

Village of Colfax
Regular Board Meeting Agenda
Monday August 24, 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-Presentation of Plaque to Trustee Jen Rud
5. Consent Agenda
 - a. Regular Board Meeting Minutes –August 10th, 2026
 - b. Review Statement of Bills Dairy State Bank Checking –August 10th, 2026 – August 23rd, 2026
 - c. Review Statement of Bills Solid Waste & Recycling – August 10th, 2026 – August 23rd, 2026
 - d. Licenses – Temporary Class "B" Licenses- Colfax Fire Department-September 12, 2026; Colfax Softball Association-August 28-30, 2026
Chicken License – Zach Wolff, 503 Fairview Dr-July 1, 2026 to June 30, 2027
Transient License – 7th Inning Stretch-Amy Styer
6. Consideration Items (Discussions and Possible Actions)
 - a. ZOR TIN Lizzies Sponsorship-\$100.00
 - b. WI Towns Association – Annual Dues & Banquet Approval
 - c. Change Order-Skid Steer Guy & Stout Construction-\$7095-Approval/Motion to add to DSB Loan
 - d. TID 4 Audit-Bauman Associates - \$7500
 - e. Village Board Trustee Vacancy
 - f. Set Committee Budget Meetings
7. Committee/Department Reports/Discussions – (no action)
 - a. Parks Meeting Minutes – August 10, 2026
 - b. State Approvals for Josh Melstrom
8. Closed Session - Motion to convene into closed session pursuant to Wis. Stat. §19.85(1)(c) to consider the employment, promotion, compensation, or performance evaluation data of a public employee over whom the Village Board has jurisdiction or exercises responsibility.
Pursuant to Wis. Stat. §19.85(1) (e), deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, specifically regarding a potential economic development project within the Village.
9. Motion to re-convene into open session. Introduce any motion(s) made in closed session
10. Adjourn

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

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

Village Board Meeting – August 10, 2026

On August 10, 2026, the Village Board met at the Village Hall, 613 Main Street, Colfax, WI at 7:00 p.m. Members present included Trustees Spielman, Petznick, Best, Jenson and Prince. Trustees Stene and Rud were absent. Others present were Mark Johnson, Interim Rescue Director Wildfeuer, Public Works Director Sajdera, Deputy Clerk-Treasurer Riemer, Administrator-Clerk-Treasurer Mitchell and LeAnn Ralph with the Messenger.

Public Comment – Mark Johnson has concerns about the detour traffic. He has seen a lot of speeding and not stopping at the stop signs. He is asking for more police presence possibly. He is also wondering about the long grass/weeds on the empty lot. Sajdera will touch base with Kris Meyer again to see where he's at with it.

Communication from the Village President – Prince wanted to remind everyone to be aware and be patient with all the construction. It can be trying at times but will be nice in the end.

5. Consent Agenda

- a. Regular Board Meeting Minutes –July 27, 2026
- b. Review Statement of Bills Dairy State Bank Checking –July 27, 2026 -August 9, 2026
- c. Review Statement of Bills Solid Waste & Recycling – July 27, 2026 -August 9, 2026
- d. Licenses – Operator's Licenses- August 10, 2026 – June 30, 2027-Jennifer Maves-Synergy Coop; Amanda Kikilas-Concierge Home Décor & More; Caleb Pahl-Synergy Coop
Class "B" License-Concierge Home Décor & More-August 15, 2026
Transient License-Grumpy Gator, Christina Rice-August 10, 2026 – October 10, 2026
A motion was made by Trustee Best and seconded by Trustee Jenson. A voice vote was taken with all members voting in favor. Motion carried.

6. Consideration Items (Discussions and Possible Actions)

- a. **Ayres Associates-Skid Steer Guy-Cedar Street-Contract 2-Approval** – Mitch Nichols could not be present, but related with Sajdera any concerns with the projects. There is still the punch list to go through otherwise everything is completed. They will be checking on the grass to see if it took. This is not the final payment to them. A motion was made by Trustee Jenson and seconded by Trustee Best to approve paying Skid Steer Guy Contract 2 in the amount of \$194,227.40. Voting For: Trustees Petznick, Spielman, Best, Jenson and Prince. Voting Against: None. Motion carried.
- b. **Ayres Associates-Stout Construction-Dunn Street-Final-Approval**- Sajdera stated there was a valve on the edge of the road that needs to be corrected, Stout will be completing that and everything else is completed. A motion was made by Trustee Best and seconded by Trustee Petznick to approve the final payment to Stout Construction for \$18,469.76. Voting For: Trustees Spielman, Best, Jenson, Petznick and Prince. Voting Against: none. Motion carried.
- c. **Northwest LLC-Natural Lawn Application** – Riemer stated letters were sent to surrounding properties and no responses were received. Mitchell said she had talked with Mark Mosey and he stated there was a small patch of poison ivy but everything else looked okay and he supports it. Trustee Jenson made a motion to table until the poison ivy is removed and re-checked by Mosey, Trustee Best seconded. Voting For: Trustees Petznick, Spielman, Best, Jenson and Prince. Voting Against: none. Motion carried.
- d. **EMS Asset Transfer**- Mitchell recommended the Village to consent to a 3 or 5 year plan for the transfer of the EMS. The transfer of the EMS will not be completed until the licensing has been completed. A motion was made by Trustee Jenson to approve the 5 year with an estimated price of \$71,000 per year, Trustee Petznick seconded. Voting For: Trustees Jenson, Best, Spielman, Petznick and Prince. Voting Against: none. Motion carried.
- e. **Resolution 2026-06 Village Letter of Support for Splashpad and Playground**- The Board stated there has been a lot of positive feedback regarding this and Petznick has been doing a great job. A motion was made by Trustee Best and seconded by Trustee Spielman to approve Resolution 2026-06 Village Letter of Support. A voice vote was taken with all members voting in favor. Motion carried.
- f. **Public Property Committee Recommendation to Place Quilt Board in Memor of Lisa Bragg-Hurlburt in Tower Park**- Mitchell stated Lisa had a quilt board class set up prior to her passing. She had already picked a design out and a couple of the participants had completed it in her honor. A motion was made by Trustee Spielman and seconded by Trustee Jenson to approve the public property committees recommendation. A voice vote was taken with all members voting in favor. Motion carried.
- g. **Trustee Rud Letter of Resignation; Possible Appointment of Trustee Rud's Position**- Prince stated there were 2 interested parties. Riemer suggested each one submit a letter of why they want to be on the Board and what they could offer and present at next meeting. Prince stated he wanted to thank Jen Rud for her years and time on the Board. A motion was made by Trustee Jenson and seconded by Trustee Best to accept Trustee Rud's resignation. A voice vote was taken with all members voting in favor. Motion carried.

7. Committees/Departments/Reports: No discussions.

8. Adjourn- A motion was made by Trustee Jenson and seconded by Trustee Spielman to adjourn the meeting at 7:37 pm. A voice vote was taken with all members voting in favor. Motion carried.

Jeff Prince, Village President

Attest: _____
Julie Mitchell Administrator-Clerk-Treasurer

8/20/2026 2:39 PM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

1 DSB CHECKING ACCOUNT

Accounting Checks

Posted From: 8/10/2026 From Account:
Thru: 8/23/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
1591	8/11/2026	CAFE II COFFEE SHOP & BAKERY	70.00
1592	8/11/2026	A LITTLE SLICE OF ITALY	50.00
1593	8/14/2026	ABBIE HARTUNG	150.00
1594	8/14/2026	BLUE RIBBON AWARDS	34.20
1595	8/14/2026	CAREY DAVIS	150.00
1596	8/14/2026	CARLTON DEWITT	726.87
1597	8/14/2026	CEDAR CORPORATION	172.50
1598	8/14/2026	CINTAS CORPORATION	50.00
1599	8/14/2026	CITY OF EAU CLAIRE	1,200.00
1600	8/14/2026	CITY OF MENOMONIE INTERCEPT	500.00
1601	8/14/2026	COMMERCIAL TESTING LAB	1,409.20
1602	8/14/2026	CRAMER CONSULTING, LLC	575.00
1603	8/14/2026	DAIRY STATE BANK	74,983.13
1604	8/14/2026	DUNN CO HIGHWAY DEPT	763.88
1605	8/14/2026	DUNN ENERGY COOPERATIVE	135.00
1606	8/14/2026	ELAN FINANCIAL SERVICES	771.99
1607	8/14/2026	EXPRESS MART	227.50
1608	8/14/2026	FIRST SUPPLY LLC-EAU CLAIRE	192.70
1609	8/14/2026	GOTO COMMUNICATIONS INC	151.16
1610	8/14/2026	HANNAH PARROTT	70.00
1611	8/14/2026	HYDROCORP	458.18
1612	8/14/2026	JOLENE ALBRICHT	87.50
1613	8/14/2026	JULIE MITCHELL	196.40
1614	8/14/2026	KATHY DUNBAR	25.00
1615	8/14/2026	KOVO RCM	3,358.16
1616	8/14/2026	MCCOY CONSTRUCTION & FORESTRY INC	229.71
1617	8/14/2026	MISSISSIPPI WELDERS SUPPLY CO.	128.57
1618	8/14/2026	MYERS SEPTIC SERVICE	220.00
1619	8/14/2026	ONE SOURCE IMAGING	204.97
1620	8/14/2026	ORKIN	75.00
1621	8/14/2026	POWERPLAN	75.50
1622	8/14/2026	RICHARD OLSON	150.00
1623	8/14/2026	SKID STEER GUY LLC	194,227.40

8/20/2026 2:39 PM

Reprint Check Register - Quick Report - ALL

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ACCT

1 DSB CHECKING ACCOUNT

Accounting Checks

Posted From: 8/10/2026 From Account:
Thru: 8/23/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
1624	8/14/2026	STOUT CONSTRUCTION	18,469.76
1625	8/14/2026	SYNERGY COOPERATIVE	1,884.45
1626	8/14/2026	SYNERGY COOPERATIVE	4,116.00
1627	8/14/2026	SYNERGY COOPERATIVE	1,937.00
1628	8/14/2026	VC3 INC	1,277.90
1629	8/14/2026	VIKING DISPOSAL, INC	2,538.00
1630	8/14/2026	WATER CARE SERVICES	31.50
1631	8/14/2026	WELD RILEY SC	2,818.00
1632	8/14/2026	WOODS RUN FOREST PRODUCTS	32.80
1633	8/17/2026	VC3 INC	1,800.00
EFTPS	8/20/2026	EFTPS-FEDERAL-SS-MEDICARE	8,091.19
WIDOR	8/20/2026	WI DEPARTMENT OF REVENUE	1,225.04
WIETF	8/20/2026	WI DEPT OF EMPLOYEE TRUST FUNDS	11,550.31
BREMER	8/12/2026	ELAN FINANCIAL SERVICES	497.92
CHARTER	8/23/2026	CHARTER COMMUNICATIONS	582.88
WIDCOMP	8/20/2026	WISCONSIN DEFERRED COMPENSATION	175.00
WEENERGIES	8/19/2026	WE ENERGIES	11.93
WEENERGIES	8/19/2026	WE ENERGIES	34.86
Grand Total			338,894.06

