporation will provide a detailed written report summarizing structural findings, existing condition assessment, identifying deficiencies, evaluating basement suitability for public use, and outlining feasible improvement strategies. The report will include high-level recommendations, order-of-magnitude cost considerations, and suggested next steps to support Village Board decision-making, capital planning, and potential grant applications.

We anticipate initiating the project in July 2026, with site evaluation occurring shortly thereafter, followed by analysis and documentation through August. A draft report will be provided in late August, with a final report delivered in September 2026. We remain flexible and will coordinate closely with the Village to refine this schedule as needed.

Our proposed lump sum fee for this work is \$14,950. This proposal assumes a single primary site visit, non-invasive evaluation methods, calculations, and a summary report and presentation to the Village.

Cedar Corporation understands that the Village is seeking a clear and actionable understanding of the Municipal Building's structural condition and long-term viability, particularly regarding the basement level. Our goal is to provide insights that balance structural feasibility, historic preservation, community functionality, and long-term funding strategies.

We are confident in our ability to deliver a comprehensive and valuable assessment that equips the Village with the information needed to make informed decisions about restoration, future improvements, and expanded public use.

Thank you for your consideration. We welcome the opportunity to discuss our qualifications further and look forward to partnering with the Village of Colfax on this important initiative.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Cory Scheidler". The signature is fluid and cursive, with the first name "Cory" written in a larger, more prominent script than the last name "Scheidler".

Cory Scheidler, AIA
Director of Architecture
Cedar Corporation



Proposal for:
VILLAGE OF COLFAX
STRUCTURAL ANALYSIS SERVICES - MUNICIPAL BUILDING
BASEMENT RESTORATION PROJECT

> **Contact:**
CBS Squared, Inc.
Mathew Higgin, PE
615 First Avenue NE, Suite 415
Minneapolis, MN 55413
mhiggins@cbssquaredinc.com
712.251.5704



June 15, 2026

Julie L. Mitchell
Administrator-Clerk-Treasurer
Village of Colfax
613 Main Street, PO Box 417
Colfax, WI 54730

RE: Structural Analysis Services – Municipal Building Basement Restoration Project

Dear Ms. Mitchell:

CBS² is pleased to submit our qualifications and proposal to provide structural analysis services for the Village of Colfax Municipal Building Basement Restoration Project.

Historic municipal buildings are more than facilities; they are part of a community's identity and history. As the Village evaluates opportunities to expand public use of the Municipal Building while preserving its historic character, it is important to understand the building's strengths, limitations, and future potential. We are excited about the opportunity to help the Village make informed decisions that support both preservation and long-term community needs.

Our team brings experience evaluating historic, municipal, and public-use facilities throughout Wisconsin and Minnesota. We understand the challenges associated with aging structures and the importance of providing clear, practical recommendations that support planning, budgeting, grant applications, and future improvements.

Thank you for considering CBS² for this important project. We appreciate the Village's commitment to preserving this historic building and look forward to the opportunity to assist with its continued use and stewardship for future generations.

Sincerely,

Mathew Higgins, PE
Project Manager
CBS Squared, Inc.



info@cbssquaredinc.com



cbssquaredinc.com



770 Technology Way
Chippewa Falls, WI 54729



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SERVICES OFFERED

- Agriculture: 1
- Architecture: 2
- Construction Oversight: 8
- Grant Writing: 3
- Geospatial/Survey: 7
- Municipal Engineering: 6
- Stormwater: 9
- Structural: 10
- Transportation: 16
- Water/Wastewater: 11



05 OFFICE LOCATIONS

Appleton, Chippewa Falls,
Middleton, and Waukesha WI;
Minneapolis, MN



**CERTIFIED
DISADVANTAGED
BUSINESS ENTERPRISE**

ABOUT CBS SQUARED, INC.

CBS Squared, Inc. (CBS²) was established in April 2011 as a single source, multi-discipline engineering and architecture firm by four experienced professionals with varying backgrounds. Our first office opened in Chippewa Falls, Wisconsin, with just five employees. Today, we've grown to nearly one hundred team members, with our headquarters in Minneapolis and five offices across Wisconsin and Minnesota. We are proud to be a woman-owned, Disadvantaged Business Enterprise (DBE).



CBS² provides coordinated engineering, architecture, survey, and grant writing services all under one roof—offering the kind of efficiency and collaboration our clients value. Our mission is straightforward: deliver high-quality, cost-effective services that meet our clients' needs and make a positive impact on the communities we serve.

We believe the process is just as important as the outcome. Projects don't come together in a vacuum—they require planning, communication, and collaboration between our team, clients, and stakeholders. That's why we focus on working closely with all parties from start to finish to help bring each project to life.

CBS² brings extensive experience evaluating, rehabilitating, and improving existing public facilities throughout Minnesota and Wisconsin. Our team has worked on a variety of historic, municipal, and institutional buildings, providing structural assessments, architectural services, renovation planning, accessibility improvements, and construction support. We understand the unique challenges associated with aging facilities and historic structures, including balancing preservation goals with modern building requirements and future community needs.

Our experience includes identifying structural deficiencies, evaluating existing building conditions, developing rehabilitation recommendations, and supporting long-term facility planning efforts. Whether assisting with building assessments, renovation planning, or future implementation, CBS² provides practical solutions that help communities preserve and maximize the value of their public facilities.



PARTNERING AND RELATIONSHIPS

CBS² believes successful projects begin with strong partnerships. Our team is committed to engaging Village staff, stakeholders, and project partners throughout the assessment process to fully understand the building's history, current challenges, and long-term goals. By combining technical expertise with open communication, we help clients make informed decisions regarding facility preservation, future improvements, accessibility needs, and long-term capital investments.

When projects require expertise beyond structural engineering, our multi-disciplinary team provides seamless access to architecture, surveying, construction management, and grant writing services. We take pride in delivering clear, practical recommendations supported by thorough evaluations and documentation, helping clients confidently plan for the continued preservation and use of their historic facilities.

OUR COMPANY SERVICES



STRUCTURAL

Our team of experienced engineers delivers cost-effective solutions for new and rehabilitated structures.



ARCHITECTURE

Our work is built on a comprehensive blend of studies, evaluations, new construction, expansion, renovation, and alteration projects.



CONSTRUCTION OVERSIGHT

Delivering precise, top-notch results with a skilled and experienced construction administration team.



GRANT WRITING

We have a team specialized in providing top-notch grant writing services to public and private clients.



LAND SURVEY/ GEOSPATIAL

Seasoned professionals providing precise and reliable survey data collection services, leveraging cutting-edge technology.



MUNICIPAL ENGINEERING

Superior technical assistance to communities planning to build, replace, or upgrade their municipal infrastructure.



STORMWATER

Innovative and cost-effective storm water treatment designs delivered by experienced experts.



AGRICULTURE

Unwavering support and guidance navigating the complex requirements behind your agriculture growth.



TRANSPORTATION ENGINEERING

Revolutionizing public and private transportation systems that are safe, efficient, easy-to-navigate, and aesthetically pleasing.



WASTEWATER

We specialize in providing cost-effective options for updating and increasing the lifespan of your current wastewater system.



WATER

Your partner in building sustainable water infrastructure to assist your thriving community.

02 Project Team



Education

BS: Civil Engineering, Iowa State University

Experience

13 Years

Registration/Certification

WI License No. 100173-6

MATHEW HIGGINS, PE - PROJECT MANAGER | CBS SQUARED, INC

Mathew is an experienced Structural Engineer with expertise in structural assessments, historic building rehabilitation, adaptive reuse, and renovation of existing structures. He has extensive experience evaluating municipal, commercial, institutional, and multi-family facilities, including identifying structural deficiencies, assessing building capacity, and developing repair and rehabilitation solutions. Mathew's design experience includes wood, masonry, light gauge and structural steel, precast concrete, and cast-in-place concrete systems.

