Village of Colfax
Regular Board Meeting Agenda
Monday November 23, 2026
7:00 p.m.
Village Hall, 613 Main St

1. Call the Regular Board Meeting to Order
2. Pledge of Allegiance
3. Roll Call
    a. Public Comments
4. Communications from the Village President-
5. Consent Agenda
    a. Regular Board Meeting Minutes –November 9th, 2026
    b. Review Statement of Bills Dairy State Bank Checking –November 9th, 2026 – November 22nd, 2026
    c. Review Statement of Bills Solid Waste & Recycling –November 9th, 2026 – November 22nd, 2026
    d. Licenses –none.
6. Consideration Items (Discussions and Possible Actions)
    a. Colfax School-Parking & Signage-Dalton Hinke & Eric Young
    b. East View/Dunn St. North Lots – KM Construction
    c. Phosphorus Estimates-CBS Squared-$28,500; ISG-$29,000; AE2S-$23,800
    d. PFOS Estimates-CBS Squared-$15,000; ISG-$7,500; AE2S-$19,500
    e. Bauman Associates-TID Financial Statement-Approval
    f. Bauman Associates-Audit Scope Financial Statement-Approval
    g. Plan Commission Recommendation for Zoning Ordinance-Set Public Hearing
    h. CARD Intergovernmental Update
    i. Village Hall Boiler Replacement-Discussion- Possible Approval

7. Committee/Department Reports/Discussions – (no action)
    a. Colfax Police Report & Financials -October-Bill Anderson
    b. Planning Committee Minutes-November 9, 2026
    c. Joint Review Board Minutes-November 9, 2026
    d. Joint Board/Personnel Minutes-November 16, 2026
    e. Audit & Finance Committee Minutes, November 18, 2026
    f. Colfax Fire Department Letter

8. Adjourn

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

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

Village Board Meeting – November 9, 2026

On November 9, 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, T. Prince, Stene, and Best. President Prince and Trustee Jenson were absent. Others present were Josh Low with Ehler's, Eric Young & Dalton Hinke with Colfax School, Public Works Director Sajdera, Deputy Clerk-Treasurer Riemer, Administrator-Clerk-Treasurer Mitchell and LeAnn Ralph with the Messenger.

Public Comment – none

Communication from the Village President – Trustee Stene will be running the meeting in place of President Prince.

5. **Consent Agenda**

a. Regular Board Meeting Minutes –October 26, 2026
b. Review Statement of Bills Dairy State Bank Checking – October 26, 2026 – November 8, 2026
c. Review Statement of Bills Solid Waste & Recycling – October 26, 2026 – November 8, 2026
d. Licenses – none

A motion was made by Trustee T. Prince and seconded by Trustee Spielman to approve consent agenda items a through d. A voice vote was taken with all members voting in favor. Motion carried.

6. Consideration Items

A motion was made to move 6b and 6c ahead of 6a, since Ehler's may take longer, by Trustee Spielman and seconded by Trustee Petznick. A voice vote was taken with all members voting in favor. Motion carried.

b. **Colfax School-Parking & Signage Discussion-Dalton Hinke & Eric Young**-Eric Young presented to the board regarding no parking on University Ave and Birch St and a possible no-thru sign for E. High St. Young stated for safety reasons there should not be any parking allowed during school hours on these streets. It would be from the hours of 7:00 am – 4:00 pm. Other discussion involved lighting and the path to Viking Drive. Young also stated he had applied for a Safety Grant to hopefully help with covering the costs. The discussion carried onto 6c before any motion was made.

c. **Potential Land Acquisition Discussion-Colfax School** – The school is going to be selling some land they own, which includes the 16-18 acres surrounding the cemetery. They would like to offer to the Village for purchase, this parcel will not be put on the market. Young thinks it would be beneficial for the Village as well as the school for residential development. Trustee Stene stated would like some areas clarified and brought to the Public Safety Committee then brought back to the Board for voting on. He believes we are in favor but would like some of the questions presented to be clarified first, Mitchell will look into those areas and the Public Safety Committee will meet to discuss. No action taken.

a. **Ehler's Annual Update-Josh Low** –Low presented the Board with the debt levy information. Discussion involved the TID districts, levy limit, taxes and how everything is tied together and what to look at moving forward with the budget. A packet of this information was presented to the Board. The Board thanked Low for being at the meeting and explaining what was needed to new Board members. No action taken.

d. **East View/Dunn St North Lots-KM Construction–** Sajdera stated KM would not be present.

e. **Health Insurance Quotes/Approval of Plan-** Mitchell stated her & Riemer met with Curtis Deprey, our insurance agent, to go over insurance options for next year. The Village is currently with Medica Gold for $19,625.02 monthly, if we stay with that plan the cost will be $23,472.86 monthly in 2027. He also presented an underwritten quote from Sana Benefits. Mitchell explained that this option was level funded based. We would not have to enlist for a number of years, if the price goes up too much in 2028, we will be allowed to change again. This cost is $15,278.59 monthly, making our savings for 2027 roughly $98,000. Dental, Life & Vision will remain the same with Companion Life. A motion was made by Trustee Petznick and seconded by Trustee Best to accept the Sana Benefit Insurance for a cost of $15,278.59 monthly. A voice vote was taken with all members voting in favor. Motion carried.

f. **Ayres Associates-Final Pay to Skid Steer Guy for Cedar Street-$15,357.39-**Sajdera stated all was completed, there will be some grass areas to be checked in the spring. This final amount includes the change order amount. A motion was made by Trustee Spielman and seconded by Trustee Best to approve the final pay to Skid Steer Guy in the amount of $15,357.39. voting For: Trustees Petznick, Spielman, T. Prince, Best and Stene. Voting Against: none. Motion carried.

g. **Dunn County Humane Society-2027 Contract-$2517.65 Yearly/$629.41 Quarterly-** Riemer stated we are currently paying $674.03 per month so there is a slight decrease in costs. A motion was made by Trustee Spielman and seconded by T. Prince to accept the Dunn County Humane Society contract for 2027 for $2517.65/year. A voice vote was taken with all members voting in favor. Motion carried.

h. **Dunn County Treasurer's Office-Agreement for 2026 Tax Bill Collections-** Mitchell stated this is the usual agreement we have had in the past with the County. A motion was made by Trustee T. Prince and seconded by Trustee Petznick to accept the agreement for the County to collect taxes for 2026. A voice was taken with all members voting in favor. Motion carried.
i. **Recommendation from Planning Commission (if any)-** Mitchell stated there were a couple recommendations from the Planning Commission. The first is to update the map for future use to include section 6 & 7 for residential zoning, section 8 flexible zoning for industrial/commercial/residential, sections 9 & 10 flexible zoning for commercial/industrial and section 13 to be residential and recreational/park zoning. A motion was made by Trustee Spielman and seconded by Trustee T. Prince to approve the updates to the future use map as presented. A voice vote was taken with all members voting in favor. Motion carried. The second recommendation is to proceed with the Comprehensive Outdoor Recreation Plan, which the DNR requires for grants. A motion was made by Trustee Best and seconded by Trustee Petznick to approve the Comprehensive Outdoor Recreation Plan. A voice vote was taken with all members voting in favor. Motin carried. The third recommendation is to appoint Sally Kiekhafer to the vacancy on the Planning Commission. A motion was made by Trustee T. Prince and seconded by Trustee Spielman to appoint Sally Kiekhafer to the vacancy spot on the Planning Commission. A voice vote was taken with all members voting in favor. Motion carried.

