

# City of Abbotsford

PO Box 589, 203 N. First Street, Abbotsford, WI 54405

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## AGENDA FOR THE COUNCIL MEETING TO BE HELD

February 5, 2018 AT **6:00 PM**

IN THE COUNCIL CHAMBERS OF THE ABBOTSFORD CITY HALL  
203 NORTH FIRST STREET, ABBOTSFORD WI

**All items listed will be brought before the Abbotsford City Council for discussion and possible approval.**

1. Call the regular meeting to order
  - a. Roll call
  - b. Pledge of Allegiance
2. Comments by the Mayor
3. Comments by the Public
4. Minutes from the Council held January 2 and 17, 2018 (Page 3-6)
  - a. Waive the reading and approve the minutes
5. Considerations before the Council
  - a. Discuss/approve Ordinance Annexing Territory to the City of Abbotsford – Amendment from Ward from 7 to 5 (remains Aldermanic District 2) (Page 7-8)

### Committee Reports

6. Central Fire/EMS (Faber)
  - a. Central Fire & EMS update (Page 9-11)
7. Library (Horacek)
  - a. Minutes from January 10, 2018 (Page 12-14)
8. Public Works/Water/Waste Water (Faber)
  - a. DPW Update (Stuttgen)
9. Police Commission (Loren Voss)
  - a. Police Minutes from January 8, 2018 (Page 15-16)
  - b. Discuss/approve purchase of new copier/printer at a price of \$1,814 with a \$260 per year maintenance agreement
  - c. Discuss/approve the purchase of five sets of helmets and body armor at a total cost of \$5,928.15
  - d. Police bills in amount of \$24,036.77 (Page 17-18)
  - e. Activity Report (Page 19)
10. License and Building (Anders)
  - a. Original Operator License
    - i. Maria Franco – La Botana
    - ii. Ashley Puphal – Abbotsford Travel Stop
    - iii. Vicky Ploeckelman – Kwik Trip
    - iv. Tami Fuentes – Shopko

b. Building Permits:

i. Eric Reis – 119 N 1<sup>st</sup> Street Interior Remodel \$100,000 \$350.00

11. Joint Review Board

a. Minutes from January 30, 2018 (Page 20)

12. Chamber of Commerce (Lopez)

a. Minutes from the Annual Meeting January 27, 2018 (Page 21)

13. Set additional committee meetings on the calendar (Page 22-23)

14. Consideration of motion to adjourn into closed session pursuant to State Statute 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of discussing offer to purchase contingencies for land for future industrial park

a. Roll call

15. Convene to open session

16. Discuss/recommend items, if any from closed session

17. Discuss/approve MSA TIF contract

18. Consideration of motion to adjourn into closed session pursuant to Section 19.85(1)(c) and (f) of the Wisconsin Statutes for the purpose of considering the employment status of a public employee over which the Common Council has jurisdiction and preliminary discussion of personnel matters which if discussed in public is likely to have an adverse effect on the reputation of persons named in the matter, including discussion regarding the results of an investigation into alleged employee misconduct.

a. Roll call

19. Discuss/recommend items, if any from closed session

20. Adjourn

## **Minutes from the January 2, 2018 Abbotsford City Council meeting held in the Council Chambers**

Mayor Voss **called the meeting to order** at 6:00 p.m.

**Roll call:** Mayor Voss, Anders, Horacek, Totzke, Clement, Loren Voss, Faber, Weideman, Kramer

**Others present:** Clerk Lopez, Water/Wastewater Manager Medenwaldt, DPW Manager Stuttgart, Library Director Jochimsen, Deputy Clerk/Treasurer Langenhahn, Kevin O'Brien – Tribune Phonograph, Paula Ruesch

The **Pledge of Allegiance** was heard.

There were **no comments** by the Mayor.

There were **no comments** by the Public.

Motion Loren Voss/Faber to **waive the reading and approve the Minutes from the Council held December 4, 2017**. Motion carried without negative vote.

### **Considerations before the Council**

Under **Discuss/approve Street Use Permit – Abby Festival**, Mayor Voss reported that she received a call from Chief Bauer concerning the disbursement at the Holiday Station. However, there would be no problem so long as there is disbursement and no part of Bus. 29 was shut down. Paula Ruesch informed the Council that two businesses did not sign the application; however, they were contacted and invited to the Council meeting to voice any concern. **Motion** by Weideman/Clement to approve the permits as presented. Motion carried without negative vote.

Under **Discuss/approve 2018 Insurance Renewal, motion** by Horacek/Weideman to approve the employee insurance contract for 2018. Motion carried without negative vote.

Under **Appointment of Central Fire and EMS District representative**, Mayor Voss informed the Council that she would be resigning as the City's alternate appointment to the Central Fire/EMS committee. The committee would have to appoint a new alternate to attend meetings if need be. **Motion** by Weideman/Anders to appoint Brent Faber as the City's alternate representative to the Central Fire/EMS committee. Motion carried without negative vote.

Under **Discuss/approve security camera in Council Chambers, motion** by Anders/Loren Voss to disconnect the Council Room camera permanently. Motion carried 5 to 3 with Totzke, Weidemen, and Faber dissenting.

### **Committee Reports**

**Central Fire/EMS** was presented by Anders.

The **Financial report** from December was reviewed. Totzke asked Anders how often the District Board has full attendance. Anders stated that the Town of Hull has a bad attendance

record. Anders highlighted that the District's Spirit payments are now behind due to it becoming corporate. Faber asked why the purchase of a new Fire Truck does not require special voting. Anders responded that it was due to it being a weighted vote. Clement questioned why the purchase was approved for more than what the sticker price was. Several council members asked why the duty crew's renewal didn't need additional approval. Anders stated that it's due to the Fire Chief's decision to pay out of EMS Salaries.