Mathew regularly performs structural inspections and existing conditions assessments to evaluate the integrity and long-term viability of buildings, foundations, floor systems, and other load-bearing elements. He specializes in historic restoration and complex timber structures, working closely with owners, architects, contractors, and regulatory agencies to develop practical solutions that balance structural performance, accessibility, functionality, and historic preservation objectives.

Select Relevant Experience

Historic Renovation – Fort Snelling Upper Post, Fort Snelling, MN

Served as lead structural engineer for the renovation and adaptive reuse of 26 National Register-listed historic buildings. Evaluated a variety of existing structural systems, identified deficiencies, developed repair solutions, and coordinated with preservation agencies to maintain historic integrity. Spent eight months on-site verifying existing conditions, resolving structural issues, and supporting rehabilitation of the facilities for long-term occupancy.

101 & 103 Washington Building Assessment and Renovation – City of St. Croix Falls, WI

Served as Structural Engineer for the assessment and renovation of a historic brick and wood-framed building. Conducted structural inspections and analyses to identify deficiencies, evaluate existing conditions, and develop repair recommendations. Designed structural modifications to support adaptive reuse, ADA improvements, and continued public occupancy while preserving the building's historic character.

Saint Peter Regional Treatment Center, Pedersen Building Upgrades – St. Peter, MN

Served as Structural Engineer for the renovation of a 100-year-old, three-story historic administration building. Evaluated existing structural systems and building conditions to support HVAC upgrades within an occupied facility. Developed structural solutions for new mechanical systems while minimizing impacts to historic building components, including cast-in-place concrete floors and load-bearing clay tile walls.

Structural Condition Inspection – Northern Lake Service, Crandon, WI

Conducted a structural assessment of an existing brick and concrete building to evaluate structural condition, capacity, and long-term viability. Identified deterioration in floor framing and foundation walls, prepared a report documenting deficiencies and recommendations, and developed remediation concepts to support future building improvements and safe occupancy.



Education

BS: Civil Engineering, Structural Specialty - Milwaukee School of Engineering

Experience

2 Years

Registration/Certification

Engineer in Training

LEO BURMEISTER, EIT - STRUCTURAL ENGINEER | CBS SQUARED, INC

Leo is a Structural Design Engineer who supports the evaluation, design, and rehabilitation of structural systems for municipal, commercial, and infrastructure projects. His experience includes assisting with structural assessments, design development, construction coordination, and preparation of engineering documents. He has worked with project teams, contractors, and regulatory agencies to support successful project delivery and develop practical solutions for existing and new structures.

Select Relevant Experience

Central Water Treatment Plant - City of Stanley, WI

Leo supported existing conditions evaluations, drafting, and design efforts for the renovation and expansion of an existing municipal facility. Responsibilities included assisting with documentation of structural conditions, supporting design development for demolition and building improvements, and preparing construction documents. The project provided experience working with existing structures, evaluating renovation constraints, and integrating new construction with an occupied public facility.

LEO BURMEISTER, EIT - STRUCTURAL ENGINEER | CBS SQUARED, INC

Well 4 Water Treatment Plant - City of Prescott, WI

Leo supported existing conditions evaluations, drafting, and design efforts for the expansion of an existing municipal facility. Responsibilities included assisting with documentation of structural conditions, supporting design development for building additions and facility improvements, and preparing construction documents. The project provided experience evaluating existing structural systems, identifying renovation constraints, and integrating new construction with an existing public facility.

The Company Inspection - Chippewa Falls, WI

Leo assisted with the structural assessment of an existing industrial facility to evaluate the condition of the roof structure and identify areas of deterioration. Responsibilities included supporting field inspections, documenting existing conditions, and assisting with the development of rehabilitation and replacement alternatives. The project provided experience evaluating existing structural systems, identifying deficiencies, and supporting recommendations for future building improvements..

ADDITIONAL SUPPORT RESOURCES

In addition to our proposed core project team, our firm brings a depth of expertise that allows us to remain agile and responsive to the evolving needs of our clients. Should project scope expand or unforeseen needs arise, we have additional staff available to provide specialized support to ensure seamless project delivery and continuity.

We are committed to tailoring our team to meet the your specific goals and are prepared to scale our support as needed throughout the project.

Should the scope of the project evolve, the following are a few of the services available to support additional needs:



Dan Hawkins | Survey

Dan is an experienced surveyor with experience supporting federal, state, local, and private-sector projects. His expertise includes GPS, Total Station, and laser scanning technologies used to accurately document existing conditions and develop detailed building and site information to support assessment, renovation, and rehabilitation projects.



Kristi Lentz | Grant Administration

Kristi has extensive experience identifying and securing local, state, and federal funding sources for municipal planning and facility projects.



Dave Paukner, NCARB | Architecture

Dave is a seasoned architect with 40 years of experience planning, assessing, and renovating municipal, educational, commercial, and historic facilities. He specializes in adaptive reuse, accessibility improvements, and preservation-sensitive renovations that balance building performance, occupant needs, and long-term facility goals.



Elizabeth Gales | Historic Consultant

Elizabeth is an experienced Historian and Architectural Historian specializing in historic building assessments, rehabilitation planning, and adaptive reuse projects. She has extensive experience guiding projects through historic preservation requirements, including compliance with the Secretary of the Interior's Standards for Rehabilitation, and provides expertise in cultural resource review, preservation planning, and long-term stewardship of historic properties.



Zach Elstran | Construction Management

Zach provides construction management support with experience in cost estimating, constructability reviews, bidding assistance, project inspections, and construction administration. His background in coordinating contractors and overseeing construction activities allows him to evaluate proposed improvements from a practical construction perspective and develop recommendations that support project planning, budgeting, and implementation.



HISTORIC RENOVATION, FORT SNELLING UPPER POST - FORT SNELLING, MN

While at a previous firm, Mathew served as the lead structural engineer for the renovation and adaptive reuse of 26 historic buildings into multi-family housing units. The buildings varied significantly in condition, ranging from well-maintained structures to facilities exhibiting substantial deterioration and structural instability. The project required evaluation of a wide variety of existing structural systems, including brick masonry walls, wood-framed floor systems, timber trusses, steel framing, and reinforced masonry elements.

Because the buildings were listed on the National Register of Historic Places and regulated by multiple government agencies, Mathew worked closely with preservation officials and project stakeholders to ensure all repairs and renovations met historic preservation requirements while addressing structural deficiencies and supporting the buildings' continued use.

Due to the historic significance of the structures, much of the investigation, evaluation, and repair design was completed during construction through detailed on-site assessments. Mathew spent eight months full-time in the field working directly with contractors to verify existing conditions, evaluate structural concerns, develop repair solutions, and coordinate implementation of corrective measures. His hands-on involvement was critical in addressing unforeseen conditions, preserving historic building features, and successfully rehabilitating these complex historic structures for long-term occupancy.

Relevant Project Highlights

- Historic Building Evaluation
- Structural Condition Assessments
- Deficiency Identification
- Structural Capacity Analysis
- Existing Conditions Verification
- Preservation Coordination
- Rehabilitation Planning
- Repair Recommendations
- Construction Coordination
- Historic Preservation
- Adaptive Reuse
- Building Stabilization

101 & 103 WASHINGTON BUILDING ASSESSMENT AND RENOVATION - CITY OF ST. CROIX FALLS, WI

CBS² provided architectural and structural engineering services for the assessment, renovation, and adaptive reuse of two historic municipal buildings in downtown St. Croix Falls. The project included evaluating existing brick masonry, wood, steel, and masonry structural systems to determine building condition, identify deficiencies, and support future occupancy and facility improvements.