8/20/2026 2:43 PM

Reprint Check Register - Quick Report - ALL

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ACCT

SOLID WASTE & RECYCLING RU

Accounting Checks

Posted From: 8/10/2026 From Account:
Thru: 8/23/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
1710	8/14/2026	DUNN ENERGY COOPERATIVE	155.00
1711	8/14/2026	FIRST CHOICE	636.00
1712	8/14/2026	JENSON FAMILY FARMS LLC	3,138.75
1713	8/14/2026	JOHNSON ROLL-OFF SERVICE, LLC	18,086.64
1714	8/14/2026	LIBERTY TIRE SERVICES LLC	333.19
1715	8/14/2026	PLASTIC BAGS UNLIMITED	140.00
1716	8/14/2026	RUSS HANSON	14.23
1717	8/14/2026	UNEMPLOYMENT INSURANCE	172.00
1718	8/14/2026	VILLAGE OF COLFAX	36.93
Grand Total			22,712.74

Temporary Alcohol Beverage License

Municipality
Village of Colfax

License(s) Requested	Fees	
☐ Temporary "Class B" Wine	License Fees	\$ 10.00
☒ Temporary Class "B" Beer	Background Check	\$
	Total Fees	\$ 10.00

Part A: Organization Information

1. Organization Name Colfax Firefighters				
2. Organization Permanent Address 407 County Rd M				
3. City Colfax			4. State WI	5. Zip Code 54720
6. Mailing Address (if different from permanent address) P O Box 368				
7. FEIN		8. Date of Organization/Incorporation 1921		9. State of Organization/Incorporation WI
10. Phone 715-962-9184		11. Email colfaxfire@outlook.com		
12. Organization type (check one) ☐ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☒ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.				
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No				
14. Wisconsin Seller's Permit Number (if applicable)				

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Hill	Gary	Chief	715-495-7247
Logglett	Tanner	Firefighter	715-596-1623

Continued →

Temporary Alcohol Beverage License

Municipality
Village of Colfax

License(s) Requested	Fees	
☐ Temporary "Class B" Wine	License Fees	\$ 10 -
☒ Temporary Class "B" Beer	Background Check	\$ -
	Total Fees	\$ 10 -

Part A: Organization Information

1. Organization Name Colfax Softball Association		
2. Organization Permanent Address State Hwy 170		
3. City Colfax	4. State WI	5. Zip Code 54730
6. Mailing Address (if different from permanent address) N8076 577th St Colfax		
7. FEIN	8. Date of Organization/Incorporation May 1983	9. State of Organization/Incorporation WI
10. Phone 894-0454	11. Email	
12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Martin	Aaron	President	
Jaklich	Joy	Vice President	
Nelson	Tammy	Sec./Treasurer	

Continued →

Part C: Event Information			
1. Name of Event (if applicable) <i>Bushwacker Tournament</i>			
2. Dates of Operation <i>Aug 28 - 30, 2026</i>		3. Hours of Operation <i>9 AM - 12 AM</i>	
4. Premises Address <i>St Hwy 170</i>			
5. City <i>Colfax</i>		6. State <i>WI</i>	7. Zip Code <i>54730</i>
8. County <i>Dunn</i>	9. Governing Municipality ☐ City ☐ Town ☒ Village of: <i>Colfax</i>		10. Aldermanic District
11. Organizer of Event (if not the named applicant) <i>Trevor Schindler</i>		12. Email and/or Phone Number for Organizer of Event <i>944-5952</i>	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <i>All premises @ Tom Prince Memorial Park</i>			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name <i>Nelson</i>		First Name <i>Tammy</i>	
Title <i>Sec/Treas</i>		Email <i>tbriggs241@gmail.com</i>	M.I. <i>R</i>
Signature <i>Tammy Nelson</i>		Phone <i>894-0454</i>	
		Date	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk <i>8/10/26</i>	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk <i>Shate Ben</i>	

Village of Colfax

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

July 1, 2026 to June 30, 2027

License Application for Keeping Domesticated Chickens \$10.00 (non-refundable application fee) ✓

(please print)

1. Name of Applicant Zach Wolfe
2. Address 503 Fairview Dr Colfax, WI 54730
3. Phone 715-497-7765
4. Parcel Number 111- 1711122911161200049
5. Number of female chickens (maximum 10) 6
6. Application (circle one) New Renewal

In submitting this application, I hereby agree to comply with the regulations imposed by the Village of Colfax Code of Ordinances. I understand the information requested on this form will be used by the Village of Colfax in the issuance of a license or processing of a renewal application. I understand the information supplied on this form will become public information when received by the Village of Colfax. I have no intention or agreement to transfer the license to another person or to allow any other entity to operate under the authority of the license. I hereby affirm that the foregoing statements are true and correct to the best of my knowledge and that I agree to comply with all the provisions of the Ordinance under which this license is granted.

Zach Wolfe
Signature of Applicant

8-10-26
Date

Office use only

8/12/26 Date Application Received

8/24/26

Date Board Reviewed Application
Approved / Denied
License Number

Village of Colfax

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

Jeff Prince, President
Julie Mitchell, Administrator-Clerk-Treasurer

APPLICATION FOR TRANSIENT MERCHANT

Date: 8/20/26

Name: 7th Inning Stretch - Amy Stryer

Address: N7540 540th St. Menomonie, WI 54751

Phone: 715-308-2435

Date of Birth: 01-23-77 Seller's Permit No: 456-1032616122-02
• Food Truck's: Dunn County Health Dept. Inspection/Permit required.
Submit a copy.

Name of Employer: 7th Inning - Amy Description of Merchandise: food trailer

Address of Employer: N7540 540th St.

Vehicle: Make Ford Model F150 Color BK
Year 2026 License# 1976 trailer horse State of Issuance WI

Dates Business will be conducted: ?

Method of Delivery: food trailer

References in the Area (at least 2): brand new

Last municipality Business Conducted: Menomonie / Boyceville / SCC

Location of area you intend to cover: Colfax, possibly general dollar lot

Frequency you will be open: once a month or twice - summer

*** Have you ever been convicted of a felony? Yes _____

No X

This permit is good only for the date approved by the office of the Village Clerk-Treasurer.

APPLICATION FEE: \$10.00

NONREFUNDABLE FEE: \$45.00 Quarterly Fee

RECEIPT # _____

A Stryer
Applicant's Signature

Police Chief Notification: _____

NAMED INSURED

7th Inning Stretch LLC, 7th Inning
Stretch

CERT. NUMBER

00100-F393733

EFFECTIVE DATES

07/14/2026 to 07/14/2027

**GENERAL LIABILITY
LIMIT**

\$1,000,000 / \$2,000,000

INSURED BY

Accelerant National Insurance

This card is for information purposes only. Refer to policy for exact coverages, limitations, and exclusions.

DUNN COUNTY HEALTH DEPARTMENT



License, Permit or Registration

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Wisconsin statutes and is here by authorized to engage in the activity as indicated below.

ACTIVITY	EXPIRATION DATE	I.D. NUMBER
Retail Food - Serving Meals, Mobile - Simple	30-Jun-2027	JROB-DVJLAW
LICENSEE MAILING ADDRESS	BUSINESS / ESTABLISHMENT ADDRESS	
AMY STYER	7TH INNING STRETCH	
N7540 540TH ST	N7540 540TH ST	
MENOMONIE WI 54751	MENOMONIE WI 54751	



License, Permit or Registration

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Wisconsin statutes and is here by authorized to engage in the activity as indicated below.

ACTIVITY Retail Food - Serving Meals, Mobile - Simple	EXPIRATION DATE 30-Jun-2027	I.D. NUMBER JROB-DVJL4W
LICENSEE MAILING ADDRESS AMY STYER N7540 540TH ST MENOMONIE WI 54751	BUSINESS / ESTABLISHMENT ADDRESS 7TH INNING STRETCH N7540 540TH ST MENOMONIE WI 54751	

All Permits expire on June 30th; it is the responsibility of the licensee to make sure all applicable fees are received by the department before July 15th or a late payment fee will be assessed.

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

ZOR TIN Lizzies
P.O Box 662
Eau Claire, Wisconsin 54703

8/17/2026

Village of Colfax

Colfax Wisconsin, 54730

The Tin Lizzies parades to help crippled children walk through the help of Shriners Hospitals Nation Wide. So with your help this year and Community Businesses. We can continue to help children and participate in the 2026 Firemen's Ball Parade Saturday September 12th 2026 to keep us coming back year after year and to Help Children at no Cost to families even no matter of the availability to pay. So we are wondering if your company would like to be a sponsor of the Tin Lizzies at the Firemen's Ball Parade on Saturday September 12th 2026 again this year.

Cost is \$100.00

Thank You For Your Time & Support !

ZOR Tin Lizzie's

**DUNN COUNTY UNIT
WISCONSIN TOWNS ASSOCIATION**

Chairperson: Bob Cook - Vice Chair: Tony Christopherson - Secretary/Treasurer: Cheryl Miller

August 8, 2026

RE: (1) Annual Fall Banquet (\$19.00 per person) and Quarterly Meeting and
(2) 2027 Annual Dunn County Unit WTA Dues (\$50.00 per Town or Village)

CLERKS: Please share this with your board members at or prior to your *AUGUST OR SEPTEMBER* board meeting.

You are cordially invited to attend the Annual Fall Banquet and Quarterly Meeting of the Dunn County Unit of the Wisconsin Towns Association. The banquet and meeting will be held on **Tuesday, October 20, 2026** at the Tainter United Methodist Church, N7584 690th Street, Colfax. **Registration begins at 6:00 p.m., and the banquet meal will be served at 6:30 p.m.** Our quarterly meeting will begin immediately following the meal.

Advanced registration and payment is required for banquet meal count and seating purposes. The cost this year is \$19.00 per person. **If you will be attending the banquet meal, please return the completed registration form and full payment to me no later than THURSDAY, OCTOBER 15, 2026.**

Also, the \$50.00 annual dues payment for 2027 town or village membership is payable at this time. In the event you cannot attend the banquet meal, please still remit the \$50.00 annual membership dues payment for your town.

Make checks payable to "Dunn Co. Unit WTA" for meal fees and/or annual dues, and return your payment and the attached form to me at E6990 720th Avenue, Menomonie, WI 54751 no later than October 15, 2026.