7. Committee/Department Reports/Discussions- (no action)

a. **Building Permits-Josh Mellstrom-October**

b. **CARD Minutes-October 28, 2026**

9. Adjourn- A motion was made by Trustee T. Prince and seconded by Trustee Best to adjourn meeting at 8:17 p.m. A voice was taken with all members voting in favor. Meeting adjourned.

_____
Gary Stene, Acting President

Attest: _____
Julie Mitchell Administrator-Clerk-Treasurer

1 DSB CHECKING ACCOUNT Accounting Checks

Posted From: 11/09/2026 From Account:
Thru: 11/22/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
1790	11/13/2026	ABBIE HARTUNG	202.00
1791	11/13/2026	AYRES ASSOCIATES	1,910.01
1792	11/13/2026	CBS SQUARED, INC	1,600.50
1793	11/13/2026	CENTER POINT LARGE PRINT	45.00
1794	11/13/2026	CINTAS CORPORATION	100.00
1795	11/13/2026	CRAMER CONSULTING, LLC	360.00
1796	11/13/2026	CREEKSIDE CUSTOM AG, LLC	6,600.00
1797	11/13/2026	DONS SWEEPER SERVICE LLC	3,450.00
1798	11/13/2026	DUNN ENERGY COOPERATIVE	120.00
1799	11/13/2026	ELAN FINANCIAL SERVICES	5,563.53
1800	11/13/2026	EXPRESS MART	267.70
1801	11/13/2026	FFA ALUMNI	255.00
1802	11/13/2026	GOTO COMMUNICATIONS INC	75.79
1803	11/13/2026	HANNAH PARROTT	70.00
1804	11/13/2026	HEAL MEDICAL BILLING LLC	2,809.88
1805	11/13/2026	HILL TRUCKING	627.00
1806	11/13/2026	HYDROCORP	458.18
1807	11/13/2026	IMPACT ADVERTISING	2,116.29
1808	11/13/2026	JENNY ALMQUIST	175.00
1809	11/13/2026	KATHY DUNBAR	25.00
1810	11/13/2026	KYLES MARKET	11.85
1811	11/13/2026	LOGSLETT HEATING & COOLING	225.00
1812	11/13/2026	LOGSLETT PLUMBING LLC	747.49
1813	11/13/2026	MCCOY CONSTRUCTION & FORESTRY INC	229.71
1814	11/13/2026	MENARDS-EAU CLAIRE	149.93
1815	11/13/2026	NANCY ODOM MOULEDOUX	225.00
1816	11/13/2026	ORKIN	75.00
1817	11/13/2026	POMASL FIRE EQUIPMENT INC	208.10
1818	11/13/2026	RICHARD OLSON	175.00
1819	11/13/2026	SKID STEER GUY LLC	15,357.39
1820	11/13/2026	SYNERGY COOPERATIVE	2,963.53
1821	11/13/2026	VC3 INC	978.40
1822	11/13/2026	VIKING DISPOSAL, INC	2,700.17

1 DSB CHECKING ACCOUNT Accounting Checks

Posted From: 11/09/2026 From Account:
Thru: 11/22/2026 Thru Account:

Check Nbr	Check Date	Payee		Amount
1823	11/13/2026	WATER CARE SERVICES		31.50
1824	11/13/2026	WATER TOWER CLEAN & COAT, INC		800.00
1825	11/13/2026	WELD RILEY SC		10,011.15
1826	11/13/2026	WI DEPT OF TRANSPORTATION		3,985.36
EFTPS	11/10/2026	EFTPS-FEDERAL-SS-MEDICARE		10,970.54
WIFOR	11/10/2026	WI DEPARTMENT OF REVENUE		1,885.44
BREMER	11/10/2026	ELAN FINANCIAL SERVICES		157.62
WIDCOMP	11/10/2026	WISCONSIN DEFERRED COMPENSATION		175.00
WEENERGIES	11/19/2026	WE ENERGIES		20.41
WEENERGIES	11/19/2026	WE ENERGIES		79.75
			Grand Total	78,994.22

SOLID WASTE & RECYCLING RU Accounting Checks

Posted From: 11/09/2026 From Account:
Thru: 11/22/2026 Thru Account:

Check Nbr	Check Date	Payee		Amount
1747	11/13/2026	DUNN ENERGY COOPERATIVE		145.00
1748	11/13/2026	FIRST CHOICE		360.00
1749	11/13/2026	JOHNSON ROLL-OFF SERVICE, LLC		13,361.34
1750	11/13/2026	LIBERTY TIRE SERVICES LLC		481.92
1751	11/13/2026	UNEMPLOYMENT INSURANCE		93.00
1752	11/13/2026	VILLAGE OF COLFAX		62.87
			Grand Total	14,504.13

Julie Mitchell

From: Eric Young <eyoung@colfax.k12.wi.us>
Sent: Friday, November 13, 2026 9:25 AM
To: Julie Mitchell
Cc: Brett Sajdera; dhinke@colfax.k12.wi.us
Subject: Re: FW: Hwy 40 No Parking Request

Thank you so much Julie for taking care of all of this. Yes, either Dalton or I will be able to attend the next meeting to get this finalized.

On Fri, Nov 13, 2026 at 9:10 AM Julie Mitchell <Clerk@vi.colfax.wi.gov> wrote:

FYI

Julie L. Mitchell
Administrator-Clerk-Treasurer, Village of Colfax

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(715) 962-3311 clerk@vi.colfax.wi.gov

www.villageofcolfax.wi

613 Main St, PO Box 417, Colfax, WI 54730

From: Hines, Chad - DOT <Chad.Hines@dot.wi.gov>
Sent: Friday, November 13, 2026 9:08 AM
To: Julie Mitchell <Clerk@vi.colfax.wi.gov>
Subject: RE: Hwy 40 No Parking Request

Julie,

I got this from our signing engineer that I figured I would share:

WisDOT asks for a copy of the parking ordinance for our file and that the proper No Parking signs are used and installed correctly.

- Typically the R7-1 L,R, or D are the correct signs to use.
- Install on 4x6 wood post (breakaway modified) or 2x2 type steel post, or channel steel post.
- Typically should not be installed on existing WisDOT posts, especially warning sign or stop sign posts.

I attached the details that should be followed. Let me know if you have any other questions.

Thanks,

Chad

From: Julie Mitchell <Clerk@vi.colfax.wi.gov>
Sent: Thursday, November 12, 2026 10:49 AM
To: Hines, Chad - DOT <Chad.Hines@dot.wi.gov>
Cc: eyoung@colfax.k12.wi.us; dhinke@colfax.k12.wi.us
Subject: RE: Hwy 40 No Parking Request

CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you, Chad! That's very helpful.

Eric, we will bring this back to the Board at the next meeting (11/23/26) if you or a designee would like to attend. We will talk about both parking areas and ask the Board to take action.

Thanks!

Julie L. Mitchell
Administrator-Clerk-Treasurer, Village of Colfax

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(715) 962-3311 clerk@vi.colfax.wi.gov

www.villageofcolfax.wi

613 Main St, PO Box 417, Colfax, WI 54730

From: Hines, Chad - DOT <Chad.Hines@dot.wi.gov>
Sent: Wednesday, November 11, 2026 5:18 PM
To: Julie Mitchell <Clerk@vi.colfax.wi.gov>
Cc: eyoung@colfax.k12.wi.us; dhinke@colfax.k12.wi.us
Subject: RE: Hwy 40 No Parking Request

Hi Julie,

WisDOT does not regulate parking within municipalities when the municipality maintains the parking lanes. So, in the case of Colfax, that will be up to the village on how you would want to handle this. I believe all you have to do is enact a no parking ordinance for the block you are indicating below. Once that is complete then you can install the signs and do any curb painting needed, both of which are the responsibility of Colfax.