Detailed structural inspections and analyses were performed to evaluate deterioration, damage, and non-compliant structural elements. The team identified required repairs, structural limitations, and opportunities for renovation while preserving the integrity of the historic buildings and supporting long-term facility use.

Renovations to the 101 Washington building transformed the facility into a community arts center featuring a gallery space, instructional areas, and public gathering spaces. Improvements included major roof structure repairs, ADA-compliant upgrades, and installation of a vertical platform lift. At 103 Washington, CBS² designed a building addition and rooftop deck integrated with the existing historic structure.

Throughout design and construction, CBS² worked closely with City staff, stakeholders, and contractors to verify existing conditions, coordinate repairs, and develop solutions that balanced historic preservation goals with modern building code, accessibility, and occupancy requirements.

Relevant Project Highlights

- Historic municipal building evaluation
- Existing conditions assessments
- Structural deficiency identification
- Structural capacity and repair evaluations
- ADA accessibility improvements
- Vertical platform lift integration
- Historic preservation coordination
- Building rehabilitation and adaptive reuse
- Long-term facility planning support
- Public-use facility renovations

SAINT PETER REGIONAL TREATMENT CENTER, PEDERSEN BUILDING UPGRADES – ST. PETER, MN

CBS² is providing architectural and engineering services for the renovation of a 100-year-old, three-story historic administration building. The project includes evaluation of existing building systems and conditions to support long-term preservation, modernization, and continued public use.

As part of the design process, the team assessed existing structural and building components to identify deficiencies, limitations, and improvement opportunities while maintaining the building's historic character. Renovations include replacement of aging windows and modernization of building systems, with careful consideration given to preserving architecturally significant features and minimizing impacts to the historic structure.

The project requires coordination of phased construction, maintenance of partial occupancy, hazardous material abatement, and preservation-sensitive improvements within an active public facility. CBS² continues to work closely with stakeholders to develop practical solutions that balance historic preservation goals, building performance, occupant needs, and long-term facility planning.

Relevant Project Highlights

- Historic public building renovation
- Existing conditions evaluations
- Structural and building system assessments
- Building deficiency identification
- Historic preservation coordination
- Preservation-sensitive rehabilitation
- Phased construction planning
- Occupied facility renovations
- Long-term facility planning
- Public-sector project experience

04 Project Approach

The Village of Colfax Municipal Building is an important community asset, and any future improvements should preserve the building's historic character while supporting expanded public use for decades to come. CBS² understands that a thorough understanding of the building's existing structural systems, limitations, and opportunities is essential to making informed decisions regarding future renovations, accessibility improvements, occupancy needs, and long-term capital investments.

Our approach begins with a review of available information, including historic plans, previous studies, renovation records, and documentation associated with the library expansion project. This initial review allows our team to identify information gaps, understand past modifications, and prepare for an efficient and focused field investigation.

Following the document review, our structural engineering team will conduct a comprehensive on-site assessment of the building. The evaluation will include the basement, foundation, load-bearing walls, floor systems, roof framing, and other structural components. We will document existing conditions and identify evidence of deterioration, settlement, cracking, moisture intrusion, deflection, or other structural concerns. Special attention will be given to the basement level to evaluate its suitability for expanded public use, occupancy considerations, loading requirements, and any limitations that may affect future use of the space. Photographs will be taken to document existing conditions, typical structural elements, and areas requiring further attention.

Once field data has been collected, our team will evaluate the condition and structural capacity of the building's primary systems and identify deficiencies, limitations, and opportunities for improvement. Existing conditions will be assessed in the context of anticipated municipal and community uses, including potential future renovations, accessibility improvements, interior reconfiguration, and building system upgrades. Structural concerns will be prioritized based on severity and urgency, and conceptual repair or stabilization recommendations will be developed where appropriate.

The final deliverable will be a comprehensive report suitable for Village planning, budgeting, Board discussions, grant applications, and future project development. The report will include:

- Executive summary of findings
- Existing structural conditions assessment
- Identification of structural deficiencies and areas of concern
- Basement suitability assessment for expanded public use
- Evaluation of structural opportunities and limitations
- High-level recommendations for repairs, stabilization, and future improvements
- Order-of-magnitude structural considerations for planning purposes
- Recommended next steps and additional investigations, if warranted

Because the building is listed on the State and National Registers of Historic Places, our recommendations will be developed with consideration for historic preservation requirements and preservation-sensitive repair approaches. CBS² also maintains relationships with historic preservation specialists who can provide additional guidance as needed.

In addition to structural engineering services, CBS² offers architecture, construction management, surveying, and grant writing services that can support future phases of the project. These resources can assist with building documentation, space planning, cost estimating, funding applications, design development, and construction implementation as the Village advances its long-term restoration efforts.

05 Project Schedule





- **Total Lump Sum: \$32,000.00**

- o Field Work: \$8,000.00

- 2 staff full time, 2 days

- o Report: \$24,000.00

- **Included:**

- o Locating all structural elements, including load bearing walls, beams, and columns

- o Visual condition inspection of all exposed structural elements, including foundation walls, columns, beams, bearing walls, and roof structures

- Specific attention will be given to the basement

- All elements that can be accessed will be measured and typed for determining structural capacities

- Members with structural damage will be noted

- o Determining the general bearing capacity of accessible structural members

- Connections may be excluded depending on the type of connection made

- o Visual inspection of the exterior façade

- Inspection focuses on indications of structural concern including moisture penetration and building settlement

- o A formal report including the following

- Detailed assessment of the existing structure

- A feasibility assessment of the existing structural elements capacity to support modifications/updates to the existing structure

- A repair plan for any damaged structural members found organized by order of importance

- Recommendations for structural modifications to bring the building up to current building codes while maintaining historical compliance

- **Hourly Rates (if applicable);**

- Include full hourly and expense rate tables, including historical consultants table

- **Assumptions or Exclusions.**

- **Assumptions**

- o Plans created for library addition can be made available for field documentation of existing structure

- o Reasonable access will be provided to the structural members (whether with existing conditions or minor removals)

- **Exclusions**

- o No new plans will be created as a part of this inspection

- o No 3D scans will be created as a part of this inspection

STRUCTURAL ANALYSIS SERVICES

Municipal Building Basement Restoration Project

Professional Services Proposal + Qualifications | Village of Colfax, Wisconsin

June 15, 2026

TO:

Julie L. Mitchell

Administrator-Clerk-Treasurer

715.962.3311

clerk@vi.colfax.wi.gov

Village of Colfax

613 Main Street + P.O. Box 417

Colfax, WI 54730



Architecture
Engineering
Environmental
Planning

ISGInc.com

FROM:

Michael Novitzki, MBA

Development Strategist

651.373.9915

Michael.Novitzki@ISGInc.com

Josh Kvasnicka, PE

Senior Structural Engineer

507.722.2980

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ISG

7900 International Drive + Suite 550

Bloomington, MN 55425

SERVICES

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Environmental

- Assessments + Review
- Geographic Information Systems (GIS)
- Permitting + Compliance
- Planning + Feasibility
- Testing + Monitoring

Planning

- Development
- Engagement
- Funding
- Planning
- Project Evaluation

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June 15, 2026

Julie L. Mitchell

Administrator-Clerk-Treasurer
715.962.3311
clerk@vi.colfax.wi.gov

Village of Colfax
613 Main Street + P.O. Box 417
Colfax, WI 54730

Julie,



The Village of Colfax represents the character and resilience that define many of Wisconsin's small communities: grounded in history, shaped by stewardship, and committed to making forward-looking solutions. The municipal building plays an important role in that story, serving as a functional space and a community asset. As the Village evaluates the feasibility of expanding public use within the basement, the structural review will help understand space limitations and opportunities, informing decisions that support long-term community value.