Tainter United Methodist Church - directions from I-94: Exit 45, go North 2.75 miles on County Road B, turn right (East) on 730th Avenue, proceed 2 miles to dead end, and turn left (North) onto 690th Street. The church is .75 miles down on the right (East) side of the road.

Sincerely,

Cheryl Miller

Cheryl Miller
Secretary/Treasurer

Enclosure

NOTE: As per our By-Laws, all towns and villages in Dunn County are eligible for membership (January 1st through December 31st) upon payment of annual membership dues.

DUNN COUNTY UNIT
WISCONSIN TOWNS ASSOCIATION

08/08/2026

Chairperson: Bob Cook - Vice Chair: Tony Christopherson - Secretary/Treasurer: Cheryl Miller

Annual Banquet Registration and Dues Payment Form

Dinner and Meeting Date: Tuesday, October 20, 2026

Location: Tainter United Methodist Church
N7584 690th Street
Colfax, WI (Town of Tainter)

Dinner Time: Doors open/registration starts at 6:00 p.m.
Meal served at 6:30 p.m.

Meeting Time: Our business meeting will begin at approximately 7:15-7:30 p.m.,
immediately following the meal

Please provide the following information:

Town/Village of: _____ (or Legislator or Other Guest Name Info.)

Number Attending Banquet: _____ (for Towns/Villages, just a total count)

Enclose check for: (1) Number attending _____ x **\$19.00** = \$ _____
(2) **\$50.00** Annual WTA Unit Dues = \$ _____ (if applicable)

TOTAL ENCLOSED \$ _____

Advanced registration and payment are required for banquet meal count and seating purposes. Please return this registration form and payment to me NO LATER THAN October 15, 2026.

In the event you cannot attend the banquet meal, please still remit the \$50.00 annual membership dues payment for your town/village (if applicable).

Please make check(s) payable to DUNN CO. UNIT WTA.

Remit payment to: Cheryl Miller, Secretary
Dunn Co. Unit WTA
E6990 720th Avenue
Menomonie, WI 54751

Cheryl Miller
Secretary/Treasurer



August 20, 2026

Ms. Julie Mitchell
Village of Colfax Administrator/Clerk/Treasurer
613 Main Street
Colfax, WI 54730

PWS ID 61702619
Colfax Waterworks
Dunn County

Subject: Sanitary Survey Report and Notice of Noncompliance

Dear Ms. Mitchell:

The purpose of a sanitary survey is to evaluate the system's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the department's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. This Sanitary Survey Report also serves as a Notice of Noncompliance for any deficiencies noted.

On July 22, 2026, Jayden Koenig and Sonny Zentner conducted a sanitary survey of the Colfax water system. During the sanitary survey, Brett Sajdera was present. During the survey, the preliminary findings were discussed. This report outlines the final findings, discusses problems that need to be addressed, and timelines for corrective action where appropriate.

A plan for corrective action, including a work schedule must be completed by **October 2, 2026**. A proposed corrective action plan and schedule is included below. Please contact me to discuss this before October 2, 2026 if you need additional time. Depending on the type of corrective action you employ, you may need to obtain prior approval and submit additional plans to the department.

Significant Deficiencies

During the course of the sanitary survey, one significant deficiency was identified. Significant deficiencies indicate noncompliance with one or more Wisconsin Administrative Codes and/or represent an immediate health risk to consumers or safety risk to operators. Deficiencies from previous sanitary surveys that have not been addressed by the next survey may also be considered significant deficiencies. As such, the significant deficiency listed below should be corrected as soon as possible.

Significant Deficiency	Compliance Due Date	Code Citation
1. The water system is not set up to emergency chlorinate. Install the emergency chlorination equipment at Wells 2 and 3 so it is ready to operate.	12/31/2026	s. NR 810.26(8), Wis. Adm. Code

Discussion of the Significant Deficiency:

1. This was a deficiency identified in the July 26, 2023 sanitary survey that has not been corrected. Because this deficiency is still not corrected, it is now considered a significant deficiency. The water system needs to have the ability to emergency chlorinate, which means raising the free chlorine level throughout the entire system to a minimum of 0.5 milligrams per liter within 4 hours of being told to initiate emergency chlorination by the DNR.

The emergency chlorination plan requires chlorine to be delivered to the distribution system at Wells 2 and 3 during an emergency chlorination event. Install the emergency chlorination equipment at Wells 2 and 3 so the equipment is ready to operate with the addition of chlorine.

Deficiencies

During the course of the sanitary survey, four deficiencies were identified. Deficiencies are problems in the drinking water system that have the potential to cause serious health risks or represent long-term health risks to consumers. These deficiencies may indicate noncompliance with one or more Wisconsin Administrative Codes. Corrective action should be completed for these deficiencies as soon as possible. If there were any significant deficiencies identified above, those should undergo corrective action first.

Deficiency	Compliance Due Date	Code Citation
1. The emergency response plan is not complete and out of date.	06/30/2027	s. NR 810.23(2), Wis. Adm. Code
2. Annual inspections at the water tower are not being done.	12/31/2026	s. NR 810.14(1), Wis. Adm. Code
3. Repair the ladder inside the bowl of the water tower.	12/31/2029	s. NR 811.64(11)(a) and (e), Wis. Adm. Code
4. Private well permits are not being issued to Agrow Services and Grassland Dairy.	05/31/2027	s. NR 810.16, Wis. Adm. Code

Discussion of deficiencies:

1. The water system does not have a complete and current emergency response plan. The plan is currently being updated but has not been finished. Once completed, the emergency response plan for the water system needs to be kept in a location where it is easily accessible by water department staff. The Wisconsin Rural Water Association might be able to assist with completing the plan.
2. The annual inspection for the tower was done in 2024 with the complete drain inspection. There is no record of an annual inspection done in 2025. A contractor will be hired to conduct the annual inspection in 2026. Email Sonny Zentner at Sonny.Zentner@Wisconsin.gov when the inspection is scheduled and a copy of the inspection report once it is completed.
3. The 2024 complete drain inspection report indicated that the ladder inside the bowl of the water tower needs repair. The ladder that needs repair is the ladder used to climb down inside the bowl and is not the ladder used to climb the tower. A section of the ladder appears not to have enough strength to support someone for climbing inside the bowl and needs to be repaired. Note that the tank inspector contractor has equipment to extend over the damaged area of the ladder so staff can climb into the bowl if needed. The ladder is scheduled to be repaired during the next partial drain, float, diver, or remote operated vehicle inspection due in 2029.
4. Private well permits are not being issued to Agrow Services and Grassland Dairy. Both of these properties have a private well and water service is available but these customers have chosen not to connect to the distribution system. As a result, a private well permit is required according to s. NR 810.16, Wis. Adm. Code. Agrow Services was issued a private well permit but the permit was not renewed in 2025. It should be noted that private well permits were not issued in the past because the previous Village Administrator said they were not required.

Discussion of deficiencies identified in the previous sanitary survey that have been corrected:

1. The cross connection ordinance has been updated. Records of the cross connection inspections that were done and when they are due are being maintained.
2. The private well ordinance has been updated.
3. The distribution system map was updated in 2024. The map will be updated again after the current street projects are completed.
4. The wellhead protection ordinance has been updated. The area source water protection plan (February 2008) referenced in the wellhead protection ordinance is on file and contains maps of the source water protection areas.
5. The cracks on the pump base for Well 2 have been sealed. The repair was verified during the 2026 sanitary survey.
6. The utility purchased a meter to measure chlorine concentration and pH.
7. A complete drain inspection was done on the water tower on March 11, 2024. The inspection report was received.
8. The service line inventory was received on September 26, 2024 and approved on December 20, 2024.

Recommendations

During the course of the sanitary survey, 12 recommendations were identified. Recommendations are problems in the water system that hinder your public water system from consistently providing safe drinking water to consumers or suggestions to improve operations and maintenance activities.

Recommendation
1. Start continuous disinfection of the water system.
2. Install emergency chlorination equipment at Well 1.
3. Relocate entry point sample location at Well 2.
4. Improve the security of the wellhouses for Wells 2 and 3.
5. Reduce water loss.
6. Consider charging customers for the repair of the hydrant used for bulk watering.
7. Install dehumidifiers in the wellhouses.
8. Review water system rates.
9. Measure the amp load on the electric motors for the pumps at Wells 1 and 2 twice per year.
10. Consider installing a portable generator connection on the wellhouse for Well 1.
11. Continue planning the replacement of the permanent generator at Well 2.
12. Directionally flush the distribution system during hydrant flushing.

Discussion of Recommendations:

1. The department strongly recommends that the Village start continuous disinfection of the water system. Continuous disinfection provides an effective barrier against bacteriological contamination. One of the most reliable barriers a community can use to protect public health from organisms that may find their way into a water system is to practice continuous disinfection. Groundwater is not sterile and nuisance bacteria can become established within a water distribution system, creating biofilm, which can harbor coliform and other bacteria or viruses. In addition, this resulting biofilm can cause corrosion of watermain and service lines. Colfax has not had a positive bacteria sample from the distribution system since 2018, however, if reoccurring bacteria issues are noted in the future, the DNR may require continuous chlorination of your water system. Installing continuous disinfection equipment requires prior department approval. Also, if certain treatment processes are ever added to your water system, such as phosphate addition, aeration, iron removal, or softening, continuous chlorination would be required.
2. The emergency chlorination plan requires that emergency chlorination equipment be installed at Wells 2 and 3 only. The DNR recommends that emergency chlorination equipment be installed at Well 1 for redundancy.
3. The entry point sample locations are supposed to represent the quality of water entering the water system. Entry point samples are taken at the wellhouses after all treatment. The entry point sample tap at Well 2 is just after the caustic injection. Ideally, the sample location should be 10 pipe diameters down from the last chemical injection tap to allow for full mixing. If major work is done on the wellhouse, it is recommended that a separate water service line connected to the water main discharge piping from the wellhouse be routed back inside the wellhouse and fitted a sample tap where an entry point sample could be collected after full mixing occurs.
4. The DNR recommends that the wellhouses be made as secure as possible and not have large glass windows where someone could easily break in. The wellhouses at Wells 2 and 3 currently have glass windows. Please consider installing bars on the windows or changing the plate glass to glass block or wire re-enforced glass. It should be noted that the utility has not had problems with vandalism.
5. In 2025, the Colfax water system reported 35 percent water loss, which is considered high. Normal water loss for a system your size would be 25 percent or less. The DNR recommends that the water system conduct a leak detection survey, promptly fix any breaks, stay up to date on meter calibration/change outs, and account for water used from hydrant flushing.
6. The DNR recommends charging customers for the repair of the hydrant used for bulk watering due to damage caused by customers opening and closing the valve quickly (water hammer).
7. To reduce condensation and pipe corrosion, it is recommended that dehumidifiers be installed in all the wellhouses. The wells are not equipped with a variable frequency drive.
8. The water system has not adjusted rates in over five years. It is recommended that rates be periodically reviewed and adjusted to ensure that the water system has adequate funds for its operations.
9. Consider measuring the amp load on the electric motors for the pumps at Wells 1 and 2 twice per year to get an idea of how the equipment is operating. An amp load higher than normal may indicate that there are problems with the pump or motor or if the screen is plugged.
10. Consider installing a portable generator connection on the wellhouse for Well 1 so it can be powered in the event that the power grid shuts down.