Please let me know if you have any questions or need anything else!

Thanks,

Chad Hines, P.E.

Work Zone/Traffic Engineer

Office: (715) 836-7276 Cell: (715) 577-3698

E-mail: chad.hines@dot.wi.gov

Wisconsin Department of Transportation

718 W Clairemont Ave

Eau Claire, WI 54701

From: Julie Mitchell <Clerk@vi.colfax.wi.gov>
Sent: Tuesday, November 10, 2026 8:57 AM
To: Hines, Chad - DOT <Chad.Hines@dot.wi.gov>
Cc: eyoung@colfax.k12.wi.us; dhinke@colfax.k12.wi.us
Subject: Hwy 40 No Parking Request

CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Chad,

I wanted to reach out regarding a request the Village recently received from the Colfax School District concerning parking restrictions in front of the school.

The District would like to explore establishing a no-parking zone, marked with a yellow curb line, along the roadway in front of the school. This would include the north lane of Hwy 40 between the two crosswalks.

I've copied Eric Young, Superintendent, and Dalton Hinke, Maintenance Supervisor, on this email. They brought the parking concerns to the Village and can provide additional information about the specific area and what they're hoping to accomplish.

Could you let us know what options may be available through WisDOT and what the process would be for establishing a no-parking zone in this location? We'd also appreciate clarification on whether this would require WisDOT approval or any action by the Village.

I thought it would be helpful to connect everyone directly so we can work together on a solution.

Thanks for your help, Chad!

Julie

Julie L. Mitchell
Administrator-Clerk-Treasurer, Village of Colfax

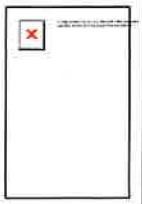
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(715) 962-3311 clerk@vi.colfax.wi.gov

www.villageofcolfax.wi

613 Main St, PO Box 417, Colfax, WI 54730

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Eric Young
District Administrator
School District of Colfax
eyoung@colfax.k12.wi.us
P: (715) 962-3155 - ext. 2410
F: (715) 962-4024

Amendment to Agreement for Professional Services

This Amended Agreement No. 1, effective October 12th, 2026, ("Amendment"), to the Agreement for the project Chemical Addition & PFOS PFOA Reports, dated May 14th, 2025, between Village of Colfax (Client) and CBS Squared, Inc. (Consultant).

CBS Squared Project ID: COLFA25001

NOW, THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Description of Modifications:

Village of Colfax WWTP Final Compliance Alternative Plan/Facility Plan

- Detailed operation data analysis and review
- Alternative evaluation based on long-term costs and community impacts
- Public hearing to share report findings with community
- Report drafting and submission to Wisconsin Department of Natural Resources
- Responses to any comments received from the Wisconsin Department of Natural Resources

The Client shall assist in acquiring any information needed for the above scope items at the request of the Consultant.

The Client shall provide a review of any documentation prior to submission at the request of the Consultant

SEVERABILITY. If any terms or previsions of the Amendment or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the reminder of this Amendment or the application of such term or provision to person or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and each term and provision of this Amendment shall be valid and enforceable to the fullest extent permitted by law.

- **REMAINING PROVISIONS.** The remaining provisions of the Agreement not amended by this Amendment shall remain in full force and effect.

Original agreement amount:	**$21,300**
Net change for prior amendments:	**$**
This amendment amount:	**$21,500**
Adjusted Agreement amount:	**$42,800**
Change in time for services (days or date, as applicable):	

7K Existing in old Contract

$8,500 for Rhos Facility Plan

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. The Effective Date of the Amendment is October 12th, 2026.

Approved by CBS Squared Inc.	**Approved by *Village of Colfax***
Name: _____	**Name:** _____
John Beckfield	***Jeff Prince***
Title: _____	**Title:** _____
Date: _____	**Date:** _____

Attachments:
EMPLOYEE RATE TABLE 2026
EXPENSE RATE TABLE 2026

November 5, 2026

Brett Sajdera
Public Works Director
Village of Colfax
613 Main Street | PO Box 417
Colfax, WI 54730
715-962-2221
DPWDirector@vi.colfax.wi.gov

RE: Chemical Addition for Phosphorus Removal Facility Plan Proposal
Village of Colfax, WI

Brett,

As the Village of Colfax (Village) looks to address their Wastewater Treatment Plant (WWTP) phosphorus reduction plan in Colfax, Wisconsin, I & S Group, Inc. (ISG) stands eager and ready to assist. We understand that the Village worked with a previous engineering firm to develop a plan for phosphorus reduction at the WWTP that was submitted to the Wisconsin Department of Natural Resources (WDNR). The WDNR provided comments to that memo and plan and requested a facility plan to be prepared and submitted for the chemical phosphorus removal plant. ISG also understands that the Village would like to submit an Intent to Apply (ITA) for the Clean Water State Revolving Fund (CWSRF) program in Wisconsin on January 17, 2027. ISG will assist in submitting the CWSRF ITA in January and understand to complete the Facility Plan in March 2027 for the funding deadline.

ISG did meet with Village Staff to discuss the project in late October and understand the scope of the project along with the previous work and WDNR comments provided. ISG is committed to delivering excellence through the collective expertise of our multi-disciplinary team. With this collaborative approach, we will provide the following scope of services to meet your project needs.

SCOPE OF SERVICES

Task 1- Site Visit + Due Diligence

Two (2) site visits to meet with Village staff, review existing facilities and documentation, gather additional information of needed. The two meetings listed above will be for project kickoff and to discuss our findings from the due diligence tasks outlined below. The following tasks will be done at separate site visits. During this task, ISG will:

- Review existing work that has been completed for the chemical addition for phosphorus removal.
- Review existing monthly operating reports.
- Review comments provided on original memo that was submitted to WDNR
- Review records of operation, schedule and any other relevant information
- Review WWTP on site visit
- Perform jar testing for chemical phosphorus addition as outlined in WDNR comments.
    - ISG will have someone on site for three days
- Review findings with Village Staff

Task 2- Evaluation of Chemical Phosphorus Reduction Alternatives

After work completed in Task 1, ISG will work with village to evaluate alternatives for chemical phosphorus reduction as outlined in the WDNR comments on the original memo submitted.

- Review existing alternatives previously evaluated.
- Evaluate additional alternatives as requested by WDNR and other alternatives that may be feasible
- Prepare preliminary sizing, dosing and concepts of alternatives
- Prepare preliminary cost estimates for alternatives
- Prepare advantages and disadvantages of alternatives
- Prepare 20-yr life cycle cost analysis of alternatives as requested by WDNR
- Review alternatives with Village and assist with selecting alternative, if different from current plan

Task 3- Prepare Draft Facility Plan for Chemical Addition for Phosphorus Removal

ISG will generate a draft Facility Plan that document findings, recommendations, costs and addressing WDNR comments. The Facility Plan shall summarize:

- Existing WWTP performance
- Existing Conditions
- Jar Testing Results
- Alternative options for phosphorus reduction
- Capital costs and 20-yr life cycle costs for each alternative
- Preliminary sizing and concepts of alternatives
- Pros/Cons of each alternative
- Recommended alternative
- Funding options
- Schedule of implantation of the selected alternative

Task 4- Finalize Facility Plan

To finalize facility plan, ISG anticipates providing the following:

- Submission of draft facility plan to Village for review
- Two (2) meetings with Village staff to review Facility Plan and recommended next steps.
- Submit Facility Plan to WDNR for approval

ASSUMPTIONS + EXCLUSIONS

The following items are excluded from the engineering scope of services in this proposal:

- The schedule is to prepare and submit the Facility Plan based on the CWSRF Funding cycle in March 2027.
- This does not include the PFOS/PFOA minimization plan as that is covered under a separate proposal.
- The Facility Plan will provide the necessary

COMPENSATION

ISG proposes to provide the scope of work described within this proposal for compensation in accordance with the following schedule. Anticipated reimbursable expenses such as travel time, mileage expenses, and printing costs are included.