ISG shares that perspective. We have partnered with communities of similar size and understand the importance of clear, practical guidance. We approach projects with a focus on delivering analysis and confidence in next steps. We do this by offering:

Site Familiarity

ISG's team took the initiative to visit the municipal building in advance to better understand existing conditions, site access, and visible structural elements. This early investment will allow us to approach the project with context instead of assumptions, which will result in a more targeted evaluation, clearer documentation, and recommendations grounded in firsthand insight.

Multidisciplinary Perspective

While the core of this effort is structural, ISG brings a broader lens shaped by architecture, engineering, and public-sector experience. Our multidisciplinary experience allows us to consider how structural conditions may influence future improvements, accessibility, and overall building use.

Commitment to Wisconsin Communities

ISG is committed to supporting small communities across Wisconsin with solutions that are realistic and implementable. We understand the importance of balancing needs, budgets, and long-term goals, and we prioritize recommendations aligned with how communities approach facility planning.

Above all, we are committed to meeting you where you are at in the process and delivering work that helps the Village move forward with confidence. We look forward to the opportunity to support Colfax on this important effort.

Sincerely,

Michael Novitzki, MBA
Development Strategist

Josh Kvasnicka, PE
Senior Structural Engineer



View An Example Report
bit.ly/turner-cty-slsa

FIRM OVERVIEW

FIRM HISTORY

ISG has a rich history, that extends over 50 years, of building trusting relationships with clients, stakeholders, and the community. As a multidisciplinary firm that is 100% owned by employees, ISG serves numerous business units and fosters strong collaboration between all disciplines, providing clients a diverse knowledge base, high level of creativity, and broad perspective. ISG's business philosophy is centered around building relationships and constantly adding value through new and creative technologies, professionals, and ideas. ISG's flexibility makes it possible; our focus and innovative solutions make it happen.

260+
Local
Professionals

60+
Structural Engineering
Professionals

150+
Structural Assessments
Completed



ST. LOUIS PARK
BLOOMINGTON

GREEN BAY

LA CROSSE

ISG Office
ISG Projects

BROOKFIELD

QUALIFICATIONS

ISG brings focused experience in the evaluation of existing facilities, including structural condition assessments, capacity verification, and materials evaluation. Our team approaches these efforts through field-based investigation, identifying existing conditions, limitations, and potential constraints without overextending scope. We provide clear, code-informed findings and practical documentation that support decision making, giving the Village the necessary information to evaluate feasibility with confidence.



**View Our
Engineering Services**
bit.ly/engineering-isg

Primary Contact Person



Michael Novitzki, MBA
Development Strategist
952.426.0699
Michael.Novitzki@ISGInc.com

PROJECT TEAM

ISG's selected team combines technical expertise and municipal experience to deliver a practical evaluation that supports the Village's long-term facility decisions.

Michael Novitzki, MBA

Primary Contact Person

Role: Client Relationship Manager



With nearly a decade in the public works industry, Michael builds trusted relationships with communities through clear communication and a practical, client-focused approach. For projects like the municipal building basement assessment, he works closely with stakeholders to understand existing conditions, project goals, and risk considerations, ensuring the evaluation aligns with the Village's need for clear, defensible findings.

He supports decision-making by helping municipalities evaluate infrastructure and facility investments, including financial implications and life cycle considerations, so recommendations are grounded in what is feasible and cost-conscious. Michael regularly serves as a liaison between community staff and technical teams, allowing findings to be well understood and translated into clear next steps.

Relevant Experience

Facility Assessment
Vadnais Heights, MN

Facility Assessment
Somerset, WI

Capital Improvement Plan (CIP) Township Facilities
Florence, WI

CIP Public Utilities Facilities
Florence Utilities, WI

Josh Kvasnicka, PE

Senior Structural Engineer

Role: Structural Engineer

WI PE #100451



Josh has nearly 20 years of experience specializing in assessing and analyzing existing structures, including municipal and historic facilities.

He focuses on understanding how buildings perform in their current condition, evaluating structural systems, and identifying limitations that may impact safe use or future planning.

Josh's approach is rooted in clear analysis and practical application, providing straightforward findings that support informed decision making. He provides concise, defensible recommendations based on observed conditions and sound engineering judgment, helping communities move forward with an understanding of potential constraints.

Relevant Experience

Marshall County Courthouse
Facility Assessment + Remodel
Britton, SD

Fire Department Training Station
Waukesha, WI

Fire Equipment Storage Building
Fort McCoy, WI

Dash Center
Onalaska, WI

RELEVANT EXPERIENCE

ISG's experience demonstrates a consistent ability to deliver comparable projects with similar scope, complexity, and stakeholder needs, providing proven approaches and lessons learned directly applicable to this project.



City of La Crosse Utilities Analysis, Structural Analysis, and Space Needs Plan*

La Crosse, WI

ISG completed a facility assessment of multiple municipal utility buildings to support the City's long-term planning efforts. The work included on-site evaluations and review of structural systems, such as foundations, exterior walls, and roof structures, to document existing conditions and identify deficiencies impacting performance and service life.

Through field observation, ISG identified areas of deterioration, accessibility limitations, and other structural-related concerns affecting continued use. These findings were organized into prioritized categories and paired with recommended corrective actions to support maintenance planning and future improvements.

The assessment also informed planning considerations for improving building functionality and accessibility. Recommendations included options for vertical circulation improvements, such as incorporating a new elevator to provide ADA access between levels, as well as potential building modifications including the addition of a new floor.

In the final document, ISG provided clear documentation of existing conditions, prioritized deficiencies, and order-of-magnitude cost opinions, giving the City a practical foundation to guide decision-making, funding strategies, and phased improvements.

*Indicates historic building



Turner County Courthouse Structural Life Safety Assessment*

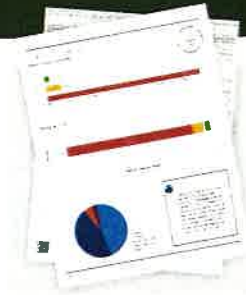
Parker, SD

ISG completed a structural life safety assessment of the historic Turner County Courthouse to evaluate existing conditions and identify risks affecting occupant safety and long-term performance. The effort included multiple site visits, visual inspection of structural systems, and targeted 3D scanning to quantify observed deflection and deformation within the building.

The assessment focused on key structural components, including wood roof trusses, reinforced concrete floor systems, and load-bearing masonry walls. Significant concerns were identified in the courtroom roof framing, including excessive deflection, failed truss connections, fractured rafters, and loose or disengaged connections. Floor systems showed measurable deflection and deterioration, including corrosion and long-term creep in concrete slabs.

3D scanning confirmed the extent of structural movement across roof framing, ceilings, and floors. ISG developed recommendations to address life safety concerns, including coordination and review of temporary shoring to stabilize the roof structure. The building was certified for occupancy following shoring installation. Final recommendations included repair, reinforcement, or replacement of roof framing and strengthening of floor systems, with actionable assessment findings to guide next steps.

*Indicates historic building



View The Report

bit.ly/marshallCountyCourthouse_FA_ISG

Marshall County Courthouse Facility Assessment + Remodel*

Britton, SD

ISG completed a comprehensive facility assessment of the Marshall County Courthouse, a historic, three-story building listed on the National Register of Historic Places and serving as the primary hub for county government services. The historically significant nature of the facility required a preservation-conscious approach while evaluating existing conditions. The assessment included a full-system review of site, structural, architectural, mechanical, electrical, life safety, and accessibility components to document existing conditions and support long-term planning decisions.