11. Given the age and lack of ability to get parts for the backup generator at Well 2, the DNR recommends continuing to plan to replace the permanent generator.
12. Directionally flush the distribution system starting at the towers or reservoirs and ending at the farthest points in the distribution system during hydrant flushing if not done so already. The directional flush should also include overfilling the tower to the point that water flows out the overflow on the tower.

Non-conforming Features

During the course of the sanitary survey, seven features that met code requirements at the time of your public water system's construction, but would not be allowed in the current code were discovered. These are referred to as "non-conforming features." Though you are not required to correct these non-conforming features at this time, they will need to be corrected when any major work is done in the future.

Non-conforming Feature	Code Citation
1. The caustic injector for Well 1 is not located downstream of the shutoff valve.	s. NR 811.39(2)(f)2., Wis. Adm. Code
2. The well vent is undersized at Well 2.	s. NR 811.36(1)(a), Wis. Adm. Code
3. The caustic chemical injector for Well 2 is not in lower half of the horizontal discharge pipe.	s. NR 811.39(7)(f), Wis. Adm. Code
4. The chlorine chemical injector for Well 2 is not in lower half of the horizontal discharge pipe.	s. NR 811.39(7)(f), Wis. Adm. Code
5. The backup generator for Well 2 is in the same room as the well.	s. NR 811.27(1)(a), Wis. Adm. Code
6. Well 3 is not equipped with an entry point sample tap.	s. NR 811.37(5)(b)2. and 3., Wis. Adm. Code
7. All water mains are not at least 6 inches in diameter.	s. NR 811.70(5), Wis. Adm. Code

Discussion of non-conforming features:

1. The chemical injector for caustic at Well 1 is required to be downstream of the shutoff valve.
2. The well vent pipe for Well 2 is 3/4 inches in diameter. The casing diameter is 12 inches in diameter. The vent for wells with a casing diameter greater than 10 inches is required to be two inches in diameter.
3. The caustic chemical injector for Well 2 is located in the horizontal section of the discharge piping. The injector needs to be located in the lower half of the horizontal discharge pipe.
4. The chlorine chemical injector for Well 2 is located in the horizontal section of the discharge piping. The injector needs to be located in the lower half of the horizontal discharge pipe.
5. The backup generator for a well is required to be located in a room separate from the main pump room. Diesel fuel tanks are required to have secondary containment and interstitial leakage monitoring.
6. Well 3 is not equipped with an entry point sample tap. All wells are required to have an entry point sample tap after treatment. There is not enough discharge piping to install the entry point sample tap downstream of the caustic chemical injector to where adequate mixing has occurred. If major work is ever done on the wellhouse, a water service lateral connected to the wellhouse discharge water main should be routed back into the wellhouse and fitted with a sampling faucet.

7. The water system has some water mains less than 6 inches in diameter still in use. All new mains must be 6 inches or larger. The existing undersized main should be replaced when practical.

Discussion of corrected non-conforming features documented as part of this sanitary survey:

1. The speed (stroke rate) on the caustic chemical pump for Well 2 has been increased to 30 percent.
2. A permanent generator is located at Well 2 and a portable generator connection has been installed on the wellhouse for Well 3. Backup power is not required for Well 1 because Wells 2 and 3 are able to meet the average day supply of water (116,995 gallons per day, 2025) without each well operating more than 12 hours per day. However, the DNR recommends that the utility install a portable generator connection on the wellhouse for Well 1 for additional backup capacity.

Reminders

The following reminders are included for your information:

1. The pump for Well 2 will need to be pulled by 2029. Section NR 810.13(1)(a), Wis. Adm. Code requires well pumps to be pulled and inspected on a regular basis. It is recommended that the well pumps get pulled every 10 to 15 years. Well 2 was pulled in 2014 or 2015. As a result, it will need to be pulled by 2029.
2. The tower is due for a partial drain, float, remote operated vehicle, or diver inspection in 2029.
3. Following all complete drain and partial drain, float, diver, and remote operated vehicle water storage facility inspections, submit a completed DNR inspection report (form 3300-248) per s. NR 810.14(4), Wis. Adm. Code to Sonny Zentner at Sonny.Zentner@Wisconsin.gov or Wisconsin DNR, 1300 West Clairemont Avenue, Eau Claire, WI 54701, Attn: Sonny Zentner. Supplemental reports, photos or videos provided by the inspection company shall also be submitted. The DNR inspection report does not need to be submitted for annual exterior tank inspections.
4. Check all safety gear for climbing the tower and verify the equipment is sized and rated for the staff using it, is in good working order according to the manufacturer, and has not passed any applicable expiration dates.
5. The 2026 cross connection inspection report is required to be submitted by March 1, 2027, to Sonny Zentner at Sonny.Zentner@Wisconsin.gov.
6. The 2026 consumer confidence report is required to be submitted by July 1, 2027, to Sonny Zentner at Sonny.Zentner@Wisconsin.gov.
7. When lead and copper results are received, they must be given to the occupants of the homes where the samples were taken within 30 days from when the utility received the results from the lab. A copy of one of these notifications and a certification that all the sample home occupants were given their results must be sent to the DNR within 90 days from when the utility received the results from the lab.

System Summary

The Village of Colfax is located in Dunn County. The water supply is owned by the Village and includes the following: three wells, chemical feed equipment for sodium hydroxide, one elevated storage tank, and a distribution system. The system has one pressure zone.

The Colfax water system serves approximately 1,176 residents according to the 2025 census. Average water pumpage is approximately 117,000 gallons per day. The maximum capacity of the system is 1,116,000 gallons per day.

Well 1 was originally constructed in 1914 and reconstructed in 1985. The well is 271 feet deep and is grouted to 70 feet. The well inner casing diameter is eight inches. The well is equipped with a 20 horsepower submersible pump. The pump has an operational pumping capacity of 225 gallons per minute. Treatment includes sodium hydroxide for pH adjustment. The well pump was last pulled for maintenance in 2021. The well is not equipped with a variable frequency drive. Backup power is not available for Well 1. Backup power is not required for Well 1 because Wells 2 and 3 have backup power and are able to meet the average day supply of water (116,995 gallons per day, 2025) without each well operating more than 12 hours per day according to s. NR 811.27, Wis. Adm. Code.

Well 2 was constructed in 1974. The well is 285 feet deep and is grouted to 220 feet. The well inner casing diameter is 12 inches. The well is equipped with a 20 horsepower submersible pump. The pump has an operational pumping capacity of 225 gallons per minute. Treatment includes sodium hydroxide for pH adjustment. The well pump was last pulled for maintenance in 2014 or 2015. The well pump is due to be pulled and inspected in 2029. The well is not equipped with a variable frequency drive. An onsite permanent generator provides backup power for Well 2.

Well 3 was constructed in 1983. The well is 238 feet deep and is grouted to 130 feet. The well inner casing diameter is 12 inches. The well is equipped with a 40 horsepower vertical turbine pump. The pump has an operational pumping capacity of 325 gallons per minute. Treatment includes sodium hydroxide for pH adjustment. The well is not equipped with a variable frequency drive. The well pump was last pulled in 2024 and was rebuilt. The wellhouse is equipped with an outside connection for a portable generator. The Village does not own a portable generator but has an agreement with the Village of Wheeler to use their generator and has equipment suppliers where a generator can be rented if needed.

Water storage is provided by one tank. Tank 1 has a capacity of 150,000 gallons. A complete drain inspection was done in 2024. The tank is due for a partial drain, float, diver, or remote operated vehicle inspection in 2029.

Water Quality Monitoring and Reporting

The Colfax water system has a very good record of compliance with monitoring and reporting requirements. The department appreciates your sampler's continued efforts in complying with these Safe Drinking Water Act requirements.

The water system is required to collect two distribution system samples to be checked for coliform bacteria each month. In the past three years, all of these samples have been collected on time. All of these samples have tested negative (safe) for coliform bacteria.

The wells are not sampled for coliform bacteria each quarter because the utility does not disinfect the system.

The water system is also tested routinely for nitrate. Wells 1, 2, and 3 are tested annually for nitrate. The maximum contaminant level (MCL) for nitrate is 10 milligrams per liter. The recent results from Wells 1, 2, and 3 range from zero to 0.45 milligrams per liter range.

The water system is regularly tested for many chemical contaminants, such as IOC, VOC, SOC, and RAD. In 2026, the system tested for IOC, VOC, and RAD at all entry points, and the results met the limits for drinking water. In 2023, the system tested for SOC and PFAS at all entry points, and the results met the limits for drinking water.

Lead and Copper

The water system is currently on reduced monitoring for lead and copper, which means it samples for these only every third year. The system collected 10 lead and copper samples in 2023. All of these samples met the action level for lead and copper. The lead and copper monitoring sites were reviewed and have been approved. The system is required to collect 10 lead and copper samples between June 1, 2026 and September 30, 2026.

Unlike other contaminants, lead and copper are not usually present in the source water. Instead, they enter the water from the pipes and fittings due to corrosion.

Colfax began testing for lead and copper in 1993. The system has never exceeded the lead (15 micrograms per liter) or copper (1300 micrograms per liter) action level.

If the water system would ever exceed the action level for lead or copper, it would need to evaluate its corrosion control practices. The system uses sodium hydroxide for pH adjustment.

As a reminder, when lead and copper results are received, they must be given to the occupants of the homes where the samples were taken within 30 days from when the utility received the results from the lab. A copy of one of these notifications and a certification that all the sample home occupants were given their results must then be sent to the DNR within 90 days from when the utility received the results from the lab.

PFAS

All municipal water systems in Wisconsin tested for per- and polyfluoroalkyl substances (PFAS) in 2023. These substances are commonly associated with non-stick coatings and firefighting foam. More information on this can be found on the DNR web page at: <https://dnr.wisconsin.gov/topic/PFAS>.

Colfax tested for PFAS for the first time in the April 2022 as part of a voluntary program, and no PFAS were detected. Compliance samples for PFAS were collected again in June 2023, and again no PFAS was found in any of the three entry points. The utility is required to test for PFAS at Wells 1, 2, and 3 between December 1, 2026 and December 31, 2026.

Required Reports, Records, and Utility Programs

The water system is required to submit a monthly operating report electronically by the 10th day of each month. Colfax has completed all of these monthly reports on time over the past three years.