Phase	Compensation
Facility Plan	$29,000.00
Total	$29,000.00 Fixed Fee Not to Exceed

ADDITIONAL SERVICES

ISG's goal for this proposal, like its services, is to be flexible in meeting the requirements of this project. Upon request, ISG can provide a subsequent proposal to assist with additional professional design and construction phase services needed to support this project as it moves forward.

ISG appreciates the opportunity to provide a solution tailored to the needs of the Village of Colfax. Upon acceptance, please sign the acknowledgment box and return a copy of the proposal to our office. We look forward to providing you with responsive service, collaborative experience, and timely delivery.

Sincerely,

Lenny Larson, PE
Water/Wastewater Group Leader

Lenny.Larson@ISGInc.com

Applicable Contract

The General Terms and Conditions applicable to this Proposal are available at the link below and are hereby accepted and incorporated herein by reference. Upon acceptance of this Proposal, the parties can proceed with the project based on this signed Proposal, per its General Terms and Conditions, or for more complex projects, ISG, at its discretion, will prepare and require the use of an AIA or EJCDC Contract that will govern the project. ISG's compensation does not include sales or use taxes. Additional information can be found in our General Terms and Conditions.

bit.ly/2026-terms-isg

Acknowledgement of Acceptance

This proposal is valid for 30 days.

Accepted this _____ day of _____, 2026.

Company (Print): _____

Name (Print): _____

Title (Print): _____

Signature: _____

www.ae2s.com

November 20, 2026

Village of Colfax
Brett Sadjera
613 Main Street
Colfax, WI 54730
United States

RE: Letter Agreement between Client and AE2S
Chemical P Removal Facility Plan – Colfax, WI

Dear Mr. Sajdera,

Advanced Engineering and Environmental Services, LLC (AE2S) proposes to render engineering services regarding chemical phosphorus removal at the wastewater treatment facility located in Colfax, WI (Assignment) to Village of Colfax (CLIENT).

This Agreement, including Exhibit A, sets forth the terms and conditions under which the CLIENT and AE2S shall be governed regarding the Assignment.

Project Understanding

Colfax currently has a three-cell pond system and utilizes alum fed into the third settling pond for phosphorus removal prior to discharge. An abbreviated facility plan for chemical P removal was completed in January of 2026 and the Wisconsin Department of Natural Resources provided a review in August of 2026 requesting additional information and an update to the report. The requested information includes providing an alternatives analysis, additional design information, revised cost information, a presentation of 20-year present worth cost estimates for selection of chemicals, and the rate impacts for the recommended chemical P improvements. As discussed at our initial site visit it would be prudent to look at feeding chemical for P removal either at the main lift station prior to the ponds or at the inlet of the ponds for better mixing and more time for tying up the phosphorus prior to discharge.

Scope of Basic Services

AE2S will perform the following tasks for a Chemical P Facility Plan:

1. Review existing facility data and operations.
2. Summarize permitting requirements for P removal.
3. Detail chemical feed and operations requirements.
4. Alternatives analysis of three common phosphorus removal chemicals and two feed locations.
5. Develop opinion of probable construction costs and 20-year net present worth costs.
6. Prepare revised Chemical P Removal Facility Plan and respond to questions provided by WI DNR on 08/20/2026.
7. Submit revised plan to WI DNR for review.
8. Conduct three virtual meetings; kickoff, mid-progress, and final.

Additional Services

Services resulting from significant changes in the general scope, extent, or character of the Assignment are not included as a part of the Scope of Basic Services. If authorized in writing by the CLIENT, AE2S will provide services beyond the scope of this Agreement on an hourly basis in accordance with the Hourly Fee Schedule attached as Exhibit B.

CLIENT'S Responsibilities

CLIENT shall do the following in a timely manner, so as not to delay the services of AE2S

1. Designate a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive information, and interpret and define CLIENT's policies and decisions with respect to services for the Assignment.

2. Provide relevant information regarding requirements for the Assignment. AE2S shall be entitled to use and rely upon all information provided by CLIENT or others in performing AE2S's services under this Agreement.

3. Provide access to the relevant site sufficient for AE2S to performs its services under this Agreement.

4. CLIENT shall, so long as AE2S is not in default, promptly pay AE2S for such services as have been performed satisfactorily hereunder in accordance with the fee terms set forth herein.

CLIENT shall bear all costs incident to compliance with its responsibilities pursuant to this section.

Fees

AE2S shall render services under this Agreement on an hourly basis in accordance with the Hourly Fee Schedule attached as Exhibit B not to exceed $23,800 without written authorization from CLIENT, plus reimbursement for all project related expenses.

Performance Schedule

AE2S shall use commercially reasonable efforts to complete Basic Services by March 1, 2027.

Contract Documents

This Agreement includes the following documents, incorporated herein by reference:

1. Exhibit A - Terms and Conditions;
2. Exhibit B - Hourly Fee and Expense Schedule;

There are no contract documents other than this Agreement and those documents listed above.

If this Agreement sets forth your understanding of our agreement, including the scope of work desired, fees, terms, and conditions, please sign in the space provided and return a copy to AE2S. Thank you for the opportunity to assist in this project and we look forward to working with you.

Sincerely,

Jason Benson

AE2S	**Client**
	Accepted this ____ day of ____, 2026.
By:	By:_____
Name: Steve Seibert	Name: (Print):
Title: Operations Manager	Title:

This is EXHIBIT A, consisting of 2 pages, referred to in and part of the Agreement between CLIENT and AE2S dated May 6th, 2025.

Standard Terms and Conditions

The Agreement is supplemented to include the following terms and conditions:

1. Standard of Care
   a. The standard of care for all professional services performed or furnished by AE2S under this Agreement will be the care and skill ordinarily used by members of AE2S's profession practicing under similar circumstances at the same time and in the same locality. AE2S makes no warranties, express or implied, under this Agreement or otherwise, in connection with AE2S's services.

   b. CLIENT shall be responsible for, and AE2S may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to AE2S pursuant to this Agreement. AE2S may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. Payments to AE2S
   Invoices will be prepared in accordance with AE2S's standard invoicing practices and will be submitted to CLIENT by AE2S monthly, unless otherwise agreed. Invoices are due and payable within 30 days. If CLIENT fails to make any payment due AE2S for services and expenses within 30 days, the amounts due AE2S will be increased at the rate of 1.75% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, AE2S may, after giving seven days written notice to CLIENT, suspend services under this Agreement until AE2S has been paid in full all amounts due for services, expenses, and other related charges. All payments shall be made in United States Dollars. Engineer's compensation is exclusive of any applicable sales or use taxes imposed by any governmental authority on Engineer's compensation under this Agreement. Owner shall reimburse Engineer for the cost of such sales or use taxes. Engineer's invoices shall state all such applicable sales or use taxes, if any.