**Public Works** was presented by Stuttgen.

Stuttgen reported that the City received a generous donation from Vivian Kramer to help improve City parks. He reported that both the Kramer and Christensen donations will help in developing the KABOOM grant's application. Ultimately, future park upgrades look promising.

**Police** minutes were presented by Loren Voss.

**Motion** by Weideman/Faber to approve the expenditures in the amount of \$14,731.57. Motion carried without negative vote.

**Finance** minutes were presented by Anders.

**Motion** by Faber/Weideman to approve a 2% wage increase to all hourly employees. Motion carried without negative vote.

**Plan Commission** minutes were presented by Weideman.

**Motion** by Anders/Weideman to approve the negotiation of a purchase price for Industrial Park land west of Highway 13 in TIF 7.

**License and Building** was presented by Anders.

Stuttgen brought forward a Sign Permit from Pomp's Tire Service. There was no action needed but he wanted to highlight a future change that's needed in the City's Code of Ordinances related to sign sizes.

**Chamber of Commerce** minutes were presented by Lopez. Lopez reported that the next Chamber meeting would take place on January 3<sup>rd</sup> and it would be held at the Life Building/Old City Hall.

**Additional committee meetings** were set on the calendar.

**Motion** by Anders/Loren Voss to adjourn the meeting at 6:19 p.m. Motion carried without negative vote.

## **Minutes from the January 17, 2018 Abbotsford City Council meeting held in the Council room chambers**

**Mayor Voss** called the meeting to order at 6:00 p.m.

**Roll call:** Mayor Voss, Horacek, Loren Voss, Weideman, Kramer, Faber and Anders via conference phone. Absent: Clement and Totzke

**Others present:** Attorney Dean Dietrich – Ruder Ware and K. O'Brien – Tribune Phonograph

Motion Horacek/Kramer to **adjourn into closed session** pursuant to Section 19.85(1)(c) and (f) of the Wisconsin Statutes for the purpose of considering the employment status of a public employee over which the Common Council has jurisdiction and preliminary discussion of personnel matters which if discussed in public is likely to have an adverse impact on the reputation of persons named in the matter, including discussion regarding the results of an independent investigation into alleged employee misconduct.

Motion carried without negative vote.

Motion Horacek/Loren Voss to **convene to open session** at 6:43 p.m. Motion carried without negative vote.

Under **comments by the Mayor**, Mayor Voss informed the council she attended a Law Enforcement Roundtable in Neillsville; Attorney General Brad Schimel was the guest speaker. The discussion was on front license plates, prescription drugs, methamphetamine, and heroin abuse, mental health and horse-drawn vehicles. Mayor Voss stated that many of the area hospitals no longer handle specialty services such as AODA issues and juvenile anorexia and bulimia.

There were **no comments by the Public**.

### **Considerations before the Council**

Under **discuss/approve payment of “palpable error”** under Wisconsin Statutes it was stated that a raze permit was missed in the assessor’s office and the property was inadvertently taxed for 2017. To handle this correction it is necessary to file a PC-201 request for Charge Back. The Clerk’s office worked with the assessor’s office to determine the correct reduction in assessment. Motion Faber/Horacek to issue a check in the amount of \$641 to Maurina Funeral Service and file a PC-201 with the Wisconsin Department of Revenue. Motion carried without negative vote.

Under discuss/approve **2018 Town and Country Lawn Service agreement**, Stuttgen stated that the 2016-2017 rate was \$2,215 per month and a new 2018-2019 was proposed at \$2,350/month. Motion Weideman/Kramer to approve the 2018/2019 Town and Country lawn service at a rate of \$2,350/month. Motion carried without negative vote.

Under **discuss/approve January bills**, motion Faber/Weideman to approve the regular expenditures in the amount of \$157,079.90 with holding the Wipfli bill in the amount of \$28,044.78. Motion carried without negative vote.

Motion Loren Voss/Faber to **approve the USDA bills** in the amount of \$14,748.86. Motion carried without negative vote.

Motion Faber/Weideman to **approve the TIF expenditures** in the amount of \$12,861.99. Motion carried without negative vote.

The December **receipts/expenditures/and reports** were reviewed.

The **overtime report** was reviewed and it was noted that the numbers were very low for 2017.

There were **no incidents/accidents/ or training** noted.

Under **discuss/approve City Auditor services**, it was stated that a RFP was sent out requesting costs for services. The results were as follows:

	2017	2018	2019
Johnson Block	\$ 16,650.00	\$ 17,050.00	\$ 17,350.00
Carlson SV CPA's	DECLINED TO SUBMIT		
Clifton Larson	DECLINED TO SUBMIT		
Wipfli	DECLINED TO SUBMIT		
Hawkins Ash CPA's	\$ 19,800.00	\$ 20,000.00	\$ 20,200.00
Schenk	\$ 19,450.00	\$ 19,975.00	\$ 20,525.00

Anders expressed concerns about entering into a three year agreement as he felt the current financials were *a mess* and stated they council should only enter into a one year agreement until they knew which direction they were going in the future. Motion Weideman/Faber to select Johnson Block for auditing services for a three year agreement for 2017 - \$16,650, 2018 - \$17,050, and 2019 - \$17,350. Motion carried 4:2 (Kramer, Anders)

Under **2017 Year in Review of Municipal Court** it was stated the Court had a good year, but experienced large legal bills due to one case having plead not-guilty in court. It was reminded that with or without the municipal court the City would face the same legal expeditors at the circuit court level. The total revenue collected through court was \$36,252.02 and after the other districts were paid, the revenue retained by the Court was \$26,267.02. It was stated that this is reported on a cash basis, and any citation that is on a payment plan does not get distributed to the other districts until it is paid in full. The 2017 expenditures were \$10,609 which included wages, software, translation and office expenses. The total amount of legal expense was separated between general legal of \$2,046 and legal related to the Blazel case of \$11,963. Between 2011 and 2017 there is approximately \$58,000 in outstanding citations. It was stated that there is currently over \$40,000 reported to the Wisconsin Department of Revenue TRIP program and the Court is working on obtaining access to the Wisconsin Setoff program to assist with the debt collection.