The evaluation was conducted through an on-site, non-destructive review of accessible building systems and infrastructure, supported by available documentation and industry standards. ISG developed a detailed report that identified deficiencies, documented system performance, and provided prioritized recommendations organized by urgency, cost, and impact. This included structural observations, such as localized deterioration at roof truss bearings and foundation elements, as well as broader building system needs related to drainage, envelope performance, HVAC, and life safety systems.

Deliverables included a written assessment report, cost opinions, and a prioritized roadmap to guide maintenance, capital improvements, and future renovations. The final document provided Marshall County with a clear understanding of existing conditions and actionable next steps to extend the life of the historic facility, improve accessibility, and support continued public use.

**Indicates historic building*



View The Report

bit.ly/hartford-senior-center-report-isg

Hartford Senior Center Structural Assessment

Hartford, SD

ISG completed a structural evaluation of the Hartford Senior Center to document existing conditions and identify structural deficiencies in support of the City's consideration of building acquisition. The assessment included an on-site, non-destructive review of accessible structural systems, with a focus on wood framing, floor systems, and stone foundation walls.

The evaluation identified a range of structural conditions, including damaged and charred floor joists, unsupported beam conditions, and temporary or inadequate framing solutions at select openings. Moisture-related deterioration was observed at wood columns, baseplates, and stone foundation walls, along with evidence of long-term water intrusion affecting both basement and upper-level structural components. Existing masonry walls were generally in stable condition, though localized deterioration of mortar joints was noted.

ISG developed prioritized recommendations to address observed deficiencies, including structural reinforcement or replacement of damaged joists, installation of additional supports, and improvements to mitigate moisture impacts. The final report provided clear documentation of existing conditions and actionable repair recommendations to support decision-making and future investment in the facility.

ADDITIONAL RELEVANT EXPERIENCE

Projects With Local Government Clients

Capital Improvement Plan
Britton, SD

Capital Improvement Plan
Madison, SD

Columbia Hall Building Structural Conditions Assessment
Faribault, MN

Cottonwood County Maintenance Shop Site
Feasibility Review
Windom, MN

Fire Station Feasibility Study
Fairmont, MN

Grand River Station Conditional Assessment
La Crosse, WI

Humboldt County Law Enforcement Center Facility Analysis
Dakota City, IA

Le Sueur County Historic Jail Study*
Le Center, MN

Martin County Courthouse Dome Renovation + Reroof*
Fairmont, MN

Mayo Clinic Health Systems Event Center
Building Assessment
Mankato, MN

Municipal Facility Space Needs Assessment
Montgomery, MN

Scott County CDA Capital Needs Assessments
Belle Plaine, MN

South Dakota Cultural Heritage Center Assessments
Pierre, SD

Webster County Conservation Parks, Facilities,
and Recreation Master Plan
Fort Dodge, IA

Windom Public Schools Campus + Facility Planning
Windom, MN

**Indicates historic build*

Projects With Other Clients

531 Commercial Street Facility Assessment
Waterloo, IA

Compeer Financial Facilities Assessments +
Location Analyses
Multiple Midwest Locations

Cresa Facility + Site Assessment
Minneapolis, MN

Ellis & Eastern Railroad Site Analysis
Luverne, MN

Richie Eye Clinic Facility Assessment
Northfield, MN

Trinity Lutheran Church Mechanical Assessment
Faribault, MN



View The Study

bit.ly/le-sueur-cty-historical-isg

PROJECT UNDERSTANDING + APPROACH

UNDERSTANDING

The project is intended to move beyond a preliminary opinion and deliver a thorough evaluation of structural systems, including foundations, walls, floors, framing, and roof systems, with a clear focus on basement capacity, occupancy considerations, and overall feasibility for community use. The building's historic designation requires a careful, preservation-sensitive approach, with findings and recommendations that support informed decision-making, grant applications, and future design phases.

Based on our site visit observations, we understand the building is generally in good structural condition, with the basement floor structure largely exposed and accessible for evaluation. Some wall surfaces are currently covered, likely related to prior moisture or flooding conditions, which will require coordination for a complete assessment. These existing conditions, combined with the Village's goal of transforming the basement into a safe and functional community space, reinforce the need for a clear and methodical analysis that documents existing performance, identifies any structural limitations, and outlines practical next steps. The final deliverable should directly address the Village's outlined criteria and provide a level of detail that gives confidence in future use of the space and a path forward for implementation.



ISG Site Visit | June 3, 2026

APPROACH

ISG's approach provides a comprehensive evaluation of the existing structural condition, capacity, and feasibility to support decisions on future building use and improvements. The final report of structural findings and recommendations will be suitable for Village planning purposes, Board of Directors discussion, capital budgeting, and grant applications.

1. PROJECT INITIATION + COORDINATION

ISG will begin with one (1) kickoff meeting to confirm project goals, available information, and site access. This aligns the evaluation with the Village's intent to assess the basement for expanded public use and long-term planning. Site access and coordination with the Village for the structural assessment will be established.

2. EXISTING CONDITIONS ASSESSMENT

ISG will perform an on-site structural evaluation of the building, including the basement and primary structural systems. Observations will focus on foundations, walls, floor systems, and visible framing to identify deterioration, movement, or distress. Efforts will prioritize accessible areas, including exposed floor structure and basement spaces observed during the site visit.

3. STRUCTURAL CAPACITY + BASEMENT EVALUATION

ISG will evaluate overall structural performance and general capacity of major systems. The basement level will be reviewed to assess suitability for expanded public use, including consideration of loading, occupancy, and existing structural limitations.

4. IMPROVEMENT FEASIBILITY + HISTORIC CONSIDERATIONS

ISG will identify structural considerations associated with potential future improvements while recognizing the building's historic nature. This includes evaluation of opportunities and constraints related to layout changes or expanded use. Recommendations will remain focused on structural items, with other disciplines addressed for future efforts, if contracted with ISG to do so.

5. FINDINGS + RECOMMENDATIONS

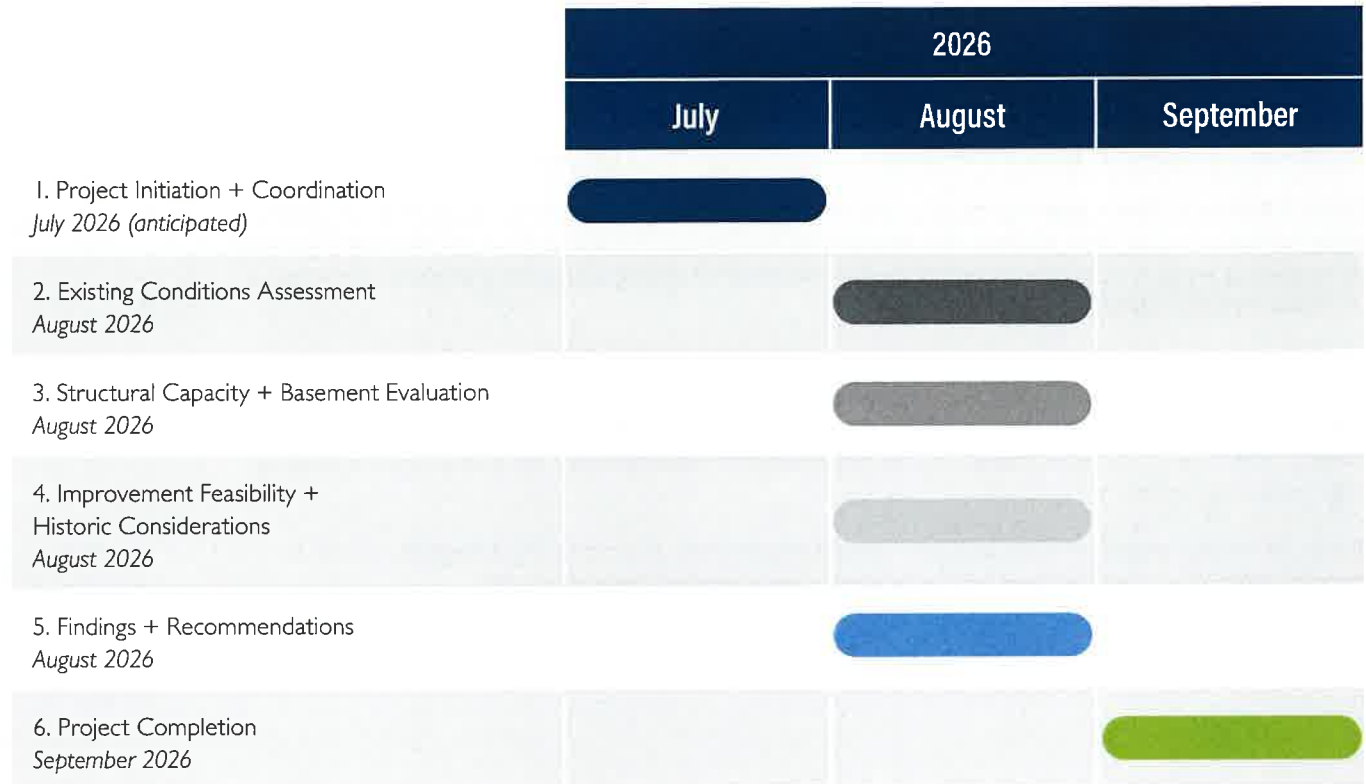
ISG will compile findings into a final report that outlines:

- Summary of structural findings and existing conditions
- Identification of structural deficiencies or areas of concern
- Assessment of basement structural suitability for expanded public use
- Structural feasibility of anticipated future improvements
- High-level recommendations for corrective actions, stabilization, or future engineering
- Order-of-magnitude opinions regarding anticipated structural considerations
- Recommendations regarding next steps for future planning or design

ISG will deliver the final report in the Village's preferred format.

TIMELINE

ISG proposes to complete the scope of work in this proposal in accordance with the following schedule. The schedule assumes project award on July 1, 2026.



FEE PROPOSAL

ISG proposes to provide the scope of work described within this proposal for a **fixed fee, not to exceed \$5,900**. Anticipated reimbursable expenses such as travel time, mileage expenses, and printing costs are included.

HOURLY RATES

Hourly rates will not be applicable for this project.

ASSUMPTIONS + EXCLUSIONS

This evaluation is limited to assessing the structural integrity of the facility's lower level. However, it is important to recognize that in a multi-story structure, the performance and condition of one level can influence other portions of the building. As such, building levels cannot always be considered entirely independent of one another from a structural evaluation standpoint.

This evaluation does not include a review of architectural requirements, building code compliance, occupancy classifications, or historic preservation requirements that may apply to proposed basement-level modifications, renovations, or changes in use. In addition, if any changes to the facility come from this assessment necessitate a building code review, this proposal does not include the design or documentation required to address resulting code compliance issues.

Should the elevator project or other building improvements proceed, and if review by a licensed architect is required under Wisconsin Statute 443, ISG is available to provide the necessary services.

ON THE AIR: FULL BUILDING RECEPTIONAL REVIEW

STATE OF TEXAS

THE STATE OF TEXAS, COUNTY OF DALLAS, ss. I, _____, Clerk of the County, do hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the records of the County of Dallas, State of Texas.

Witness my hand and the seal of the County of Dallas, State of Texas, this _____ day of _____, 20____.

Clerk of the County of Dallas, State of Texas

NOTED AND FILED FOR THE RECORDS OF THE COUNTY OF DALLAS, STATE OF TEXAS, this _____ day of _____, 20____.

County Clerk of Dallas, Texas

Notary Public in and for the State of Texas

Notary Public in and for the State of Texas

Notary Public in and for the State of Texas

Notary Public in and for the State of Texas

Notary Public in and for the State of Texas

OPTIONAL: FULL BUILDING ARCHITECTURAL REVIEW

If required by Wisconsin State Statute 443, ISG can provide an architectural building review. A fee proposal can be made available upon request. The scope of services could include the following:

SCOPE OF WORK

1. KICKOFF MEETING

ISG will hold one (1) kickoff meeting to discuss the building and detail the assessment process to the Village and stakeholders. ISG will review existing documents and data provided by the Village to gain an understanding of the building's history, including maintenance, repairs, and general conditions. ISG will seek to understand scope and expectations of the Village.

2. ON-SITE ASSESSMENT

ISG will conduct one (1) site visit to assess the overall physical condition of the site and building, including relative code compliance. ISG will document the total square footage, general floor plan, and other details required to validate and develop meaningful recommendations. Critical building systems and components, such as mechanical, electrical, plumbing, and structural elements, will be assessed. The maintenance efforts will be compared with industry standards, helping plan for necessary future upgrades. If ISG identifies any immediate hazards requiring urgent action, the Village and stakeholders will be promptly notified. ISG will estimate repair and upgrade costs, providing clear timelines for necessary actions.

3. FUNCTIONAL + PROGRAMMATIC REVIEW

ISG will complete a review of space and programming needs through the Village. The capacity for the building area based on its current function will be identified. Using the information gathered through prior tasks, the current capacity and use will be compared with the space needs study and programming needs to understand constraints and opportunities within the existing building.

4. DRAFT REPORT

ISG will analyze the data, prioritize each recommendation, from site conditions to life safety and accessibility. Once existing conditions are identified and evaluated, ISG will prepare a written, electronic report summarizing observation and findings, and recommend prioritized improvements to address building conditions. This will include sample photo documentation, recommended repairs and replacements, and estimated probable costs for improvements.

5. FINAL REPORT

Upon finalizing the assessment, ISG will meet with the Village and its stakeholders to review the report. The report will include an executive summary as well as the detailed information from the facility assessments, preventative maintenance recommendations, the future space needs projections and preliminary schematic concepts based on the functional and programming review. ISG will develop cost estimates to support future planning and funding applications.

Priority	Time Frame	Item
1 Immediate	0–2 Years	Accessibility Aesthetics Deterioration
2 Emerging	3–6 Years	Energy Estimated Useful Life Hazardous Materials
3 Future	7–10 Years	Health + Safety Remaining Useful Life

Facilities Assessment Experience Snapshot

- Blue Earth County (Various Buildings)
Mankato, MN
- Brandon City Hall + Public Works
Brandon, SD
- Burich Ice Arena
Hutchinson, MN
- Columbia Hall
Faribault, MN
- Fire Station
Storm Lake, MN
- Municipal Building
Tracy, MN
- Community Improvement Plan
Volga, SD
- Fire Station + Public Works
Fairmont, MN
- Le Sueur County Historic Society
Museum
Elysian, MN
- Le Sueur County Historic Structures
Le Sueur County, MN
- Marshall County Courthouse
Britton, SD
- Mayo Clinic Health Services
Event Center
Mankato, MN
- Armory
Salem, SD

BUSINESS UNITS

Commercial
Education
Energy
Food + Industrial
Government + Cultural
Healthcare
Public Works
Residential + Mixed-Use
Sports + Recreation
Telecommunications + Utilities
Transportation
Water

LOCATIONS

Alabama
Arkansas
Iowa
Minnesota
North Carolina
Ohio
Pennsylvania
South Dakota
Wisconsin

On January 12, 2017, ISG formally announced its transition of firm ownership to a 100% employee stock ownership plan (ESOP). As a multidisciplinary firm that started 50+ years ago, ISG has since grown to be a Top 500 Design Firm as recognized by Engineering News-Record (ENR), a Zweig Group Hot Firm, and Zweig Group Best Firm to Work For, illustrating the progressive increase in talent, expertise, and market share.