3. Insurance
   AE2S will maintain insurance coverage for Workers' Compensation, Professional Liability, General Liability, and Automobile Liability and will provide certificates of insurance to CLIENT upon request.

4. Exclusion of Special, Incidental, Indirect, and Consequential Damages
   To the fullest extent permitted by law, and notwithstanding any other provision in the Agreement, AE2S and AE2S's officers, directors, partners, employees, agents, and Consultants, or any of them, shall not be liable to CLIENT or anyone claiming by, through, or under CLIENT for any special, incidental, indirect, or consequential damages whatsoever arising out of, resulting from, or in any way related to the Assignment or this Agreement, from any cause or causes, including but not limited to any such damages caused by the negligence, professional errors or omissions, strict liability, breach of contract or warranties, express or implied, of AE2S or AE2S's officers, directors, partners, employees, agents, or AE2S's Consultants, or any of them.

5. Limit of Liability
   To the fullest extent permitted by law, notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of AE2S and AE2S's officers, directors, partners, employees, agents, and AE2S's Consultants, and any of them, to CLIENT and anyone claiming by, through, or under CLIENT for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of AE2S or AE2S's officers, directors, partners, employees, agents, or AE2S's Consultants, or any of them, shall not exceed total compensation received by AE2S as part of this Agreement.

6. Termination of Contract
   Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, CLIENT shall pay to AE2S all amounts owing to AE2S under this Agreement, for all work performed up to the effective date of termination, plus reasonable termination costs.

7. Access
   CLIENT shall arrange for safe access to and make all provisions for AE2S and AE2S's Consultants to enter upon public and private property as required for AE2S to perform services under this Agreement.

8. Hazardous Environmental Conditions
   It is acknowledged by both parties that AE2S's scope of services does not include any services related to a "Hazardous Environmental Condition," i.e. the presence at the site of asbestos, PCBs, petroleum, hazardous waste, or radioactive materials in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto in connection with the Assignment. In the event AE2S or any other party encounters a Hazardous Environmental Condition, AE2S may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Assignment affected thereby until CLIENT: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the site is in full compliance with applicable laws and regulations. CLIENT acknowledges that AE2S is performing professional services for CLIENT and that AE2S is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the site in connection with AE2S's activities under this Agreement.

9. Patents
   AE2S shall not conduct patent searches in connection with its services under this Agreement and assumes no responsibility for any patent or copyright infringement arising therefrom. Nothing in this Agreement shall be construed as a warranty or representation that anything made, used, or sold arising out of the services performed under this Agreement will be free from infringement of patents or copyrights.

10. Ownership and Reuse of Documents
    All documents prepared or furnished by AE2S pursuant to this Agreement are instruments of service, and AE2S shall retain an ownership and property interest therein. Reuse of any such documents by CLIENT shall be at CLIENT's sole risk.

11. Use of Electronic Media
    a. Copies of Documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by the AE2S. Files in electronic media format of text, data, graphics, or of other types that are furnished by AE2S to CLIENT are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

    b. When transferring documents in electronic media format, AE2S makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by AE2S at the beginning of this Assignment.

    c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

    d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's

creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. AE2S shall not be responsible to maintain documents stored in electronic media format after acceptance by CLIENT.

12. Contractors
AE2S shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall AE2S have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at a project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. AE2S neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between CLIENT and such contractor. AE2S shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except AE2S's own employees) at a project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by AE2S.

13. Force Majeure
AE2S shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond AE2S's reasonable control.

14. No Third Party Beneficiaries
All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and AE2S and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either CLIENT or AE2S. AE2S's services under this Agreement are being performed solely for CLIENT's benefit, and no other entity shall have any claim against AE2S because of this Agreement or the performance or nonperformance of services hereunder.

15. Assignment
Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

16. Binding Effect
This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

17. Severability and Waiver of Provisions
Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and AE2S, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

18. Survival
All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

19. Headings
The headings used in this Agreement are for general reference only and do not have special significance.

20. Controlling Law
This Agreement is to be governed by the law of the State of Minnesota without regard to its conflicts of laws principles.

21. Notices
Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address shown herein and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

22. Executed in Counterparts
This Agreement may be executed in counterparts, each of which together will constitute one and the same instrument. Delivery of an executed counterpart of this Agreement shall constitute effective delivery of this Agreement. Each party agrees that the delivery of the Agreement by facsimile or electronic mail shall have the same force and effect as delivery of original signature and that each party may use such facsimile or electronic mail signatures as evidence of the execution and delivery of the Agreement by the parties to the same extent that an original signature could be used.

This is EXHIBIT B, consisting of 2 pages, referred to in and part of the Agreement between CLIENT and AE2S dated November 20, 2026.

Hourly Fee and Expense Schedule

Reimbursable Expenses and Standard Hourly rates in effect on the date of the Agreement are set forth below. Rates are subject to annual adjustment effective January 1.

Labor Rates*

Administrative 1	$76.00
Administrative 2	$91.00
Administrative 3	$107.00
Communications Specialist 1	$121.00
Communications Specialist 2	$142.00
Communications Specialist 3	$164.00
Communications Specialist 4	$197.00
Communications Specialist 5	$218.00
Construction Services 1	$145.00
Construction Services 2	$177.00
Construction Services 3	$197.00
Construction Services 4	$219.00
Construction Services 5	$241.00
Engineering Assistant 1	$98.00
Engineering Assistant 2	$115.00
Engineering Assistant 3	$145.00
Engineer 1	$158.00
Engineer 2	$189.00
Engineer 3	$221.00
Engineer 4	$255.00
Engineer 5	$274.00
Engineer 6	$289.00
Engineering Technician 1	$96.00
Engineering Technician 2	$121.00
Engineering Technician 3	$146.00
Engineering Technician 4	$164.00
Engineering Technician 5	$188.00
Financial Analyst 1	$131.00
Financial Analyst 2	$147.00
Financial Analyst 3	$177.00
Financial Analyst 4	$194.00
Financial Analyst 5	$217.00
GIS Specialist 1	$121.00
GIS Specialist 2	$147.00
GIS Specialist 3	$174.00
GIS Specialist 4	$195.00
GIS Specialist 5	$218.00
I&C Assistant 1	$116.00
I&C Assistant 2	$144.00
I&C 1	$172.00
I&C 2	$203.00
I&C 3	$229.00
I&C 4	$243.00
I&C 5	$255.00
IT 1	$150.00
IT 2	$203.00
IT 3	$250.00
Land Surveyor Assistant	$111.00
Land Surveyor 1	$134.00
Land Surveyor 2	$162.00
Land Surveyor 3	$182.00
Land Surveyor 4	$200.00
Land Surveyor 5	$221.00
Operations Specialist 1	$116.00
Operations Specialist 2	$145.00
Operations Specialist 3	$179.00
Operations Specialist 4	$205.00
Operations Specialist 5	$230.00
Project Coordinator 1	$135.00
Project Coordinator 2	$150.00
Project Coordinator 3	$168.00
Project Coordinator 4	$185.00
Project Coordinator 5	$209.00
Project Manager 1	$238.00
Project Manager 2	$260.00
Project Manager 3	$279.00
Project Manager 4	$295.00
Project Manager 5	$314.00
Project Manager 6	$329.00
Sr. Designer 1	$206.00
Sr. Designer 2	$229.00
Sr. Designer 3	$247.00
Sr. Financial Analyst 1	$245.00
Sr. Financial Analyst 2	$267.00
Sr. Financial Analyst 3	$289.00
Technical Expert 1	$379.00
Technical Expert 2	Negotiable

Reimbursable Expense Rates

Transportation	$0.89/mile
Survey Vehicle	$1.10/mile
Laser Printouts/Photocopies	$0.30/copy
Plotter Printouts	$1.00/s.f.
UAS - Photo/Video Grade	$100.00/day
UAS – Survey	$50.00/hour
Total Station – Robotic	$35.00/hour
Mapping GPS	$60.00/day
Fast Static/RTK GPS	$50.00/hour
All-Terrain Vehicle/Boat	$100.00/day
Cellular Modem	$75.00/month
Web Hosting	$26.00/month
Legal Services Reimbursement	$313.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.