Motion Faber/Weideman to **adjourn** at 7:28 p.m. Motion carried without negative vote.

## AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF ABBOTSFORD, CLARK COUNTY, WI

The Common Council of the City of Abbotsford, Wisconsin, do ordain as follows:

**SECTION 1.** Territory Annexed. Direct Annexation in accordance with sec. 66.0217 of the Wisconsin Statutes and the petition for direct annexation filed with the City Clerk on the 6<sup>TH</sup> day of September, 2016; signed by a number of electors residing in the territory equal to at least the majority of votes cast for governor in the territory at the last gubernatorial election and the owners of at least ½ of the land in area in the territory, on the following described territory in the Town of Colby, Clark County, Wisconsin, is annexed to the City of Abbotsford, Wisconsin.

### TOWN OF COLBY – CLARK COUNTY – WISCONSIN

006.0014.000

That part of the NE-SE lying West of RR R/W as described in 172/308 Except that parcel described in 680/635. Section 1 Twp 28 N R 1 E

006.0014.001

That part of the NE-SE described as Commencing at the NE corner of that part lying West of the RR R/W as described in 172/308 then West 330 feet, then South 250 feet then East to the West side of the RR R/W then Northwesterly along said RR R/W to the point of beginning. Section 1 Twp 28 N R 1 E

**SECTION 2.** Effect of Annexation. From and after the date of this ordinance of the territory described in section 1 shall be a part of the City of Abbotsford for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Abbotsford.

**SECTION 3.** Temporary Zoning Classification. (a) Upon recommendation of the Plan Commission, the territory annexed to the City of Abbotsford by this ordinance is temporarily zoned as follows, pursuant to sec. 66.021(7)(a) of the Wisconsin Statutes: Residential and Agricultural

(b) the Plan Commission is directed to prepare an amendment to the zoning ordinance setting forth permanent classifications and regulations for the zoning of the annexed area and to submit its recommendations to the Council not later than December 31, 2016.

**SECTION 4.** Ward Designation. The territory described in section 1 of this ordinance is hereby designated to **Ward 5** of the City of Abbotsford, subject to the ordinances, rules and regulations of the City of Abbotsford governing wards.

**SECTION 5.** Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or application of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

**SECTION 6.** Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

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Lori Voss, Mayor

ATTEST:

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Jennifer Lopez, City Clerk

DATE ADOPTED: September 6, 2016  
DATE PUBLISHED: September 14, 2016  
EFFECTIVE DATE: September 14, 2016

AMENDED DATE ADOPTED: February 5, 2018  
AMENDED DATE PUBLISHED: February 6, 2018  
AMENDED EFFECTIVE DATE: February 6, 2018



**Central Fire & EMS District Meeting Minutes**  
**December 21, 2017 – 7:00 p.m.**  
**Station 1 – Colby Fire Hall**

**Call to order:**

The December 21, 2017 meeting of the Central Fire & EMS District was called to order by President Larry Oehmichen at 7:00 p.m.

**Meeting posted per statute**

**Roll Call:**

City of Abbotsford, Gerald Anders; City of Colby, Nancy O'Brien; Town of Colby, Larry Oehmichen; Town of Holton, Pat Tischendorf; Town of Hull, Absent; Town of Mayville, Todd Weich; Village of Dorchester, Wayne Rau.

**November 16, 2017 meeting minutes:**

A motion was made by Pat Tischendorf, second by Nancy O'Brien to approve and dispense with the reading of the November 16, 2017 meeting minutes. Motion carried.

**Nancy O'Brien, District Treasurer's report:** See Treasurer's report attached. A motion was made by Wayne Rau, second by Pat Tischendorf to approve the Treasurer's report as presented. Motion carried.

**Bills for payment:** See Treasurer's report attached for bills totaling \$28,248.12. A motion was made by Todd Weich, second by Wayne Rau to approve paying the bills with check #5647 through #5702 totaling \$28,248.12 as presented. Motion carried.

**Public discussion:**

Lenora Mueller asked to speak on agenda item #11 and thanked the Board for the holiday gathering held on December 6, 2017.

Todd Weich addressed the Board regarding water used at the Bach fire and why an alternative source (dry hydrant) wasn't utilized after the initial attack. Chief Nitzke stated that this will be addressed at the next Officer meeting.

**Policy on District employee and board member dual roles-tabled from 10/17/17 meeting:**

As the representative from the Town of Hull was absent for this discussion, a motion was made by Pat Tischendorf, second by Nancy O'Brien to table this discussion until the January meeting. Motion carried.

**Information posted to District social media:**

Gerald Anders addressed the Board regarding information being posted to District social media account, specifically regarding the Bach fire. Chief Nitzke stated that moving forward generic information will be posted to social media with no names, pictures, addresses or dollar value of loss listed.