The annual consumer confidence report (CCR) is due by July 1 of each year. The CCR provides your customers with information about the water system and the results of testing on their drinking water. This year's CCR was completed and submitted on time.

The water system is up to date on the routine fire hydrant and water system valve maintenance. The hydrants are flushed on a regular basis. The valves are exercised and kept in good working order. Records of these activities are up to date.

The utility did a fire flow evaluation in 2022 and 2023. All hydrants had a minimum flow of 500 gallons per minute at a residual pressure of 20 pounds per square inch except for hydrant 2 (River and Maple) and hydrant 62 (Pine on north end). The flow and pressure will be measured again during the 2026 fire flow evaluation to confirm the flow and pressure. If any hydrant does have a minimum flow of 500 gallons per minute at a residual pressure of 20 pounds per square inch, it cannot be used for fire protection. The hydrant needs to be color coated indicating that it cannot be used for fire protection and the fire department needs to be notified that it cannot be used for fire protection.

The water system has a cross connection program. The cross connection ordinance is up to date. The residential and nonresidential inspections are done by HydroCorp. Public education material is sent to the water system users on a regular basis. This material must be sent out at least every third year to receive credit for having a public education program. The public education material also needs to be provided at each inspection.

The Village has a well abandonment program. The ordinance is up to date.

Two properties within the distribution system have private wells. These properties include Agrow Services (100 5th Avenue) and Grassland Dairy (415 Dunn Street). These properties are not connected to the water service available by the utility. These properties have not been issued a private well permit because the previous Village administrator said that a private well permit is not required.

Water loss from the system was 35 percent in 2025. Anything less than 10 percent is considered good. The Village continue to more accurately measure the flow during hydrant flushing going forward and consider conducting a leak evaluation occasionally.

The water system map was last updated in 2024 and will get updated again after the current street projects get completed.

Certified Operator

The Colfax water system requires an operator certified at grade 1 with the groundwater and distribution subclasses. The system currently has two certified operators. They are Brett Sajdera and Don Logslett. Brett is the operator in charge. Brett is in the process of switching from a grade T to a grade 1.

All of their certifications are up to date. In order to maintain a drinking water operator certification, each operator needs 18 hours of continuing education every three years.

Water System Security

The department recommends that you conduct a daily security check of your entire drinking water system to ensure doors are locked and windows secured. This includes regularly checking the water storage structures.

Cybersecurity Recommendation

Cyber-attacks have been striking critical infrastructure across the United States with increased frequency, including attacks to public water systems. In the near future, the department will be reviewing cybersecurity practices as part of the sanitary survey inspection process. In the interim, the department recommends the Village evaluate the existing cybersecurity practices and make improvements to reduce vulnerability to cyber-attacks. Consider using the following resources to determine if improvements can be made to the Village's existing system.

- The U.S. EPA [Water Cybersecurity Assessment Tool and Risk Mitigation Plan](#) can be used to assess yourexisting cybersecurity practices and provides a risk mitigation plan.
- The U.S. EPA offers [cybersecurity technical assistance for water utilities](#) to help water systems improve their cybersecurity practices.
- Additional information and resources on water system cybersecurity can be found at the U.S. EPA [Cybersecurity Webpage](#) and at the Wisconsin DNR at [Cybersecurity | Wisconsin DNR](#).

The following best management practices should also be observed:

1. Update to the latest version of the operating system.
2. Use multiple-factor authentication to access critical applications.
3. Use strong passwords to protect remote access credentials.
4. Update user access lists to critical prog rams regularly (e.g. Employee retires)

5. Train users to identify and report attempts at social engineering. Identify and suspend access of users exhibiting unusual activity.
6. Ensure anti-virus, spam filters, and firewalls are up to date, properly configured and secure.
7. Audit network configurations and isolate computer systems that cannot be updated.
8. Only use secure networks and consider installing a virtual private network (VPN).

System Summary Information

A water system summary is attached. Please review for accuracy. If there are changes that need to be made, contact Sonny Zentner at (715)928-1624.

Capacity Development Evaluation

This sanitary survey serves as an evaluation of the capabilities of your water system. This system has been determined to have adequate technical, managerial, and financial capacity to provide safe drinking water. The ability to plan for, achieve, and maintain compliance with applicable drinking water standards has been demonstrated.

The next sanitary survey of your system is scheduled to take place in 2029. Your operator will be contacted prior to the survey to schedule a date that is convenient.

Required Action

Please respond by October 2, 2026 with notification that all deficiencies have been corrected, or that you agree to correct the deficiencies identified in this letter by the due dates, or with alternative dates for correcting these deficiencies. Failure to respond to this letter by this date may result in enforcement activities.

Please also consider correcting the non-conforming features and recommendations discussed in this letter.

I would like to thank Brett Sajdera for his assistance during the sanitary survey, and to compliment him and the rest of the water department for their good work with the water system. If you have any questions, you can reach me by phone at (715)928-1624, by e-mail at Sonny.Zentner@Wisconsin.gov, or by postal mail at the address on this letterhead.

Sincerely,



Sonny Zentner, P.E.
Water Supply Engineer

cc: Brett Sajdera, Village of Colfax
Jayden Koenig, DNR
Emily Pedersen, DNR
Colfax Facility File

Enclosure: Water System Summary

Water System Summary
61702619 - COLFAX WATERWORKS
Dunn County

Water System Summary Information

Type: Municipal Community
 Basin: Chippewa River (lower)
 Population: 1176 (2025)
 Service Connections: 491
 Administrator/Clerk/Treasurer: Julie Mitchell
 Deputy Clerk/Treasurer: Sheila Reimer
 President: Jeff Prince
 Owner: Colfax Village Administrator
 613 Main Street
 PO Box 417
 Colfax, WI 54730
 Phone: (715) 962-3311
 Fax: (715) 962-2221
 Email: clerk@vi.colfax.wi.gov

Date Emergency Response Plan Complete: 2018
 Date Emergency Response Plan Last Exercised/Updated: 2018
 Emergency Phone: 715-704-9622
 Emergency Email: DPWdirector@vi.colfax.wi.gov

Certified Operators

Name	License Number	Expires	Classification	Operator in charge
Brett Sajdera	300031	11/01/26	Distribution - grade T Groundwater - grade T	Yes
Don Logslett	24774	10/01/27	Distribution - grade 1 Groundwater - grade 1	No

Affiliations

Name	Affiliation	Phone
COLFAX VILLAGE CLERK-JULIE MITCHELL- ADMINISTRATOR/CLERK/TREASURER	OWNER	715-962-3311
SAJDERA, BRETT	EMERGENCY	715-704-9622
COLFAX VILLAGE CLERK-JULIE MITCHELL- ADMINISTRATOR/CLERK/TREASURER	PLAN_CON	715-962-3311
SAJDERA, BRETT	SAMPLER	715-704-9622
PETERSEN, SETH	DNR_PBCU_EXPERT	715-928-8703
ZENTNER, SONNY	DNR_REP	715-928-1624

Entry Points and Sources of Water (Basic Data)

Source	Name	WUWN	Status	Type	Source	Depth	Cased	Grouted	Casing Diameter
1	Well 1	BF723	Active	ENTRY PT/SOURCE	Ground Water	271	203	70	10

Source	Name	WUWN	Status	Type	Source	Depth	Cased	Grouted	Casing Diameter
2	Well 2	BF724	Active	ENTRY PT/SOURCE	Ground Water	285	220	220	12
3	Well 3	BF725	Active	ENTRY PT/SOURCE	Ground Water	238	130	130	12

Entry Points and Sources of Water (Misc. Data)

Source ID	PLSS	Lat./Long.	Pump Capacity (gpm)	Pump Type	Pump Size (hp)	Auxiliary Power
1	T29, R11W, S16, Q-NW QQ-NW	44.99905N x 91.72786W	225	Submersible	20	No
2	T29, R11W, S9, Q-SE QQ-SE	45.00255N x 91.71697W	225	Submersible	20	Yes
3	T29, R11W, S16, Q-SW QQ-NE	44.99300N x 91.72759W	325	Vertical Turbine	40	Yes

Storage

Tank	Type	Model	Volume (gal)	Height to Overflow (ft)	Last Inspection Date/Type	Next Inspection Date/Type
Tower 1 - 5th Avenue by Industrial Park	Elevated Tower	Spheroidal	150,000	155	2024, complete drain	2029, partial drain, float, diver, or ROV

Booster Stations

None.

System Interconnects

None.

Treatment Summary Data

Source ID	Description	Objective(s)	Pump Model	Cap.	Stroke %	Speed %	Sol. Tank Cap.
1	pH Adjustment	Corrosion Control	Pulsatron	44	70	60	55
2	pH Adjustment	Corrosion Control	Pulsatron	44	70	30	100
3	pH Adjustment	Corrosion Control	Pulsatron	44	70	70	55

Bacteriological Sampling History

Year	Distribution Safe	Distribution Unsafe	Confirmed Unsafe	Missed Samples	Raw Safe	Raw Unsafe	Fecal Positive	Missed Samples
2025	24	0	0	0	NA	NA	NA	NA
2024	25	0	0	0	NA	NA	NA	NA
2023	24	0	0	0	NA	NA	NA	NA

Chemical Sampling History

Year	Sample Group	Source	Samples Taken	Missed Samples	MCL Violations
2025	Bacti	Distribution System	24	0	0
2026	Nitrate	Well 1	1	0	0
2026	Nitrate	Well 2	1	0	0
2026	Nitrate	Well 3	1	0	0
2023	PBCU	Distribution System	10	0	0
2026	IOC	Well 1	1	0	0
2026	IOC	Well 2	1	0	0
2026	IOC	Well 3	1	0	0
2023	SOC	Well 1	1	0	0
2023	SOC	Well 2	1	0	0
2023	SOC	Well 3	1	0	0
2026	VOC	Well 1	1	0	0
2026	VOC	Well 2	1	0	0
2026	VOC	Well 3	1	0	0
2026	RAD	Well 1	1	0	0
2026	RAD	Well 2	1	0	0
2026	RAD	Well 3	1	0	0
2023	PFAS	Well 1	1	0	0
2023	PFAS	Well 2	1	0	0
2023	PFAS	Well 3	1	0	0

MCL Violations

None

Definitions

BACTI = Bacteriological Sample

FLUORIDE = Fluoride from Fluoridation

IOC = Sample for Inorganic Compounds

MCL = Maximum Contaminant Limit (as set by the Environmental Protection Agency (EPA))