CBS Squared Inc.

Supplemental Agreement for Professional Services

This agreement is effective as of November 10th, 2026, between Village of Colfax (Client) and CBS Squared, Inc. (Consultant).

This letter agreement describes the scope, schedule, and payment conditions for Consultant's work on the Project described as follows: Preparation of a PFAS Minimization Plan Report #1 for submission to the WDNR.

SCOPE: The services to be provided by the Consultant for the Project will include the following:

- Development of Report #1 of the PFAS Minimization Plan
- Address questions and comments received from the Wisconsin Department of Natural Resources

CBS Squared Project ID: COLFA#####

PAYMENT: The Project will be invoiced on a **time and materials with a not to exceed fee of $15,000** excluding expenses and equipment. **Expenses and equipment charges are currently estimated at ($0).** Expenses will be invoiced based on actual cost and mileage per the current federal mileage rate.

If additional services are required or requested, the Consultant will submit an estimate of additional costs prior to commencement of the proposed work. No additional work will be performed until the amendment has been approved and signed by the Consultant.

The payment method, basis, frequency and other special conditions are set forth below:

Hourly Basis

The Client and Consultant agree as to the hourly basis for payment for services provided by Consultant. The Client will be invoiced per the attached Rate Table for personnel. The Rate Table will be updated annually to reflect current Consultant billing rates. Monthly charges for services shall be based on Consultant's Rate Table for personnel for applicable employees plus charges for expenses and equipment as agreed upon between the parties. Consultant shall be paid monthly for work performed.

Remittance Address for Checks:
770 Technology Way, Ste 1A
Chippewa Falls, WI, 54729

Email for ACH Invoice Remittance:
accountsreceivable@cbssquaredinc.com

Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in the Agreement.

1. Transportation and travel expenses (mileage).
2. Total station and GPS equipment.
3. Lodging and meal expenses connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, reports, plan and specification reproduction expenses.
6. Postage, handling, and specific delivery services.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project, including but not limited to, additional project specific insurance requirements.
11. The cost of special consultants or technical services (not already included in contracted fees) as required. The cost of sub-consultant services shall include actual expenditure plus 10% markup for the cost of administration and associated insurance.

Equipment Utilization

The utilization of specialized equipment, including automation (survey equipment, reproduction equipment etc.), is recognized as benefiting the Client. The Client, therefore, agrees to pay the reasonable cost for the use of such specialized equipment on the project.

Consultant invoices will contain detailed information regarding the use of specialized equipment on the project when it is to be reimbursed by the Client. Charges will be based on the standard rates for the equipment published by Consultant.

STANDARD TERMS AND CONDITIONS: See attached General Conditions for Professional Services.

AGREEMENT SUMMARY: This Supplemental Agreement for Professional Services, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant within this document. The Agreement for Professional Services (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party, within fifteen (15) calendar days of notification by either party.

The contract is between the following representatives:

Client's Representative: Julie Mitchell

Address: 613 Main St, PO Box 417, Colfax, WI 54730

Telephone: 715-962-3311 E-mail: clerk@vi.colfax.wi.gov

Project Manager: Haden Hau

Address: 7780 Elmwood Ave. Suite 204 Middleton, WI 53562

Telephone: 715.828.8895 E-mail: hhau@cbssquaredinc.com

CBS Squared, Inc.

By: _____
John Beckfield
Title: _____

Client: Village of Colfax

By: _____
Julie Mitchell
Title: _____

Attach Exhibit 1: Rate Table
Attach Exhibit 2: General Terms & Conditions

DRAFT

November 5, 2026

Brett Sajdera
Public Works Director
Village of Colfax
613 Main Street | PO Box 417
Colfax, WI 54730
715-962-2221
DPWDirector@vi.colfax.wi.gov

RE: PFOS/PFOA Minimization Plan Proposal
Village of Colfax, WI

Brett,

As the Village of Colfax (Village) looks to prepare the PFOS/PFOA Minimization Plan at their WWTP in Colfax, Wisconsin, I & S Group, Inc. (ISG) stands eager and ready to assist. We understand that the Village has previously completed the PFOS/PFOA monitoring plan and the Wisconsin Department of Natural Resources (WDNR) determined that a minimization plan is required. ISG reviewed the monitoring plan results and understands that PFOS is the parameter of concern for the minimization plan. ISG also understands that the Village has 90 days to submit this letter from October 5, 2026, which was the date the WDNR sent the letter requiring the minimization plan. ISG is dedicated to submitting this plan no later than January 1.

ISG did meet with Village Staff to discuss the project in late October and understands the scope of the project along with the previous work completed. ISG is committed to delivering excellence through the collective expertise of our multi-disciplinary team. With this collaborative approach, we will provide the following scope of services to meet your project needs.

SCOPE OF SERVICES

Task 1- Project Initiation and Due Diligence (2) Site Visits

- Conduct kickoff meeting with Utility staff
- Review existing monitoring plan, PFAS sampling data, permit requirements, source records, and previously completed investigations.
- Identify known and potential PFOS/PFOA sources within the service area.

Task 2- Source Inventory and Evaluation

- Develop an inventory of potential PFOS/PFOA contributors, including industrial users, landfill leachate, commercial facilities, source water, known contaminated sites, and potential inflow/infiltration sources.
- Evaluate available information to prioritize probable contributors and recommend additional investigation needs.

Task 3- Sampling and Monitoring Plan

- Prepare a PFAS source monitoring strategy identifying sampling locations, analytes, sampling protocols, and implementation schedule.
- Coordinate with Utility staff regarding influent, effluent, industrial user, and collection system sampling needs.
- Assist with interpretation of sampling results and identification of potential PFAS fingerprints and source contributions.

Task 4- Source Reduction Evaluation

- Evaluate feasible PFOS/PFOA reduction measures for identified sources.
- Assess potential pretreatment program modifications, industrial user controls, best management practices, collection system improvements, and other source reduction alternatives.
- Develop recommendations for implementation based on effectiveness, practicality, and cost considerations.

Task 5- Public Education and Outreach Strategy

- Develop educational and outreach recommendations focused on PFAS source reduction, proper product disposal, and community awareness.
- Prepare content and resources suitable for use by the Utility and community stakeholders.

Task 6- PFOS/PFOA Minimization Plan

- Prepare a draft PFOS/PFOA Minimization Plan documenting source identification efforts, monitoring strategies, source reduction actions, implementation schedule, performance measures, and reporting procedures.
- Revise the plan based on Utility comments and prepare a final plan suitable for submission to the Wisconsin DNR.