Architecture
Engineering
Environmental
Planning
ISGInc.com



RESOLUTION NO. 2026-6

RESOLUTION ACKNOWLEDGING CREATION OF THE COLFAX AREA RESCUE DISTRICT, APPOINTING DISTRICT REPRESENTATIVES, AND AUTHORIZING TRANSITION OF EMS SERVICES

Village of Colfax

Dunn County, Wisconsin

WHEREAS, the Village of Colfax (“Municipality”) has participated with other area municipalities in planning for the formation of a regional emergency medical services district to provide sustainable, high-quality emergency medical services to the participating communities; and

WHEREAS, the Municipality is a party to the Intergovernmental Cooperation Agreement creating the **Colfax Area Rescue District** (“District” or “CARD”); and

WHEREAS, the participating municipalities have received notice that the District has been awarded the applicable EMS Innovation Grant funding to support implementation and operation of the District; and

WHEREAS, the grant award and execution of the Intergovernmental Cooperation Agreement allow the participating municipalities to move from the planning and steering-committee phase to formal District governance and implementation; and

WHEREAS, the Intergovernmental Cooperation Agreement provides for each Member Municipality to appoint one representative to serve as a voting Board Director and one Alternate to serve when the Board Director is absent or unable to serve; and

WHEREAS, the Municipality finds that participation in the District and the transition of EMS operations to the District are in the public interest and will promote reliable, coordinated emergency medical services for the Municipality and surrounding communities.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Colfax, Wisconsin, as follows:

Section 1. Acknowledgment of District Formation and Grant Award.

The Municipality acknowledges the formation of the Colfax Area Rescue District pursuant to the Intergovernmental Cooperation Agreement and acknowledges the award of EMS Innovation Grant funding supporting the District’s implementation and operations.

Section 2. Transition from Steering Committee to District Board.

The Municipality recognizes that the planning Steering Committee has completed its initial organizational role and that governance and implementation responsibility shall transition to

the Colfax Area Rescue District Board in accordance with the Intergovernmental Cooperation Agreement.

Section 3. Appointment of Board Director and Alternate.

The Municipality shall appoint a Board Director and Alternate Board Director to represent the Municipality on the Colfax Area Rescue District Board each year.

The Board Director is authorized to act and vote on behalf of the Municipality on matters properly before the District Board, subject to the Intergovernmental Cooperation Agreement, applicable law, and any direction lawfully provided by the Municipality.

The Alternate Board Director is authorized to serve and vote in the absence or inability of the Board Director, as provided in the Intergovernmental Cooperation Agreement.

Section 4. Confirmation of Participation.

The Municipality confirms its intent to participate as a Member Municipality of the Colfax Area Rescue District under the Intergovernmental Cooperation Agreement and to fulfill its responsibilities under that Agreement, including participation in District governance and payment of assessments as provided in the Agreement.

Section 5. Authorization of EMS Service Transition.

The Municipality authorizes and supports the transition of emergency medical services currently provided through the existing Village of Colfax Rescue service to the Colfax Area Rescue District.

The District shall become the entity responsible for operating and administering EMS services for the participating municipalities on the effective transition date established by the District Board and the Village of Colfax, after completion of necessary transition requirements, including as applicable:

- a. District organizational actions and officer appointments;
- b. Establishment of banking, accounting, payroll, billing, and insurance systems;
- c. EMS licensing, medical direction, dispatch, and operational-readiness requirements;
- d. Employee transition and onboarding;
- e. Execution of necessary asset-transfer, lease, purchase, buyout, facility-use, or other transition agreements;
- f. Completion of required grant, state, federal, and regulatory requirements; and
- g. Any other actions necessary to ensure uninterrupted and lawful EMS service.

Section 6. Continuity of Service.

Until the transition is complete, the existing Village of Colfax Rescue service shall continue to provide EMS services under its existing authority and operational structure. The Municipality supports coordinated transition planning to avoid any interruption in emergency medical services.

Section 7. Authorization to Execute Documents.

Village President and Administrator-Clerk-Treasurer are authorized to execute and deliver documents, notices, certifications, and other instruments reasonably necessary to carry out this Resolution and the Municipality’s participation in the District, provided such actions are consistent with the Intergovernmental Cooperation Agreement and applicable law.

Section 8. Effective Date.

This Resolution shall take effect immediately upon adoption.

Adopted this _____ day of _____, 2026.

Jeff Prince, Village President

Attest:

Julie Mitchell, Administrator-Clerk-Treasurer

WILLIAM J. ANDERSON
CHIEF OF POLICE



(715) 962-3136 OFFICE
(715) 962-4357 FAX

JUNE 2026 POLICE REPORT

Printed on July 2, 2026

CFS Date/Time	Description	Primary Units
06/01/26 09:43:54	CITY/COUNTY ORDINANCE VIOLATION NOT LISTED	501
06/01/26 11:06:39	THEFT - TAKE PROPERTY WITHOUT CONSENT	501
06/01/26 14:06:52	CHECK WELFARE ON SUBJECT	501
06/01/26 19:04:52	EMERGENCY MEDICAL SERVICES	CXMD6
06/02/26 00:06:18	HARASSMENT/THREATS - PHONE, IN PERSON,	232
06/03/26 03:09:35	CITY-VILLAGE CLOSED, DEBRIS OR	232
06/03/26 11:40:43	CITY/COUNTY ORDINANCE VIOLATION NOT LISTED	501
06/03/26 13:27:06	EMERGENCY MEDICAL SERVICES	CXMD6
06/05/26 08:26:33	SUSPICION	501
06/05/26 14:05:09	CIVIL COMPLAINTS	501
06/06/26 01:31:07	MENTAL CASE	CXMD6, 222
06/06/26 16:19:33	STRAY/DEAD ANIMAL CALLS	216
06/06/26 21:18:30	CHECK WELFARE ON SUBJECT	232
06/06/26 21:32:22	EMERGENCY MEDICAL SERVICES	CXMD6
06/08/26 13:15:03	EMERGENCY MEDICAL SERVICES	CXMD6, ECAM
06/09/26 08:28:31	EMERGENCY MEDICAL SERVICES	BMD10
06/09/26 20:29:03	WARRANT ATTEMPTS OR PICK UP	225
06/10/26 09:35:46	EMERGENCY MEDICAL SERVICES	CXMD6
06/10/26 11:15:26	911 HANG UP CALL - NO INITIAL CONTACT MADE	501
06/10/26 21:03:26	EMERGENCY MEDICAL SERVICES	CXMD6
06/11/26 09:44:20	LITTERING	501
06/12/26 05:41:57	EMERGENCY MEDICAL SERVICES	CXMD6
06/12/26 08:52:47	SUSPICION	501
06/12/26 11:29:43	CITY/COUNTY ORDINANCE VIOLATION NOT LISTED	501
06/12/26 12:05:00	CITY/COUNTY ORDINANCE VIOLATION NOT LISTED	501
06/12/26 14:08:01	TRAFFIC RELATED INCIDENT	501
06/12/26 17:41:31	TRAFFIC STOP	229