**Renew duty crew for 2018:**

Chief Nitzke addressed the Board on the results of the trial period of the duty crew, the positive effect it has on the community and recommended that it be renewed for the existing time frame (Monday-Friday, 0700 – 1700). Gerald Anders requested that the floor be opened for any discussion from the public on this matter. Joe Mueller stated that the duty crew is a good thing if they are keeping busy, but at times they are not doing what they are supposed to be doing if they're not supervised. Kayla Nixdorf addressed the Board regarding the cost/wages for the duty crew, duties not being completed and EMT's sleeping during shift. Chief Nitzke stated that training on fire inspections will be given to everyone on duty crew. Chief Nitzke also had letters of recommendation from the Abbotsford/Colby Chief of Police along with the District medical director in support of the duty crew. A motion was made by Gerald Anders, second Todd Weich to renew the duty crew for 6 months. Todd Weich requested a roll call vote: City of Abbotsford, yes; City of Colby, yes; Town of Colby, yes; Town of Holton, yes; Town of Hull, absent; Town of Mayville, yes; Village of Dorchester, yes. Motion carried 6-0 with the Town of Hull absent.

**Set 2018 wages for fire inspectors and duty crew (if approved):**

Chief Nitzke addressed the Board regarding 2018 wages for duty crew, removing the AEMT level and readjusting the wages. Lenora Mueller addressed the Board saying she felt there should be an across the board flat rate for duty crew and remove the AEMT level of pay. Chief Nitzke stated that fire inspector wages will be discussed at an upcoming officer meeting. A motion was made by Pat Tischendorf, second by Wayne Rau to pay a flat \$15/hour across the board for duty crew effective 1/1/18. Roll call vote: City of Colby, yes; Town of Colby, yes; Town of Holton, yes; Town of Hull, absent; Town of Mayville, yes; Village of Dorchester, yes; City of Abbotsford, yes. Motion carried 6-0 with the Town of Hull absent.

**Trial period of Spirit ALS contract:**

Chief Nitzke addressed the Board on the trial period of the Spirit ALS contract. Chief Nitzke stated that Spirit has had aggressive hiring recently and the station is staffed on a more regular basis. Chief Nitzke also stated that Spirit is past due on their rent payment with the last payment received in August. Multiple conversations with the manager have not improved payment. The contract with Spirit is a one-year contract with a 30-day clause by either party to terminate. Chief Nitzke recommended an addendum to their contract regarding late fees being assessed for late payment, this would need to be included in a new contract as the current contract does not expire until 6/1/18. This will be on the March agenda for discussion. Chief Nitzke will prepare a letter to be sent to Spirit's corporate office regarding the past due payments.

**District insurance renewal:**

Chief Nitzke contacted the agent for the District insurance renewal; the total insurance policy for property, crime, portable equipment, auto, general liability, management liability and umbrella is \$13,848 with ½ due 12/22/17. A motion was made by Wayne Rau, second by Pat Tischendorf to approve the District insurance renewal in the amount of \$13,848 with ½ payment due 12/22/17 in the amount of \$6,926.00. Motion carried.

**Rescue truck purchase for Station 3:**

Chief Nitzke addressed the Board regarding a heavy rescue truck purchase that has been researched by the Fire & Rescue Committee and would be housed at Station 3. The Committee has found a 1999 American LaFrance in excellent condition with 10,544 miles that would fit the needs of the District; the Committee requested and received the maintenance records and photos on this unit also. The truck is currently located in Pennsylvania. The sticker price of this unit was \$125,000, is currently down to \$110,000 without even looking at it; negotiations will take place to bring the sticker price down further. Chief Nitzke requested taking up to \$115,000 from the surplus fund account to go toward the purchase of this unit with any amount over that coming from the Dorchester Fire Department fund raising account. A motion was made by Nancy O'Brien, second by Wayne Rau to take up to \$115,000 from the surplus fund account to purchase a heavy rescue truck for the District to be housed at Station 3 if it meets the approval of the delegation of members viewing this unit. Motion carried 6-0 with the Town of Hull absent. Discussion followed on if this purchase would need to be approved by the municipalities per the Intergovernmental Agreement. Larry Oehmichen instructed the Committee to view and if acceptable purchase the truck.

**Station 3 Battalion Chief:**

Chief Nitzke congratulated Leon Newswanger as Battalion Chief for Station 3. Chad Thomsen has been promoted from Lieutenant to Captain at Station 3 leaving an open Lieutenant position at Station 3. Applications are currently being accepted with a deadline of 12/22/17.

**Fire Chief's report:** (See attached)

**Next meeting date:**

The next meeting of the Central Fire & EMS District will be held on January 23, 2018 at Station 2-Abbotsford Fire Hall. Larry Oehmichen asked that members keep John Neihart in their thoughts as he is going through serious health issues.

There being no further business, a motion was made by Pat Tischendorf, second by Todd Weich to adjourn at 9:07 p.m. Motion carried.

Respectfully submitted,

Carol Staab, Executive Secretary  
Central Fire & EMS District

**Meeting called to order 10 Jan. 2018 / 4:53 PM / Conference Room**

**ATTENDEES**

Bittner, Jochimsen, Giffin, Schraufnagel, Braun, Hinrichsen, Horacek, Writz, Suttner  
Members absent: none

**AGENDA**

**Previous minutes:** Read and approved.

**Public Comment:** none

**Old Business:**

- Holiday Program: Wed. Nov. 29<sup>th</sup> at 7:00. 72 people. Change in seating was well received.
- 10 years in new building party: The board remembers fall/winter being the move-in period for the building. September was recommended as a good month to hold the party as few activities take place that month. Book Sale could be held at same time.