ASSUMPTIONS + EXCLUSIONS

The following items are excluded from the engineering scope of services in this proposal:

- This does not include the Chemical Addition for Phosphorus Reduction Facility as that is covered under a separate proposal.

COMPENSATION

ISG proposes to provide the scope of work described within this proposal for compensation in accordance with the following schedule. Anticipated reimbursable expenses such as travel time, mileage expenses, and printing costs are included.

Phase	Compensation
PFOS/PFOA Minimization Plan	$7,500.00
Total	$7,500.00 Fixed Fee Not to Exceed

ADDITIONAL SERVICES

ISG's goal for this proposal, like its services, is to be flexible in meeting the requirements of this project. Upon request, ISG can provide a subsequent proposal to assist with additional professional design and construction phase services needed to support this project as it moves forward.

ISG appreciates the opportunity to provide a solution tailored to the needs of the Village of Colfax. Upon acceptance, please sign the acknowledgment box and return a copy of the proposal to our office. We look forward to providing you with responsive service, collaborative experience, and timely delivery.

Sincerely,

Lenny Larson, PE
Water/Wastewater Group Leader

Lenny.Larson@ISGInc.com

Applicable Contract

The General Terms and Conditions applicable to this Proposal are available at the link below and are hereby accepted and incorporated herein by reference. Upon acceptance of this Proposal, the parties can proceed with the project based on this signed Proposal, per its General Terms and Conditions, or for more complex projects, ISG, at its discretion, will prepare and require the use of an AIA or EJCDC Contract that will govern the project. ISG's compensation does not include sales or use taxes. Additional information can be found in our General Terms and Conditions.

bit.ly/2026-terms-isg

Acknowledgement of Acceptance

This proposal is valid for 30 days.

Accepted this _____ day of _____, 2026.

Company (Print): _____

Name (Print): _____

Title (Print): _____

Signature: _____

www.ae2s.com

November 20, 2026

Village of Colfax
Brett Sadjera
613 Main Street
Colfax, WI 54730
United States

RE: Letter Agreement between Client and AE2S
PFOS and PFOA Minimization Plan – Colfax, WI

Dear Mr. Sajdera,

Advanced Engineering and Environmental Services, LLC (AE2S) proposes to render engineering services regarding completion of a draft PFOS and PFOA minimization plan for the wastewater treatment facility located in Colfax, WI (Assignment) to Village of Colfax (CLIENT).

This Agreement, including Exhibit A, sets forth the terms and conditions under which the CLIENT and AE2S shall be governed regarding the Assignment.

Project Understanding

Colfax currently has a three-cell pond system, and it has been determined that the facility has reasonable potential for the facility to discharge PFOS above the narrative standard in s. NR 102.40(8)(d), Wis. Adm. Code. The Wisconsin Department of Natural Resources (DNR) is requiring submittal of an initial PFOS and PFOA minimization plan containing applicable goals and actions for department review and approval.

Scope of Basic Services

AE2S will perform the following tasks for Draft PFOS and PFOA Minimization Plan:

1. Review existing facility data and operations.
2. Source identification and reduction activities.
3. Source monitoring plan.
4. Implementation plan documentation.
5. Education and outreach summary.
6. Measurement of effectiveness of plan.
7. Summary of other actions.
8. Draft PFOS and PFOA minimization plan.
9. Summarize permitting requirements for P removal.
10. Submit minimization plan to WI DNR for review.
11. Conduct two virtual meetings; kickoff, and final.

Additional Services

Services resulting from significant changes in the general scope, extent, or character of the Assignment are not included as a part of the Scope of Basic Services. If authorized in writing by the CLIENT, AE2S will

provide services beyond the scope of this Agreement on an hourly basis in accordance with the Hourly Fee Schedule attached as Exhibit B.

CLIENT'S Responsibilities

CLIENT shall do the following in a timely manner, so as not to delay the services of AE2S

1. Designate a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive information, and interpret and define CLIENT's policies and decisions with respect to services for the Assignment.

2. Provide relevant information regarding requirements for the Assignment. AE2S shall be entitled to use and rely upon all information provided by CLIENT or others in performing AE2S's services under this Agreement.

3. Provide access to the relevant site sufficient for AE2S to performs its services under this Agreement.

4. CLIENT shall, so long as AE2S is not in default, promptly pay AE2S for such services as have been performed satisfactorily hereunder in accordance with the fee terms set forth herein.

CLIENT shall bear all costs incident to compliance with its responsibilities pursuant to this section.

Fees

AE2S shall render services under this Agreement on an hourly basis in accordance with the Hourly Fee Schedule attached as Exhibit B not to exceed $19,500 without written authorization from CLIENT, plus reimbursement for all project related expenses.

Performance Schedule

AE2S shall use commercially reasonable efforts to complete Basic Services by January 3, 2027.

Contract Documents

This Agreement includes the following documents, incorporated herein by reference:

1. Exhibit A - Terms and Conditions;
2. Exhibit B - Hourly Fee and Expense Schedule;

There are no contract documents other than this Agreement and those documents listed above.

If this Agreement sets forth your understanding of our agreement, including the scope of work desired, fees, terms, and conditions, please sign in the space provided and return a copy to AE2S. Thank you for the opportunity to assist in this project and we look forward to working with you.

Sincerely,

Jason Benson

AE2S	**Client**
	Accepted this ____ day of ____, 2026.
By:	By:_____
Name: Steve Seibert	Name: (Print):
Title: Operations Manager	Title:

This is EXHIBIT A, consisting of 2 pages, referred to in and part of the Agreement between CLIENT and AE2S dated May 6th, 2025.

Standard Terms and Conditions

The Agreement is supplemented to include the following terms and conditions:

1. Standard of Care
   a. The standard of care for all professional services performed or furnished by AE2S under this Agreement will be the care and skill ordinarily used by members of AE2S's profession practicing under similar circumstances at the same time and in the same locality. AE2S makes no warranties, express or implied, under this Agreement or otherwise, in connection with AE2S's services.

   b. CLIENT shall be responsible for, and AE2S may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to AE2S pursuant to this Agreement. AE2S may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. Payments to AE2S
   Invoices will be prepared in accordance with AE2S's standard invoicing practices and will be submitted to CLIENT by AE2S monthly, unless otherwise agreed. Invoices are due and payable within 30 days. If CLIENT fails to make any payment due AE2S for services and expenses within 30 days, the amounts due AE2S will be increased at the rate of 1.75% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, AE2S may, after giving seven days written notice to CLIENT, suspend services under this Agreement until AE2S has been paid in full all amounts due for services, expenses, and other related charges. All payments shall be made in United States Dollars. Engineer's compensation is exclusive of any applicable sales or use taxes imposed by any governmental authority on Engineer's compensation under this Agreement. Owner shall reimburse Engineer for the cost of such sales or use taxes. Engineer's invoices shall state all such applicable sales or use taxes, if any.

3. Insurance
   AE2S will maintain insurance coverage for Workers' Compensation, Professional Liability, General Liability, and Automobile Liability and will provide certificates of insurance to CLIENT upon request.

4. Exclusion of Special, Incidental, Indirect, and Consequential Damages
   To the fullest extent permitted by law, and notwithstanding any other provision in the Agreement, AE2S and AE2S's officers, directors, partners, employees, agents, and Consultants, or any of them, shall not be liable to CLIENT or anyone claiming by, through, or under CLIENT for any special, incidental, indirect, or consequential damages whatsoever arising out of, resulting from, or in any way related to the Assignment or this Agreement, from any cause or causes, including but not limited to any such damages caused by the negligence, professional errors or omissions, strict liability, breach of contract or warranties, express or implied, of AE2S or AE2S's officers, directors, partners, employees, agents, or AE2S's Consultants, or any of them.