CFS Date/Time	Description	Primary Units
06/12/26 20:27:52	SUSPICION	213
06/12/26 22:38:00	MOTORIST ASSIST - DISABLED OR KEYS IN VEHICLE	213
06/13/26 12:26:31	TRAFFIC RELATED INCIDENT	221
06/14/26 09:55:14	FIRE	215, CF1, CXMD6
06/15/26 11:24:58	EMERGENCY MEDICAL SERVICES	CXMD6
06/15/26 22:42:46	DISORDERLY	126, 222
06/16/26 09:15:27	EMERGENCY MEDICAL SERVICES	501
06/16/26 09:38:50	CITY/COUNTY ORDINANCE VIOLATION NOT LISTED	231
06/16/26 11:33:56	PAPER SERVICE	501
06/16/26 12:53:20	CITY/COUNTY ORDINANCE VIOLATION NOT LISTED	215
06/17/26 07:17:51	SUSPICION	501
06/17/26 09:41:41	SUSPICION	501
06/17/26 13:49:36	HARASSMENT/THREATS - PHONE, IN PERSON,	501
06/18/26 07:25:06	EMERGENCY MEDICAL SERVICES	
06/18/26 07:41:00	EMERGENCY MEDICAL SERVICES	CXMD6
06/18/26 11:29:15	EMERGENCY MEDICAL SERVICES	501
06/18/26 14:35:08	TRAFFIC RELATED INCIDENT	228
06/18/26 18:00:12	STRAY/DEAD ANIMAL CALLS	229
06/18/26 19:13:08	ALL CALLS RELATED TO ATV/UTV CALLS AND	501
06/19/26 09:29:34	911 MISDIALS, SOMEONE STAYS ON THE PHONE	212
06/19/26 23:45:16	TRAFFIC STOP	223
06/19/26 23:54:21	MENTAL CASE	222
06/20/26 20:01:06	PUBLIC RELATIONS	222
06/20/26 20:58:34	MENTAL CASE	229
06/20/26 21:03:27	TRAFFIC STOP	222
06/21/26 19:06:51	ESCORT	CXMD6
06/21/26 22:10:56	EMERGENCY MEDICAL SERVICES	231, CXMD6
06/23/26 16:46:49	CHECK WELFARE ON SUBJECT	216
06/24/26 14:16:50	MENTAL CASE	214
06/25/26 07:40:10	SUSPICION	214
06/25/26 08:48:01	911 MISDIALS, SOMEONE STAYS ON THE PHONE	CXMD7
06/27/26 15:00:50	EMERGENCY MEDICAL SERVICES	225
06/27/26 22:28:07	TRAFFIC STOP	

CFS Date/Time	Description	Primary Units
06/28/26 00:52:06	TRAFFIC STOP	225
06/29/26 06:25:07	CITY-VILLAGE CLOSED, DEBRIS OR	214
06/29/26 06:26:10	Duplicate Call	
06/29/26 06:55:16	LITTERING	214
06/29/26 12:44:49	ALARM	CXMD6, CF1
06/29/26 13:38:00	CRIMINAL DAMAGE TO PROPERTY	501
06/29/26 13:51:23	PROPERTY RECOVERED/FOUND/LOST	501
06/29/26 20:43:17	DISORDERLY	223
06/30/26 22:14:23	TRAFFIC STOP	223

Total Records: 69

7/02/2026 3:05 PM

All Vendors Transaction Detail

Page: 1

Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Name</u>
From:	6/01/2026	DUNN COUNTY CLERK
Thru:	7/02/2026	DUNN COUNTY CLERK

<u>Transaction</u>	<u>Posting</u>		<u>Amount</u>
6/15/2026	6/15/2026	DUNN COUNTY CLERK	28.96
Receipt	321		
100-00-45100-100-000		FINES/FORFEITURES-MUNI COURT	28.96

Expenditures	0.00
Receipts	28.96

7/02/2026

3:07 PM

Transactions Detail Report - Full Description

Page: 1

Dated From: 6/01/2026

From Account: 100-00-46100-100-000

ACCT

Thru: 7/02/2026

Thru Account: 100-00-46100-100-000

Type of Account: Active

Fund # 100 - GENERAL FUND

Debit

Credit

100-00-46100-100-000

PUBLIC CHARGES-POLICE

Posting

----- Transaction -----

Date	Type	Number	Date		
6/05/2026	RCP	297	6/05/2026	Beginning Balance:	140.00
				TRIP ACCOUNT	140.00
				PARKING TICKETS/TRIP-BARRERA	
				Ending Balance:	280.00

Fund Totals:

Beginning

0.00

140.00

0.00

140.00

Ending

0.00

280.00

Village of Colfax Building Inspector's Report for the Month of: June, 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	
CX25-05	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	\$240.00	Closed	6/17/2026
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			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
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

All 2026 Issued Building Permits Continued

Permit Number	Date Issued	Owners Names	Address	Project	Project Valuation	Total Permit Fee	Permit Status	Date Closed
CX26-03	3/24/2026	Kathy Dunbar	502 Evergreen Street; Colfax, WI 54730	Foundation Alteration	\$12,955.00	\$203.50	Open	
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	4/3/2026	Scharlau Investments, LLC	301 Bremer Avenue; Colfax, WI 54730	Commercial Building	\$65,000.00	\$122.00	On File	4/3/2026
CX26-06	4/21/2026	Justin & Michelle Martin	705 Amble Street; Colfax, WI 54730	Fence	\$1,000.00	\$100.00	On-File	4/21/2026
CX26-07	5/5/2026	Emily Klingenberg	803 Pine Street; Colfax, WI 54730	Raze	\$0.00	\$110.00	Open	
CX26-08	5/12/2026	Dolgencorp, LLC	120 Main Street; Colfax, WI 54730	Comm. HVAC Repair	\$17,500.00	\$150.00	Open	
CX26-09	6/2/2026	Melissa Sundstrom	513 University Avenue; Colfax, WI 54730	Deck Replacement	\$10,000.00	\$165.00	Closed	6/23/2026
CX26-10	6/30/2026	Emily Klingenberg	803 Pine Street; Colfax, WI 54730	24 X 32 Garage	\$55,000.00	\$258.50	Open	
CX26-11	Pending Review	Cenex	4001 East Railroad Avenue; Colfax, WI 54730	Commercial Ateration				
CX26-12	Pending Payment	Holy Friedrich	118 Park Drive, Lot 254; Colfax, WI 54730	Drop Shed				
CX26-13	Cancelled	Kim McKnight	508 Pine Street; Colfax, WI 54730	Fence				

Total Number of Permits issued for the Month:

2

Total Number of Closed for the Month:

2

Monthly Project Valuation:

\$65,000.00

Year to Date Project Valuation:

\$746,180.00

Village of Colfax Completed Inspections for the Month of: June, 2026

Permit Number	Date Issued	Owners Names	Address	Project	Inspection Type	Date of Inspection	Status
CX25-26	3/9/2026	KM Construction	113 Dunn Street; Colfax, WI 54730		Framing	6/3/2026	Fail
					Rough Electrical	6/3/2026	Approved
					Electrical Service	6/3/2026	Approved
					Rough HVAC	6/3/2026	Fail
					Rough Plumbing	6/3/2026	Fail
					Framing	6/8/2026	Fail
					Rough HVAC	6/8/2026	Approved
					Rough Plumbing	6/8/2026	Approved
					Insulation	6/12/2026	Fail
CX25-27	3/9/2026	KM Construction	107 Dunn Street; Colfax, WI 54730		Electrical Service	6/3/2026	Approved
					Framing	6/18/2026	Fail
					Rough HVAC	6/18/2026	Approved
					Rough Plumbing	6/18/2026	Approved
					Rough Electrical	6/18/2026	Approved
					Insulation	6/30/2026	Approved
					Framing	6/30/2026	Fail
CX26-09	6/2/2026	Melissa Sundstrom	513 University Avenue; Colfax, WI 54730	Deck Replacement	Footings	6/5/2026	Approved
					Final	6/16/2026	Fail
					Final	6/23/2026	Approved
CX25-25	10/27/2025	Melissa Hodowanic	609 County Road M; Colfax, WI 54730	Deck	Final	6/16/2026	Approved

Total Number of Inspections Completed for the Month: 20

*Just to know
that our
family and friends
are with us,
makes the way easier.
The family of
Just John*