NITRATE = Nitrate Sample

PBCU = Lead and Copper Sample

RAD = Sample for Radioactivity

SOC = Sample for Synthetic Organic Compounds

TTHM = Total Trihalomethane Sample

VOC = Sample for Volatile Organic Compounds



Well & Pump - Maintenance Report

		Job Number	MK26-1295
Owner	Colfax, Village of	Insp. Date	2026-08-19
Well Location	PO Box 417		
City	Colfax	State	WI
Phone #		Contact Name	

Well Information							
Unique Well ID #	BF723	Owner Well #	1	PWS ID#	617026190	Date Drilled	1985-01-01
Casing Diameter	10.000	Well Depth	270	Casing Depth	203	Type of Well	Deep Sandstone
Well Screen (Y/N)		Scr. Length		Depth to Top		Type of Screen	
Date of Last Rehab		Notes					

Test Results	Date	G.P.M	Static	Pumping Level	Drawdown	Specific Capacity
Original Well Performance	1985-01-01	200	60	80	20	10.000
After Last Rehab						
After Last Maintenance Test						
Current Results	2026-08-19	270	33	55	22	12.273

Length of Pump Test (hours)	0.50	Completed By:	Gutche, Tanner
Water Meter Reading - Current		Meter Last Test	
		Water Usage since last Test (gal)	0.0

Pump & Motor Information					
Pump Manufacturer	Grundfos	Model #	230S200-7C	Type of Pump	Submersible
Rated Capacity	GPM	Serial Number	N/A	Date of Install	2018-04-18
	Ft of TDH	Length of Airline	105	Setting Depth	105

Motor Manufacturer	Franklin	Model #	N/A	Serial #	N/A
Motor HP	20	Volts	230	Amps	53.80
Gear Drive (Y/N)	No	HP		Ratio	
				Phase	3

Date of Last Rehab		Notes	
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Preventative Maintenance Test Results									
Item Tested	Yes / No	Notes	Electrical Data Results						
Change Motor Oil & Grease	No	Submersible	Voltage	AB	246	AC	246	BC	246
Repack Stuffing Box	No	Submersible	Amp Draw	L1	48	L2	48	L3	48
Grease Stuffing Box Bearing	No	Submersible	Megohms	A-G	75	B-G	74.9	C-G	74.9
Check Valves Operational	Yes		Winding Test	A-B Ohms	0.2	A-C Ohms	0.3	A-C Ohms	0.3
Check Wiring Connections	Yes		Vibration Analysis	Top of Motor		Base of Motor		Base of Head	
Piping OK?	Yes		With Flow (Inch/Sec)						
Building OK?	Yes		Cross Flow (In/Sec)						
HVAC OK?	Yes		System Pressure	85		Rated Shutoff Hd			
Lighting OK?	Yes		Shut Off Pressure			Calc Shutoff Hd			

Overall Remarks:

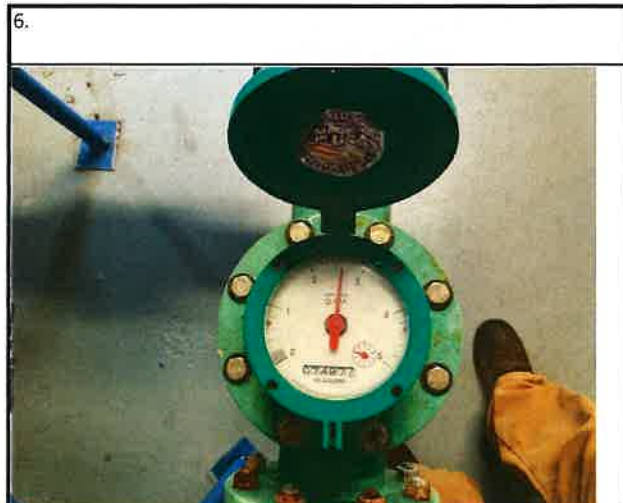
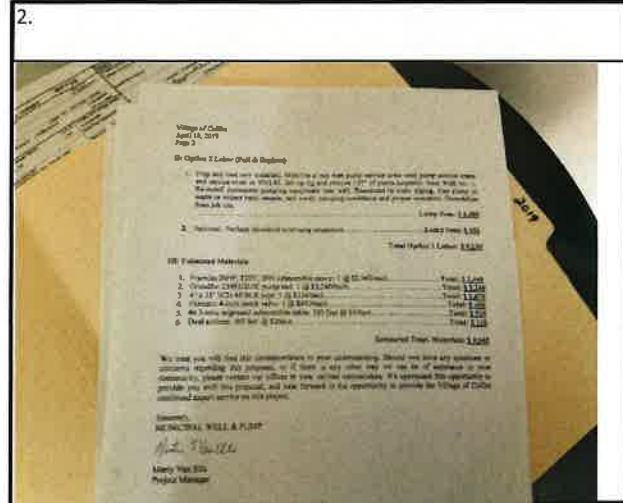
Brett said there is a leak on the 4" main where it comes up through the floor. It sounds like it's coming from the mega flange but we could not see any water leaking when we were running the pump

Other than that, everything is operating as it should



Job # MK26-1295

Date _____





MUNICIPAL
WELL & PUMP

Test of Well Report

Job # MK26-1295

Customer Name Colfax, Village of

Date 2026-08-19

Test Information

Well No:	1	Well Location	PO Box 417				Tested By	Tanner Gutche
Dia. Orifice	x	Static Level	33ft	in		Well Depth	ft	
Drilled by		Length of Airline	105			Gauge to Ground Level:	ft	in
Pump Set to Discharge Nozzle		105ft				To Tail Pipe	ft	

Reading No:	Time	Inches on orifice	GPM	Alt. Ga. in Feet	Pumping Level Ft.	Drawdown in Feet	Back Pressure	Specific Capacity	Water Appearance: muddy, clear, etc.	Amp Readings
	Start		0							
1	8:38 AM		270	56.0	49.0	16.0	70	16.88	Clear, dime size sand	60HZ, 48 Amps
2	8:42 AM		270	52.0	53.0	20.0	70	13.50		
3	8:50 AM		270	50.0	55.0	22.0	70	12.27		
4	9:00 AM		270	50.0	55.0	22.0	70	12.27		
5	9:08 AM		270	50.0	55.0	22.0	70	12.27		
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PO Box 311, 1212 Storbeck Drive, Waupun, WI 53933 - Office: 920-324-3400 - Toll Free: 800-383-7412 - Fax: 920-324-3431

www.municipalwellandpump.com

Test of Well Report

Job Number **MK26-1295**

Customer Name		Colfax, Village of					Orifice Size		x	
Static Water Level		33		Length of Airline		105		Pump Set		105
										Page # 2
Reading No:	Time	Inches on orifice	GPM	Alt. Ga. in Feet	Pumping Level Ft.	Drawdown in Feet	Back Pressure	Specific Capacity	Water Appearance: clear, cloudy, muddy, sandy, temp., odor	Amp. Readings
20										
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Municipal Well and Pump

Job Transition Form

Client Name

Colfax, Village of

Job #

MK26-1295

Well #

1

Please add notes that explain how you left the Job Site for the next Crew

1 More pics from pms

2

3

4

Other Notes:

Picture One Notes: Location of said leak



Picture Two Notes: Set up for pulling pump. Back in where service truck is



Picture Three Notes:

Picture Four Notes:

Completed by: Tanner Gutche

Date completed: 08/19/2026



Well & Pump - Maintenance Report

Job Number			MK26-1295		
Owner	Colfax, Village of			Insp. Date	2026-08-19
Well Location	PO Box 417				
City	Colfax	State		WI	
Phone #		Contact Name			

Well Information							
Unique Well ID #	BF724	Owner Well #	2	PWS ID#	617026190	Date Drilled	1974-01-17
Casing Diameter	12.000	Well Depth	285	Casing Depth	220	Type of Well	Deep Sandstone
Well Screen (Y/N)	No	Scr. Length		Depth to Top		Type of Screen	
Date of Last Rehab		Notes					

Test Results	Date	G.P.M	Static	Pumping Level	Drawdown	Specific Capacity
Original Well Performance	1974-01-17	421	34	70	36	11.694
After Last Rehab						
After Last Maintenance Test						
Current Results	2026-08-19	230	33	52	19	12.105

Length of Pump Test (hours)	0.50	Completed By:	Gutche, Tanner			
Water Meter Reading - Current		Meter Last Test		Water Usage since last Test (gal)	0.0	

Pump & Motor Information					
Pump Manufacturer	?	Model #	?	Type of Pump	Submersible
Rated Capacity	GPM	Serial Number	?	Date of Install	
	Ft of TDH	Length of Airline	105	Setting Depth	105

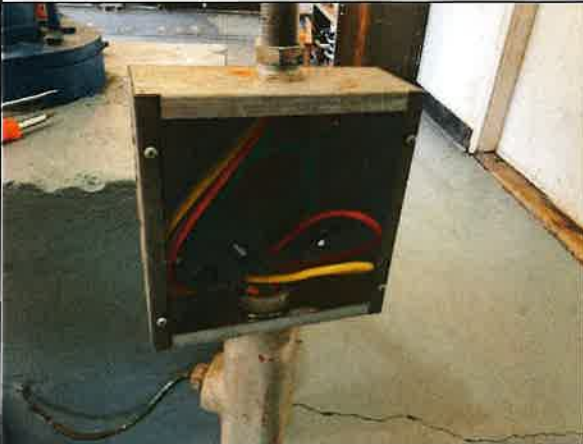
Motor Manufacturer	?	Model #	?	Serial #	?
Motor HP	?	Volts	230	Amps	?
Gear Drive (Y/N)		HP		Ratio	3

Date of Last Rehab		Notes	No data on pump or motor		
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Preventative Maintenance Test Results									
Item Tested	Yes / No	Notes	Electrical Data Results						
Change Motor Oil & Grease	No	Submersible	Voltage	AB	242	AC	247	BC	245
Repack Stuffing Box	No	Submersible	Amp Draw	L1	48	L2	48	L3	48
Grease Stuffing Box Bearing	No	Submersible	Megohms	A-G	>500	B-G	>500	C-G	>500
Check Valves Operational	Yes		Winding Test	A-B Ohms	.2	A-C Ohms	.5	A-C Ohms	.3
Check Wiring Connections	Yes		Vibration Analysis	Top of Motor	Base of Motor	Base of Head			
Piping OK?	Yes		With Flow (Inch/Sec)						
Building OK?	Yes		Cross Flow (In/Sec)						
HVAC OK?	Yes		System Pressure	70	Rated Shutoff Hd				
Lighting OK?	Yes		Shut Off Pressure		Calc Shutoff Hd				

Overall Remarks: Check valve down hole is not holding but their swing check in the main is operating as it should Everything else is in good working order

1.



2.



3.



4.



5.



6.