**New Business:**

- Library Pet: Hinrichsen informed the board how excited children in the Medford Library are over their library pets, guinea pigs and hamsters. The director mentioned that one member of the staff was not keen on the upkeep a pet would require. Director will research easy care, low smell, and disease free pet options. Hermit crabs were mentioned as an option.
- Director sought approval to use literacy donation used for Junior Library Guild Books, extra summer reading performer, scholastic reading initiative, and gas for packer player. Writz made the motion to apply Mary Bowman funds for the purchase of Junior Library Guild Books at \$3000, an extra Summer Reading Performer at \$300, Scholastic reading initiative books to be given away at movie nights, summer reading program, and Christmas at \$200, and gas for Packer Player at \$50. Giffin second. Motion Passed.
- Former Packer Player to be guest at "Cheeseheads, the Documentary", Saturday, January 13<sup>th</sup> at 12:30pm. Marathon Cheese of Medford will be donating one cheese tray.

**Discuss Election of Officers / Reappointments for February.**

- Trustees up for renewal in 2018: Braun, Schraufnagel, Hinrichsen. Schraufnagel asked to be removed from the board. She stated that she enjoyed her time on the board but it is time for newer blood to be added. Names suggested at the meeting were Ann Teska, Monica Dukelow, Leta Landwers, Karen Gunderson and Brianna Huffman. It was suggested that any new names that board members think of be emailed to the director.
- Reappointed in 2016 (February): Writz
- Reappointed in 2017 (February): Giffin, Bittner, Suttner

**Treasurer's Report: 100% of 2017 budget spent**

- Director commented that the salary portion of the budget was off due to health insurance. She was under the impression that it was tallied in with salary, Giffin moved that additional moneys be transferred from savings to cover the deficit due to health insurance and cover any remaining 2017 bills, current total to be added is \$527 Writz seconded. Motion Passed.

**Circulation Report:**

Total Circulation:

Nov. 2017: 2,399      Nov 2016: 2,427      Nov. 2015: 1948      Nov. 2014: 1948  
Dec 2017: 2,229      Dec 2016: 2,273      Dec 2015: 1966      Dec 2014: 1954

Circulation Break-down:

Dec: Books: 1006, DVD: 467, Spoken Record: 76, Large Print: 55, Magazines: 48, Other: 50      Nov: Books: 1072, DVD: 489, Spoken Record: 44, Large Print: 44, Magazines: 23, Other: 50

**Other Usage Report:**

- Wireless Sessions:      Dec:900      Nov: 625      Oct: 966      Sept: 2025      Aug: 1191  
July: 1087
- Overdrive E-material Checkout: Dec: 126      Nov: 122      Oct: 116      Sept: 106  
Aug: 139      July: 119      June: 133
- **Monthly Reference:**  
Nov.:103      Last Month: 118      Last Year's:120

Dec.:108      Last Month: 103      Last Year's: 86

• **Parton Count:**

Nov:950      Last Month: 1192      2016:1245  
 Dec:958                2016: 1473

**Policy Review:**

- Banning Policy and Unattended children review. – Schraufnagel moved to approve adding policies as written, Writz seconded, motion passed. Board requested the translation of this policy into Spanish and posting on social media and webpage.
- Future policies: Banning Policy and media permission sign.

**WVLS report:** – Next VCat meeting is Feb. 1<sup>st</sup>.

**Director Report.**

- Last two Month's Program Count: featuring: Magic Show, Book Fair, Off Site Book club, Teen Mug Cakes, Black Friday Social Media Promotion, Holiday Program, Winter Reading Bingo, Sublimation Heat Transfer Xmas Mugs, Life Size Candy Land, Winter Break Activities. Heat Transfer Mugs generated so much interest that the kit has been requested for Nov. 2018. The library will also be sure to repeat the Winter Break Activities (Photo in paper) which entertained many kids during the holiday. In fact kids have coming in asking if we have any activities planned on school nights.
  - Nov. Monthly Program total: 13 programs, 211 attendance
  - Dec. Monthly Program total: 15 programs, 195 attendance
- Upcoming programs: see flyer
- Volunteer Hours: Xmas decorating: 4 hours (2 patron volunteers and 4 board member volunteers).

**Operating Issues:**

- Director will talk to staff about being more careful with patron counts.

**Staffing Issues:** none

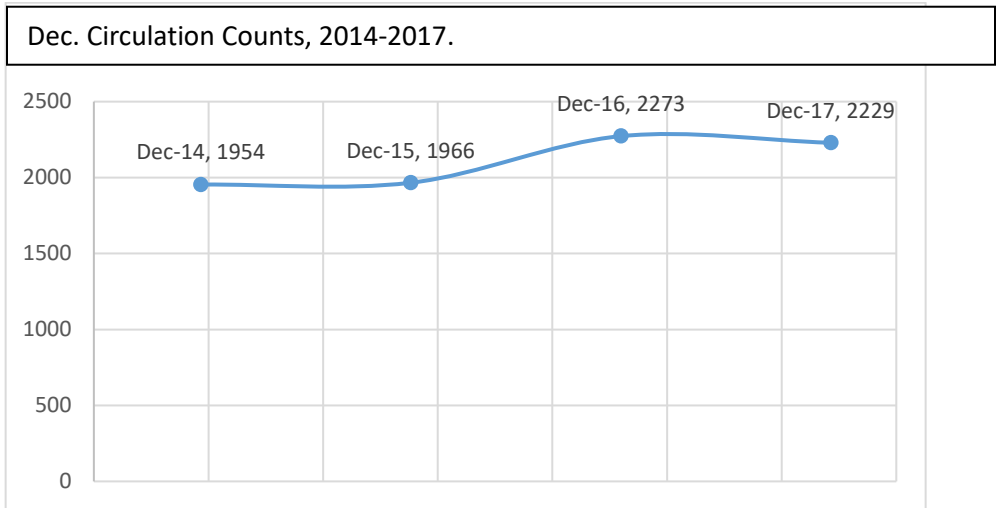
**ACTION ITEMS**

**NOTES**

- Library wish list: Curio cabinet, YA Chair and decorations, DVD holding shelf.
- Donation request for display shelving unit was approved in Dec., a thank you letter sent, and a work order started with Throp Craft.