5. Limit of Liability
   To the fullest extent permitted by law, notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of AE2S and AE2S's officers, directors, partners, employees, agents, and AE2S's Consultants, and any of them, to CLIENT and anyone claiming by, through, or under CLIENT for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of AE2S or AE2S's officers, directors, partners, employees, agents, or AE2S's Consultants, or any of them, shall not exceed total compensation received by AE2S as part of this Agreement.

6. Termination of Contract
   Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, CLIENT shall pay to AE2S all amounts owing to AE2S under this Agreement, for all work performed up to the effective date of termination, plus reasonable termination costs.

7. Access
   CLIENT shall arrange for safe access to and make all provisions for AE2S and AE2S's Consultants to enter upon public and private property as required for AE2S to perform services under this Agreement.

8. Hazardous Environmental Conditions
   It is acknowledged by both parties that AE2S's scope of services does not include any services related to a "Hazardous Environmental Condition," i.e. the presence at the site of asbestos, PCBs, petroleum, hazardous waste, or radioactive materials in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto in connection with the Assignment. In the event AE2S or any other party encounters a Hazardous Environmental Condition, AE2S may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Assignment affected thereby until CLIENT: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the site is in full compliance with applicable laws and regulations. CLIENT acknowledges that AE2S is performing professional services for CLIENT and that AE2S is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the site in connection with AE2S's activities under this Agreement.

9. Patents
   AE2S shall not conduct patent searches in connection with its services under this Agreement and assumes no responsibility for any patent or copyright infringement arising therefrom. Nothing in this Agreement shall be construed as a warranty or representation that anything made, used, or sold arising out of the services performed under this Agreement will be free from infringement of patents or copyrights.

10. Ownership and Reuse of Documents
    All documents prepared or furnished by AE2S pursuant to this Agreement are instruments of service, and AE2S shall retain an ownership and property interest therein. Reuse of any such documents by CLIENT shall be at CLIENT's sole risk.

11. Use of Electronic Media
    a. Copies of Documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by the AE2S. Files in electronic media format of text, data, graphics, or of other types that are furnished by AE2S to CLIENT are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

    b. When transferring documents in electronic media format, AE2S makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by AE2S at the beginning of this Assignment.

    c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

    d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's

creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. AE2S shall not be responsible to maintain documents stored in electronic media format after acceptance by CLIENT.

12. Contractors
AE2S shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall AE2S have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at a project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. AE2S neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between CLIENT and such contractor. AE2S shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except AE2S's own employees) at a project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by AE2S.

13. Force Majeure
AE2S shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond AE2S's reasonable control.

14. No Third Party Beneficiaries
All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and AE2S and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either CLIENT or AE2S. AE2S's services under this Agreement are being performed solely for CLIENT's benefit, and no other entity shall have any claim against AE2S because of this Agreement or the performance or nonperformance of services hereunder.

15. Assignment
Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

16. Binding Effect
This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

17. Severability and Waiver of Provisions
Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and AE2S, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

18. Survival
All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

19. Headings
The headings used in this Agreement are for general reference only and do not have special significance.

20. Controlling Law
This Agreement is to be governed by the law of the State of Minnesota without regard to its conflicts of laws principles.

21. Notices
Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address shown herein and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

22. Executed in Counterparts
This Agreement may be executed in counterparts, each of which together will constitute one and the same instrument. Delivery of an executed counterpart of this Agreement shall constitute effective delivery of this Agreement. Each party agrees that the delivery of the Agreement by facsimile or electronic mail shall have the same force and effect as delivery of original signature and that each party may use such facsimile or electronic mail signatures as evidence of the execution and delivery of the Agreement by the parties to the same extent that an original signature could be used.

This is EXHIBIT B, consisting of 2 pages, referred to in and part of the Agreement between CLIENT and AE2S dated November 20, 2026.

Hourly Fee and Expense Schedule

Reimbursable Expenses and Standard Hourly rates in effect on the date of the Agreement are set forth below. Rates are subject to annual adjustment effective January 1.

Labor Rates*

Administrative 1	$76.00
Administrative 2	$91.00
Administrative 3	$107.00
Communications Specialist 1	$121.00
Communications Specialist 2	$142.00
Communications Specialist 3	$164.00
Communications Specialist 4	$197.00
Communications Specialist 5	$218.00
Construction Services 1	$145.00
Construction Services 2	$177.00
Construction Services 3	$197.00
Construction Services 4	$219.00
Construction Services 5	$241.00
Engineering Assistant 1	$98.00
Engineering Assistant 2	$115.00
Engineering Assistant 3	$145.00
Engineer 1	$158.00
Engineer 2	$189.00
Engineer 3	$221.00
Engineer 4	$255.00
Engineer 5	$274.00
Engineer 6	$289.00
Engineering Technician 1	$96.00
Engineering Technician 2	$121.00
Engineering Technician 3	$146.00
Engineering Technician 4	$164.00
Engineering Technician 5	$188.00
Financial Analyst 1	$131.00
Financial Analyst 2	$147.00
Financial Analyst 3	$177.00
Financial Analyst 4	$194.00
Financial Analyst 5	$217.00
GIS Specialist 1	$121.00
GIS Specialist 2	$147.00
GIS Specialist 3	$174.00
GIS Specialist 4	$195.00
GIS Specialist 5	$218.00
I&C Assistant 1	$116.00
I&C Assistant 2	$144.00
I&C 1	$172.00
I&C 2	$203.00
I&C 3	$229.00
I&C 4	$243.00
I&C 5	$255.00
IT 1	$150.00
IT 2	$203.00
IT 3	$250.00
Land Surveyor Assistant	$111.00
Land Surveyor 1	$134.00
Land Surveyor 2	$162.00
Land Surveyor 3	$182.00
Land Surveyor 4	$200.00
Land Surveyor 5	$221.00
Operations Specialist 1	$116.00
Operations Specialist 2	$145.00
Operations Specialist 3	$179.00
Operations Specialist 4	$205.00
Operations Specialist 5	$230.00
Project Coordinator 1	$135.00
Project Coordinator 2	$150.00
Project Coordinator 3	$168.00
Project Coordinator 4	$185.00
Project Coordinator 5	$209.00
Project Manager 1	$238.00
Project Manager 2	$260.00
Project Manager 3	$279.00
Project Manager 4	$295.00
Project Manager 5	$314.00
Project Manager 6	$329.00
Sr. Designer 1	$206.00
Sr. Designer 2	$229.00
Sr. Designer 3	$247.00
Sr. Financial Analyst 1	$245.00
Sr. Financial Analyst 2	$267.00
Sr. Financial Analyst 3	$289.00
Technical Expert 1	$379.00
Technical Expert 2	Negotiable

Reimbursable Expense Rates

Transportation	$0.89/mile
Survey Vehicle	$1.10/mile
Laser Printouts/Photocopies	$0.30/copy
Plotter Printouts	$1.00/s.f.
UAS - Photo/Video Grade	$100.00/day
UAS – Survey	$50.00/hour
Total Station – Robotic	$35.00/hour
Mapping GPS	$60.00/day
Fast Static/RTK GPS	$50.00/hour
All-Terrain Vehicle/Boat	$100.00/day
Cellular Modem	$75.00/month
Web Hosting	$26.00/month
Legal Services Reimbursement	$313.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.