MUNICIPAL
WELL & PUMP

Test of Well Report

Job # MK26-1295

Customer Name Colfax, Village of

Date 2026-08-19

Test Information

Well No:	2	Well Location	PO Box 417			Tested By	Tanner Gutche	
Dia. Orifice	x	Static Level	33ft	in		Well Depth	ft	
Drilled by		Length of Airline		105	Gauge to Ground Level:		ft	in
Pump Set to Discharge Nozzle		105ft	To Tail Pipe				ft	

Reading No:	Time	Inches on orifice	GPM	Alt. Ga. In Feet	Pumping Level Ft.	Drawdown In Feet	Back Pressure	Specific Capacity	Water Appearance: muddy, clear, etc.	Amp Readings
	Start		0							
1	9:30 AM		230	72.0	33.0	0.0	70		Clear, pencil eraser sand	60HZ, 48 Amps
2	9:35 AM		230	54.0	51.0	18.0	70	12.78		
3	9:40 AM		230	53.0	52.0	19.0	70	12.11		
4	9:49 AM		230	53.0	52.0	19.0	70	12.11		
5	10:00 AM		230	53.0	52.0	19.0	70	12.11	Clear, few grains, shut down	
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Test of Well Report

Job Number MK26-1295

Customer Name		Colfax, Village of					Orifice Size		x	
Static Water Level		33		Length of Airline		105		Pump Set		105
										Page # 2
Reading No.	Time	Inches on orifice	GPM	Alt. Ga. in Feet	Pumping Level Ft.	Drawdown in Feet	Back Pressure	Specific Capacity	Water Appearance: clear, cloudy, muddy, sandy, temp., odor	Amp Readings
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CHANGE ORDER

Project: 2026 Street and Utility Improvements

Change Order No: 1

Owner: Village of Colfax

Date: 7/15/2026

To (Contractor): Skid Steer Guy LLC

Project No: 23-2029.00

Contract For: All Work

Contract Date: 3/11/2026

You are directed to make the following changes in the Contract Documents:

Description: Install 4" of trench insulation on sanitary main near the intersection of 4th Avenue where the sanitary is shallow. Also install 4" trench insulation where services cross storm sewer.

Attachments:

CHANGE IN CONTRACT PRICE (SUM)	CHANGE IN CONTRACT TIME(S)
Original Contract Price (Sum) \$557,858.00	Original Contract Time(s) Substantial Completion: <u>June 4, 2026</u> Ready for final payment: <u>June 4, 2026</u> days or dates
Net changes from previous Change Orders No. 0 to No. 0 \$0	Net changes from previous Change Orders No. 0 to No. 0 Substantial Completion: <u>N/A</u> Ready for final payment: _____ days or dates
Contract Price (Sum) prior to this Change Order \$557,858.00	Contract Time(s) prior to this Change Order Substantial Completion: <u>June 4, 2026</u> Ready for final payment: <u>June 4, 2026</u> days or dates
Net increase (decrease) of this Change Order \$2,580.00	Net increase (decrease) of this Change Order Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u> days or dates
Contract Price (Sum) with all approved Change Orders \$560,438.00	Contract Time(s) with all approved Change Orders Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u> days or dates

RECOMMENDED:

Ayres Associates

Architect/Engineer

By: *Michael J. Nator*

(Authorized Signature and Title)

Date: 7/19/2026

APPROVED:

Owner

By: _____

(Authorized Signature and Title)

Date: _____

ACCEPTED:

Contractor

By: *Skid Steer Guy*

(Authorized Signature and Title)

Date: 7/19/26

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



CHANGE ORDER

Project: 2026 Street and Utility Improvements

Change Order No: 1

Date: 5/29/2026

Owner: Village of Colfax

Project No: 23-2029.00

To (Contractor): Stout Construction LLC

Contract For: Contract 1

Contract Date: 3/11/2026

You are directed to make the following changes in the Contract Documents:

Description: 1. Deepen sanitary sewer main by 1 foot for new house construction services. 2. unplug a hydrant drain that was plugged per specification.

Attachments: Stout Proposal - Change order 1,

Stout Proposal - Change order 2

CHANGE IN CONTRACT PRICE (SUM)	CHANGE IN CONTRACT TIME(S)
Original Contract Price (Sum) \$181,108.85	Original Contract Time(s) Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u> days or dates
Net changes from previous Change Orders No. <u>0</u> to No. <u>0</u> \$0.00	Net changes from previous Change Orders No. <u>0</u> to No. <u>0</u> Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u> days or dates
Contract Price (Sum) prior to this Change Order \$181,108.85	Contract Time(s) prior to this Change Order Substantial Completion: <u>June 11, 2026</u> Ready for final payment: <u>June 11, 2026</u> days or dates
Net increase (decrease) of this Change Order \$ 4,515.00	Net increase (decrease) of this Change Order Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u> days or dates
Contract Price (Sum) with all approved Change Orders \$ 185,623.85	Contract Time(s) with all approved Change Orders Substantial Completion: <u>June 11, 2026</u> Ready for final payment: <u>June 11, 2026</u> days or dates

RECOMMENDED:

APPROVED:

ACCEPTED:

Stout Construction

Architect/Engineer

Owner

Contractor

By: [Signature]
(Authorized Signature and Title)

By: _____
(Authorized Signature and Title)

By: [Signature]
(Authorized Signature and Title)

Date: 6/1/2026

Date: _____

Date: 6/1/2026

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



August 17, 2026

Village Board of Trustees
Village of Colfax
Colfax, Wisconsin

Audit Scope and Objectives

We are pleased to confirm our understanding of the services we are to provide the Village of Colfax Tax Increment District No. 4 ("TID No. 4") from the date of creation through termination in 2026 due to this TID meeting the required termination audit requirement as per WI Statutes 66.1105. We will audit the Balance Sheet, Historical Summary of Project Costs, Project Revenues and Net Cost to be Recovered Through Tax Increments, and the Historical Summary of Sources, Uses and Status of Funds ("financial statements") of TID No. 4 including the related notes to the financial statements as of and for the period ending with termination as of July 31, 2026.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the regulatory basis of accounting for TIDs prescribed by the Wisconsin Department of Revenue. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and

performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk of material misstatement as part of our audit planning:

- Allocating TID #4 revenue properly within other TIDs for a given tax year
- Reporting TID eligible costs within this fund

As of the date of this letter planning for the 2026 termination audit has not concluded and modifications may be made to the significant risks identified above. The audit team will communicate any changes to the significant risks with the Village Board of Trustees.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will assist in preparing the financial statements of TID No. 4 in conformity with the regulatory basis of accounting for TIDs prescribed by the Wisconsin Department of Revenue based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the regulatory basis of accounting for TIDs prescribed by the Wisconsin Department of Revenue.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

The name of the designated official from the Village overseeing these services will be:

Julie Mitchell Village Administrator-Clerk-Treasurer

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request, schedules that we deem necessary, and will locate any documents selected by us for testing.

Joseph T. Harrison, CPA is the engagement principal and is responsible for supervising the engagement and signing the report.

We will provide copies of our reports to the Village of Colfax; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Our fees for the specific services requested below are anticipated to be no more than \$7,500, subject to the criteria following the table

Our proposed fees in the previous table are based on the following criteria:

1. Anticipated cooperation with requests and information from your personnel
2. Financial records and supporting documentation are complete and reconciled two weeks prior to scheduled fieldwork dates
3. Responses to all initial requests sent through our secure file exchange site, Info are received by the engagement team two weeks prior to scheduled fieldwork dates.
4. Unexpected circumstances or additional complex or unanticipated audit issues do not arise.

If this criteria is not met, it may substantially increase the time to perform the work needed to complete the engagement within the established deadlines, resulting in an increase in fees over our quoted amounts above. In addition, you agree to reimburse us for any out-of-pocket costs (such as report reproduction, word processing, postage, travel, third party charges for bank and loan confirmations, copies and telephone, etc.) incurred in connection the performance of our services.

Fees and costs will be billed as work progresses and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to a delinquency charge of 1 ½% per month. This engagement does not include any services not specifically identified in this letter. Fees for accounting services, including the update of depreciation reports, assistance in reconciling accounts, and drafting of financial statements and related notes, will be billed at our standard hourly rates. Our standard hourly rates vary from \$175 to \$400 according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Costs associated with the services that you may request would be billed separately. We reserve the right to suspend or terminate our services at any time your account is past due and will not be resumed until your account is paid in full. Should we elect to terminate our services, you will be responsible for all time charges and expenses through the date of termination irrespective of whether we have issued a report. You further acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

Should we elect to terminate our services, you will be responsible for all time charges and expenses through the date of termination irrespective of whether we have issued a report. You further acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

In the unlikely event that differences concerning our services or fees should arise as a result of this engagement, each party agrees to submit the dispute to mediation. Each party shall designate an executive officer empowered to attempt to resolve the dispute. Should the designated representative be unable to agree on a resolution, a competent and impartial third party acceptable to both parties shall be appointed to mediate. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. In the event that the dispute is required to be litigated, the court shall be authorized to assess litigation costs against any party found not to have participated in the mediation process in good faith.

Reporting

We will issue a written report upon completion of our audit of the Village of Colfax's financial statements. Our report will be addressed to Village Board of Trustees. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Village of Colfax and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Bauman Associates, Ltd.

CERTIFIED PUBLIC ACCOUNTANTS

RESPONSE:

This letter correctly sets forth the understanding of the Village of Colfax.

Officer Signature: _____

SIGN HERE

Title: _____

Date: _____

TIFFANY PRINCE

603 Iverson Road
Colfax, WI 54730
knpprints@gmail.com

Dear Village Board Members,

8 AUGUST 2026

I am writing to express my interest in serving as an interim Village Board Member. Through my professional experience in county government, I have developed strong skills in financial administration, record management, policy and procedures, problem-solving, and working with the public. My work has given me a firsthand understanding of the importance of responsible budgeting, accountability, and providing effective services to the community.

Village of Colfax
Attn: Board members
613 Main St.
Colfax, WI 54730

I would welcome the opportunity to bring my experience, attention to detail, and commitment to public service to the Village Board. I believe in being a responsible steward of public resources, listening to residents, and working collaboratively to make informed decisions that benefit the community.

Thank you for considering my interest in serving the Village. I would be honored to have the opportunity to contribute and serve my community as a Village Board Member.

Sincerely,

Tiffany Prince

Village of Colfax Board of Trustees
613 Main Street
Colfax, WI 54730

Re: Village Board Vacancy

Members of the Village Board,

I am writing to formally express my interest in being appointed to complete the vacant term on the Colfax Village Board.

Although I have only lived in Colfax for approximately three years, it did not take long for Colfax to become my home. I recently made an additional commitment to the community by moving into a townhouse here, and I plan to remain in the area for the foreseeable future. During my time here, I have looked for opportunities to become involved in the community rather than simply live in it. Serving on the Village Board would be a natural extension of that commitment.