**MOTION TO ADJOURN: /Giffen/Writz 5:28 pm**

**Next meeting: Feb. 21th at 5:00 PM (Meeting was moved from 14<sup>th</sup> due to Valentine's Day and Ash Wednesday)**



Dec. Program Type				Total Atte	0 to 12	13 to 18	Other	
Date:	Other	Literary	Drop In					
12-8-17 to 12/22/17			1	Heat Transfer Mugs	30	4	0	26
21-Dec	1			Adult Craft Night/Trees	9		2	7
20-Dec		1		GG Bookclub	0			0
13-Dec		1		Wild Cookies Book Club: Snow Child	4			4
8-Dec	1			Family Movie Night: Despicable Me 3	29	20		9
10-Dec	1			Candy Land	18	14	0	4
1-Dec		1		Story Time	4	2		2
18-Dec				Candy Cane Passive Craft	8	8		
26-Dec	1			Winter Break Activity: Tatoo a Banan	12	11		1
27-Dec	1			Winter Break Activity: Perler Beads	24	23		1
28-Dec	1			Winter Break Activity: Movie	3	2	1	
29-Dec	1			Winter Break Activity: Sugar Cookies	22	15		7
15-Dec		1		Story Time	6	3		3
12-21-12-28			1	Scholastic X-mas Books	16	14	2	
12/23-12-31			1	No School Tec/Dash and Dot	10	9	1	
				Monthly Program total: 15 programs, 195 attendance				
Nov. Program Type								
Date:	Other	Literary	Drop In	Program Title:	Total Atte	0 to 12	13 to 18	Other
11/1 and 11/2			1	Day of the Dead Drop in Craft	14	8	6	0
16-Nov	1			Adult Craft Night/Wine Glass Snowman	13	2	1	10
15-Nov		1		GG Bookclub	2			2
8-Nov		1		Wild Cookies Book Club: Off Site	3			3
10-Nov	1			No Shave November	11	11	0	0
11-Oct		1		Magic Show	27	17		10
10-Nov	1			Family Movie Night:	28	17		11
22-Nov	1			Cake Mugs	15	7	2	6
11/13/17-11/22/17			1	Indian Corn Drop in Craft	20	20		
3-Nov		1		Story Time	2	1		1
17-Nov		1		Story Time	4	2		2
11/25/2017			1	No School Tech	0	0	0	
29-Nov	1			Holiday Program	72		12	60
				Monthly Program total: 13 programs, 211 attendance				

## Minutes from the Colby/Abbotsford Board of Police Commissioners meeting held January 8, 2018 at the Colby/Abbotsford Police Department

President Todd Schmidt **called the meeting to order** at 6:30 p.m.

**Roll call:** President Todd Schmidt, Vice President Dan Hederer, Randy Hesgard, Loren Voss and Roger Weideman Dennis Kramer - absent

**Others Present:** Abbotsford Mayor Lori Voss, Police Chief Jason Bauer, Clerk Jeni Lopez, Kevin O'Brien – Tribune/Phonograph and Colby/Abbotsford Police Department Officers Nathan Schreiber and John Stubbe.

There were **no comments by the Public.**

Motion Hederer/Loren Voss to **approve the minutes** from the December 11, 2017 meeting as presented. Motion carried without negative vote.

Motion Hesgard/Hederer to **approve the expenditures** as presented in the amount of \$24,036.77. Motion carried without negative vote.

Under **purchase new copier/printer** it was stated the current copier is about 10 years old, the quoted cost of the new unit is \$1,814 and a \$260/year maintenance agreement would be recommended. The maintenance agreement includes the cost of toner and repair and copies are charged out at a price per copy over 20,000 copies. Last year 24,000 copies were generated. Chief Bauer stated that this item was budgeted for. Motion Weideman/Hederer to recommend the purchase of the copier to the Colby and Abbotsford city councils at a purchase price of \$1,814 plus a \$260 per year maintenance agreement. Motion carried without negative vote.

Under **purchase of protective helmets and body armor**, it was stated this equipment provides more protection to the officers when larger rifles are used; the officers would use this equipment when responding to “hot calls.” It was stated that one set would be purchased for each of the five squads. President Schmidt questioned if there were any grant opportunities available for these purchases. Chief Bauer stated that he is only aware of grants for the regular body armor, which the Department applies for annually. It is anticipated that the Department will receive \$1,000 in armor grants this year. Motion Loren Voss/Hederer to recommend to the Colby and Abbotsford city councils the purchase of five sets of helmets and body armor at a total cost of \$5,928.15. Motion carried without negative vote.

Under **Chief's Report**, Chief Bauer stated that Police Secretary Jessica Weich is attending a two-day training session. Last week the Department worked jointly with Clark County to obtain a search warrant on a Colby apartment. The warrant resulted in municipal citations and leads to other suspects. Officer Chris Brandner will be participating in the Marathon County drug unit; this will provide the Colby/Abbotsford Police Department with additional resources, with the goal of bridging gaps between County services. The only expense to join is the Officer's time.

The **activity report** was reviewed. Use of the K9 resulted in one arrest this month and four arrests last month. Since May, the K9 had 67 deployments resulting in 26 arrests. President Schmidt asked if the monthly report could include a running total of K9 activity.

On the activity report, the largest increase in numbers was due to the Ordinance enforcement that Police Secretary Weich is handling. It was stated that in 2017 the number of traffic citations was down due to the fact the Department was not involved in the Click it or Ticket program. The numbers should increase in 2018 as the Department is again participating in the Click It or Ticket program.

The **next meeting date** was set for Monday, February 12, 2018, at 6:30 p.m. at the Colby/Abbotsford Police Department.

Motion Hederer/Hesgard to **adjourn** at 6:48 p.m. Motion carried without negative vote.



12/28/2017 10:45 AM

Check Register - Quick Report - ALL  
 ALL Checks  
 POLICE CHECKING NOW

Page: 1  
 ACCT

Dated From: From Account:  
 Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
12458	12/28/2017	BBD SPORTS SHOP DOG FOOD	89.98
12459	12/28/2017	CARD SERVICES TRAINING, CLOTHING, MISC, SUPPLIES	573.41
12460	12/28/2017	COLBY CHRYSLER CENTER AUTO MAINT.	89.45
12461	12/28/2017	COMPLETE OFFICE OF WISCONSIN OFFICE SUPPLIES	212.13
12462	12/28/2017	COMPUTER TR INC. COLOR PRINTER INSTALL	248.00
12463	12/28/2017	FIRE & SAFETY EQUIPMENT IV, INC ANNUAL FIRE EXTINGUISHER SERVICE	63.25
12464	12/28/2017	HEARTLAND NAPA AUTO MAINT.	33.13
12465	12/28/2017	MEGA FOODS NOV FUEL	251.29
12466	12/28/2017	MEMORIAL MEDICAL CENTER BLOOD DRAW	75.00
Grand Total			1,635.64

*12/28*

1/03/2018 11:25 AM

Reprint Check Register - Quick Report - ALL  
 ALL Checks  
 POLICE CHECKING NOW

Page: 1  
 ACCT

Posted From: 12/20/2017 From Account:  
 Thru: 12/20/2017 Thru Account:

Check Nbr	Check Date	Payee	Amount
12457	12/20/2017	ABBOTSFORD COLBY CHAMBER OF COMMERCE EMPLOYEE HOLIDAY GIFTS	225.00
Grand Total			225.00

*12/20*

1/05/2018 2:08 PM

Check Register - Quick Report - ALL  
 ALL Checks  
 POLICE CHECKING NOW

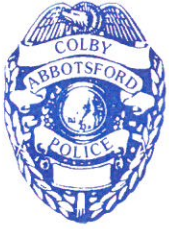
Page: 1  
 ACCT

Dated From: From Account:  
 Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
12467	1/08/2018	CELL COM	262.78
Previous Year Expense		CELL PHONES AND AIR CARDS	
12468	1/08/2018	CHARTER COMMUNICATIONS	237.35
		PHONE & INTERNET	
12469	1/08/2018	CITY OF ABBOTSFORD	66.73
Previous Year Expense		WATER 11/28-12/26	
12470	1/08/2018	COLBY ABBOTSFORD PROFESSIONAL POLICE	250.80
		DEC DUES	
12471	1/08/2018	COMPLETE OFFICE OF WISCONSIN	154.07
Previous Year Expense		OFFICE SUPPLIES	
12472	1/08/2018	DELTA DENTAL OF WISCONSIN	664.20
		JANUARY PREMIUMS	
12473	1/08/2018	FOURMENS FARM HOME-COLBY	1.30
Previous Year Expense		MISC	
12474	1/08/2018	MEDFORD VETERINARY CLINIC	94.35
Previous Year Expense		OFFICE VISIT	
12475	1/08/2018	SECURITY HEALTH PLAN	11,348.45
		FEBRUARY PREMIUMS	
12476	1/08/2018	SPECTRUM INSURANCE GROUP	2,626.00
		WORKERS COMP 1ST QUARTER	
12477	1/08/2018	THE UNIFORM SHOPPE OF GREEN BAY, INC	119.90
Previous Year Expense		CLOTHING ALLOWANCE, SCHREIBER	
12478	1/08/2018	TITAN PUBLIC SAFETY SOLUTIONS, LLC	5,528.00
		ANNUAL SUPPORT FOR TIPSS	
12479	1/08/2018	URBINA, ALEJANDRO	60.00
Previous Year Expense		INTERPRETER	
12480	1/08/2018	WE ENERGIES	282.26
Previous Year Expense		11/13-12/14	
12481	1/08/2018	XCEL ENERGY	479.94
Previous Year Expense		11/15-12/18	