Many of you already know me through my role as a Lieutenant with Colfax Rescue Ambulance. As an officer, I have regularly attended Village Board meetings and have had the opportunity to see firsthand both the responsibilities of local government and the difficult decisions that come before the Board. At the same time, members of the Board have had the opportunity to see my own work and growth during my time with the ambulance service. You have seen me take on greater leadership responsibilities, advocate for the needs of the service and the communities we serve, and work through some of the challenges and changes the service has experienced. I believe that provides the Board with an opportunity to evaluate me not only based on what I say I can bring to the position, but also on the work, judgment, and commitment you have already had the opportunity to observe.

My work with the ambulance service has given me experience with budgeting, grant funding, policy development, strategic planning, intergovernmental relationships, and balancing the needs of an essential public service with the financial realities facing the communities it serves. I also understand that serving simultaneously as a Village Trustee and an officer of Colfax Rescue would require me to be mindful of potential conflicts of interest. I would take that responsibility seriously and would disclose potential conflicts and abstain from participating in decisions when my role with the ambulance service creates a conflict with my responsibilities to the Village. My responsibility as a Trustee would be to the Village and its residents as a whole.

Professionally, I work as a Learning and Development Specialist with Marshfield Clinic Sanford Health, where I collaborate with employees and leaders across the organization, developing training resources, solve operational problems, and helping people navigate organizational change. I also hold a bachelor's degree in business administration with a concentration in Human Resource Management. My education has strengthened my understanding of finance, management, organizational leadership, employment practices, and the importance of making decisions based on both available evidence and the people affected by them.

I also believe I can bring a valuable perspective as someone who is building a career, putting down roots, and planning a future in Colfax. Communities like ours face the challenge of preserving the character and relationships that make them special while also creating opportunities that encourage people to stay, establish homes, raise families, start businesses, and become involved. I want Colfax to remain a community where longtime residents are proud to stay and where the next generation sees a reason to build its future. I believe thoughtful growth, responsible planning, and involvement from residents across generations will be important to achieving that.

One of the most important qualities I would bring to the Board is a willingness to listen and work collaboratively. I do not expect everyone at the table to agree on every issue, nor do I believe effective government requires that. Good local government requires asking questions, considering different perspectives, being responsible with taxpayer resources, and ultimately making decisions based on what will best serve the Village as a whole.

I also recognize that an appointment is different from being elected by the community. If appointed, I would view the remainder of this term not only as an opportunity to serve and demonstrate what I can contribute, but also as an opportunity to introduce myself more broadly to the residents of Colfax. Many people in the community know me through Colfax Rescue, but I recognize that many others do not. Serving on the Board would give residents the opportunity to see how I approach decisions, how I represent their interests, and how seriously I take the responsibility of public service. If I choose to seek a full term in the spring, I want voters to have more than a name on a ballot. I want them to have the opportunity to see my work, ask me questions, and decide for themselves whether I have earned their trust.

Unfortunately, I will be unable to attend the August 24 meeting due to a previously scheduled out-of-town work obligation. I regret that the timing prevents me from being there to speak with the Board in person, particularly because I appreciate the opportunity extended to interested candidates. If appointed, attendance at Board meetings would be a priority, and I would be able to plan future work obligations around the established meeting schedule. My absence on August 24 is simply the result of the short notice and an existing commitment that I am unable to change.

Colfax is a community that I am proud to call home, and I would appreciate the opportunity to give back to it in another capacity. Thank you for considering my appointment to the Village Board. Although I cannot be present on August 24, I would be happy to speak with any member of the Board beforehand and answer any questions you may have.

Respectfully,

Robert Kelsall

Lieutenant, Colfax Rescue Ambulance



**State of Wisconsin Department of Safety and Professional Services
Division of Industry Services**

4822 Madison Yards Way, Madison, WI 53705
608.266.2112 | 877.617.1565 | dsps.wi.gov

**Tony Evers, Governor
Dan Hereth, Secretary**

August 10, 2026

Julie Mitchell, Administrator-Clerk-Treasurer
Village of Colfax
PO Box 417
Colfax, WI 54730
clerk@vi.colfax.wi.gov

Re: Village of Colfax Jurisdiction for Uniform Dwelling Code (UDC) and Camping Units Permitting and Inspecting

Dear Julie Mitchell,

The Department has reviewed your most recent ordinance and I am pleased to inform you that your municipality has met all the requirements under the provisions of Wis. Admin. Code sec. SPS 320.06(1) and SPS 327.06(1) to exercise jurisdiction over construction and inspection of new one- and two-family dwellings and camping units.

Pursuant to Wis. Stat. sec. 101.65(1) (a) and (2m), 101.651(2m), and 101.63(1), the Department delegates your municipality the primary responsibility to perform permitting and inspecting for all installations under Wis. Admin. Code sec. SPS 320.08(1) and SPS 327.09(1) to be constructed within the limits of your municipality. An exception to this delegation is that our agency retains jurisdiction for permitting and inspecting for all state-owned buildings pursuant to Wis. Stat. sec. 13.48(13). Note that the Department retains jurisdiction on all projects submitted to the Department for permit prior to issuance of this letter.

As a condition of the delegation, your municipality is required to comply with the following:

- Provide the Department with a certified copy of all adopted ordinances and subsequent amendments within 30 days of adoption by the municipality.
- Maintain an approved method of enforcement as identified in Wis. Admin. Code sec. SPS 320.06(1)(b).
- Notify the Department, in writing, immediately of any personnel changes to inspection staff.
- File a copy of each Uniform Dwelling Code permit to the Department, in accordance with Wis. Stat. sec. 101.65(4).

If your municipality decides to relinquish jurisdiction, follow the provisions of Wis. Admin. Code sec. SPS 320.06(1)(c)3 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction. Your municipality is expected to continue responsibility for these services throughout the 30-day period.

The Department understands that Joshua Melstrom with Melstrom Inspections, LLC, is the primary code enforcement contact for your municipality and that they have the proper certification to do so.

Our UDC consultants are available at DSPSSBUDCTech@wisconsin.gov to assist in any questions or concerns your municipality may have with UDC or camping unit permitting and inspecting services.

The Division of Industry Services looks forward to working with you.

Sincerely,

Branden Piper, Division Administrator

cc: Melstrom Inspections, LLC



**State of Wisconsin Department of Safety and Professional Services
Division of Industry Services**

4822 Madison Yards Way, Madison, WI 53705
608.266.2112 | 877.617.1565 | dps.wi.gov

Tony Evers, Governor
Dan Hereth, Secretary

August 10, 2026

Julie Mitchell, Administrator-Clerk-Treasurer
Village of Colfax
PO Box 417
Colfax, WI 54730
clerk@vi.colfax.wi.gov

Re: Village of Colfax Jurisdiction for Commercial Electrical Permitting and Inspecting

Dear Julie Mitchell,

I am pleased to inform you that your municipality has met all the requirements under the provisions of Wisconsin Administrative Code sec. SPS 316.011(1) to exercise jurisdiction over the inspection of electrical wiring installations at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks.

Pursuant to Wis. Stat. secs. 101.02 (5) and (15) and 101.82 (2m), the Department delegates your municipality the primary responsibility to perform commercial electrical permitting and inspecting for all installations under Wis. Admin. Code sec. SPS 316.012(1)(a) to be constructed within the limits of your municipality. An exception to this delegation is that our agency retains jurisdiction for permitting and inspecting for all state-owned buildings pursuant to Wis. Stat. sec. 13.48(13). Note that the Department retains jurisdiction on all projects submitted to the Department for permit prior to issuance of this letter.

As a condition of the delegation, your municipality is required to comply with the following:

- Maintain your municipality's registration as an inspection agency.
- Provide the Department with a copy of any revisions to your municipality's electrical ordinance.
- Employ or contract with certified commercial electrical inspectors or independent inspection agencies.
- Provide the Department with any changes to the names of its certified commercial electrical inspectors and independent inspection agencies employed or contracted by the municipality.

If your municipality decides to relinquish jurisdiction, follow the provisions of Wis. Admin. Code sec. SPS 316.011(1)(c) by providing the Department with a 60-day notice prior to the day upon which your municipality intends to relinquish jurisdiction. Your municipality is expected to continue responsibility for these services throughout the 60-day period.

The Department understands that Joshua Melstrom with Melstrom Inspections, LLC, is responsible for enforcement within your municipality and that they have the proper certification to do so.

Our electrical consultant for your area, Craig Mulder at 608-444-5701, is available to assist in any questions or concerns your municipality may have with these commercial electrical services.

The Division of Industry Services looks forward to working with you.

Sincerely,

Branden Piper, Division Administrator

cc: Melstrom Inspections, LLC



**State of Wisconsin Department of Safety and Professional Services
Division of Industry Services**

4822 Madison Yards Way, Madison, WI 53705
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**Tony Evers, Governor
Dan Hereth, Secretary**

August 10, 2026

Julie Mitchell, Administrator-Clerk-Treasurer
Village of Colfax
PO Box 417
Colfax, WI 54730
clerk@vi.colfax.wi.gov

Re: Village of Colfax Jurisdiction for Commercial Building Inspections

Dear Julie Mitchell,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. sec. 101.12(3)(g), the Department delegates your municipality the primary responsibility to perform structural, HVAC, fire suppression, and fire alarm inspections of commercial buildings of all sizes in lieu of the Department.

As a condition of the delegation, your municipality is required to comply with the following:

- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Apply the corresponding requirements in Wis. Admin. Code sec. SPS 361.60(6).
- Notify the Department, in writing, immediately of any personnel changes to inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the municipality intends to relinquish the responsibilities assumed under this section.

An exception to this delegation is that the Department retains jurisdiction for all state-owned buildings. Note the Department retains jurisdiction on all projects under inspection by the Department prior to issuance of this letter.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. The Department requires delegated municipal code officials to hold the Wisconsin Commercial Building Inspector certification, or the Fire Detection, Prevention, and Suppression Inspector if applicable, and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, follow the provisions of Wis. Admin. Code sec. SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction. Your municipality is expected to continue responsibility for these services throughout the 30-day period.

The Department understands that the primary code enforcement contact for your municipality, Joshua Melstrom with Melstrom Inspections, LLC, has the proper certification to do so.

For additional resources on your delegated responsibilities, see the Department's [Delegated Agent website](#) and [Welcome Packet](#). This packet contains links to the Wisconsin Administrative Code, inspection checklists, sample letters, and a list of FAQs that may be helpful in this delegated agent role.

Our commercial building inspector for your area, Joe Merchak at 715-821-1928, is available to assist in any questions or concerns your municipality may have with these commercial building services.

The Division of Industry Services looks forward to working with you.

Sincerely,

Branden Piper, Division Administrator

cc: Melstrom Inspections, LLC