Grand Total 1/8 22,176.13

Grand total: 24,036.77



# Colby-Abbotsford

## POLICE DEPARTMENT

112 W. Spruce Street • P.O. Box 454  
Abbotsford, WI 54405-0454

JASON P. BAUER  
Chief of Police  
jbauer@colbyabbypd.com

715-223-2313  
715-223-4944  
FAX 715-223-6149

### Activity Report

December 2017

Officers	Motorist Assist	Complaints Handled	Reports Written	Accidents Investigated	Citations Issued		Traffic Stops No Citations Issued	Criminal Investigations	Criminal Arrests	Office Work	Miscellaneous	Totals
Bauer (Grants)												
Bowman	9	21	13	7	44		58	48	7	14	67	288
Brandner	2	11	8	2	6		6	41	1	3	19	99
Jolin	2	10	11	6	18		13	20	4	0	14	98
Schreiber	9	18	20	6	27		25	27	4	6	20	162
Stubbe	3	16	11	3	0		16	29	2	7	43	130
Wagner	2	15	11	5	10		15	30	4	6	31	129
Weich												
<b>Total This Month</b>	27	91	74	29	105		133	195	22	36	194	906
<b>Year to Date</b>	254	1205	1032	138	646		1106	2804	229	725	2037	10176
<b>Year to Date 2016</b>	192	1219	743	103	790		946	2048	166	309	1187	7703
<b>Difference</b>	62	-14	289	35	-144		160	756	63	416	850	2473

## **Minutes from the Annual Joint Review Board meeting held January 30, 2018 in the Conference Room of the Abbotsford City Hall**

The meeting was **called to order** at 8:30 a.m.

**Roll Call:** City Clerk Jeni Lopez, Public Works Manager Craig Stuttgen, Bruce Klieforth – Abbotsford Resident member, Audra Brooks – Colby School District, Cheryl Baker – Abbotsford School District, Kristi Palmer – Marathon County Finance Director, and Roxanne Lutgen via conference call – North Central Technical College  
Marcia Hochhalter – Clark County – absent

A recap of the existing TIF Districts was given and maps were provided showing the boundaries of each district. It was reminded that TIF 5 was overlapped with TIF 6. A historic summary of TIF 5 was reviewed showing the activity from creation to 2016. The TID Annual Report for TIF 5 was reviewed in detail and the two major expenditures were cash incentives for two local businesses in the amount of \$15,000. The current debt was reviewed and currently there are two outstanding loans, with the first being scheduled to be paid off in 2020 and the second to be paid off in 2019.

The new business growth in Abbotsford was reviewed, and it was stated that much of the growth will be captured in the newly created districts providing future TIF Revenue. Currently a future Industrial Park and future residential sites are being worked on. The 2017/2018 Tax increment came in at \$321,072.34, and it was stated this is with Abbyland not being valued at 100%. The original projections of the districts generating over \$8 million dollars are still on target.

The 2017 TIF projects were improving 8<sup>th</sup> Street and the planning of the West Industrial Park and it was stated the goals for 2018 are future land purchases and to create a frontage road from Highway 13 to the West to the railroad.

Motion Cheryl Baker/Kristi Palmer to **adjourn** at 9:09 a.m. Motion carried without negative vote.

**Minutes from the Chamber of Commerce Meeting held Saturday, January 27, 2018, at the Abbotsford City Hall.**

President Kevin Hanson **call the annual meeting to order.**

A **welcome** was given, and **introductions** were made.

Pastor Teri Hanson provided the **prayer.**

A thank you was given to Amber's Colby Café for the meal and Brenda Wiese for the desserts.

Motion O'Leary/Wiese to approve the **Secretary's report** as presented. Motion carried without negative vote.

Motion Ruge/Zeiset to approve the **Treasurer's report** as presented. Motion carried without negative vote.

A **2017 Event Summary** was provided to the members.

President-elect Kris O'Leary announced the **2018 new board members:**

Kevin Hanson Paula Mader Shelly Bender Steve Kolden

Outgoing board member **Jennifer Lopez was recognized** for serving three 3-year terms on the Chamber board and filling the Secretary role.

Under **Presentation of Service Awards:**

Chad Kayhart presented the **Community Service Award** to Bob and Mary Ann Morrow. Bob is a life-long resident of Abbotsford, having worked for the City for many years along with other businesses at times. Mary Ann taught school in the Abbotsford district for many years. Both have been long-time members of the Abbotsford Lions.

Jim Schiferl presented the **Lifetime Achievement Award** to Jim Melvin. In addition to stepping in to run the family company after his father, Francis', untimely death, Jim has continued the family tradition of giving back to the community. He has served on many boards including the School District of Abbotsford and the former Mid-Wisconsin Bank. He also chaired the Chamber Golf Outing for many years along with supporting several other community projects.

Connie Gurtner presented the **2017 Business of the Year** award to AbbyLand Foods, Inc. Controller Paul Hess accepted the award for Harland Schraufnagel. Abbyland has become the area's largest employer and invested in several large building projects over the years. The company quietly supports community events and activities while helping our community grow.

A **2017 Office Coordinator report** was provided to members.

The **gavel was passed** from Kevin Hanson to Kris O'Leary, the 2017 Abbotsford Area Chamber of Commerce President.

Motion Reineke/Baker to **adjourn.** Motion carried without negative vote.

**Chamber Board of Directors Meeting.**

The meeting was called to order by President Kris O'Leary immediately following the Chamber of Commerce Annual Meeting at Abbotsford City Hall.

By volunteer consensus, the 2018 slate of officers is: President Elect – Sherry Baker, Vice President – Connie Gurtner, Secretary – Kimberly Reineke, Treasurer – Jenny Jakel.

With no further business, the meeting adjourned at 7:45 pm.

# FEBRUARY 2018

CITY OF ABBOTSFORD

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 COUNCIL 6:00	6	7	8	9	10
11	12 POLICE 6:30	13	14	15	16	17
18	19	20	21 FINANCE 6:00	22	23	24
25	26	27	28			

# MARCH 2018

CITY OF ABBOTSFORD

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 COUNCIL 6:00	6	7	8	9	10
11	12 POLICE 6:30	13	14	15	16	17
18	19	20	21 FINANCE 6:00	22	23	24
25	26	27	28	29	30	31