

# City of Abbotsford

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

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**ABBOTSFORD CITY COUNCIL**  
**TO BE HELD **Monday, July 11, 2022 at 6:00 P.M.****  
**AT THE ABBOTSFORD COUNCIL CHAMBER**

1. Call the Regular Meeting to Order
  - a. Meeting Posted According to State Statutes
  - b. Roll Call
  - c. Pledge of Allegiance
2. Comments by the Mayor
3. Comments by the City Administrator
4. Comments by the Public- 2 Minute Time Limit
5. Minutes from the City Council Meeting held June 15, 2022 (pgs. 3-5)
  - a. Waive the reading and approve/disapprove the minutes
6. Minutes from the Board of Appeals Meeting held July 6, 2022 (pg. 6)
7. Minutes from the Plan Commission Meeting held July 6, 2022 (pg. 7)
8. Incidents, Training, Accidents
9. Fire Department Update
10. Library Update (pgs. 8-11)
11. Approve/Disapprove Class B Beer License for La Fuentecita LLC (pgs. 12-14)
12. Approve/Disapprove Operator's Licenses (pgs. 15-19)
13. Approve/Disapprove Variance Request from Abbotsford Development Group for the Purpose of Reducing the Side Yard Setback to 5 ft. (pgs. 20-27)
14. Approve/Disapprove Re-Zoning Lot #2 on Certified Survey Map No. 19281 from A-Agriculture to B-2 Commercial. (pgs. 28-31)
15. Approve/Disapprove TIF Incentive for Abbotsford Development Group in the Amount of \$34,000. (pgs. 32-33)
16. Discuss/Approve Dog Park Location (pgs. 34-36)
17. Approve/Disapprove Accepting Bid for New Concession Stand/Score Booth (pg. 37)
18. MSA Update (pgs. 38-39)
19. Approve/Disapprove MSA Amendment for SDWL Administration Services (pgs. 40-44)
20. Approve/Disapprove MSA Amendment for 5<sup>th</sup> Street Sanitary Sewer Design (pgs. 45-46)
21. Approve/Disapprove Accepting Bid for Schilling Park Basketball & Pickleball Courts Coating (pg. 47)
22. Closed Session - Pursuant to Section 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employees over which the governmental body has jurisdiction or exercises responsibility. (Employee Compensation, Public Works Position)

*Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to Clerk's Office at (715) 223-3444 with as much advance notice as possible.*

- a. Roll call
- 23. Convene to open session
  - a. Roll Call
- 24. Approve/Disapprove items, if any from closed session.
- 25. Next Meeting Dates- Wednesday, July 20, 2022 & Monday, August 1, 2022
- 26. Future Agenda Items-No Action Will Be Taken
- 27. Adjourn

*Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to Clerk's Office at (715) 223-3444 with as much advance notice as possible.*

# Minutes from the June 15, 2022, Abbotsford City Council Meeting in the Abbotsford City Hall Council Chambers.

Mayor Weix called the Meeting to Order at 6:00.

Meeting was Posted According to State Statutes

**Pledge of Allegiance** – Held

**Roll Call:** D. Rachu, Diedrich, Read, Zeiset, Weideman, Espino- Absent: M. Rachu, Nixdorf

**Others Present:** Administrator Soyk, Chief Bauer, Neal Hogden (TP), Galen Kulas, Tammy Seefeld, John Austin, Jason Treankler, Alice Schoelzel

**Comments by the Mayor** – Mayor Weix stated that there is a card for Jack Kramas and he would like everyone to sign it after the meeting.

**Comments by the City Administrator-** None

**Comments by the Public-** Alice Schoelzel stated she is against the dog park going in Center Park. Ms. Schoelzel stated several reasons on why she is against the dog park such as irresponsible dog owners, there is no shade, shelter or water, unvaccinated dogs, the grass turning brown, the smell, no way to enforce the regulations, kids utilize the baseball park, the noise from the siren will scare dogs, and the taxpayer's money should be used elsewhere.

**Minutes from the City Council Meeting held June 6, 2022-** Motion to approve by *Zeiset/Espino*.  
*Unanimous*

**Incidents, Training, Accidents-** None

**Police Department Update-** The police commission discussed opening the streets to ATV's & UTV's.

**Approve/Disapprove Opening all Streets to ATV's & UTV's-** Galen Kulas stated that several communities allow ATV's & UTV's on all streets. He would like to be able to drive from his house to friend's houses in Abbotsford. Mr. Kulas believes it would be easier to police if all streets were open. John Austin stated that ATV's & UTV's are supposed to be licensed. Mr. Austin questioned why you would want to punish people who are following the laws. Alderman D. Rachu asked if the age requirement for ATV's and UTV's are the same as snowmobiles. Jason Treankler stated if you are born after 1987, you must be 16 years old and take the UTV course to operate an UTV. If you are born after 1987, you must be at least 12 years old and take the ATV course to operate an ATV. Chief Bauer stated that he does not support Colby's ordinance to allow ATV's and UTV's on all roads and he will not support it in Abbotsford. Bauer stated that 90% of ATV and UTV operators are responsible, but they have 30-40 knuckleheads that race around town. Bauer stated that the police department can't keep up on everything right now. Bauer said from a business perspective he understands why the city would want to open all the streets. Alder Nixdorf stated that she sees a lot of four wheelers flying down the road on Second St. She understands that it is hard to police everything and there are kids playing in the street often. Alderman D. Rachu stated that he sees a lot of ATV's and UTV's on Linden St. but he can't say if any of them are speeding. Mayor Weix stated that he sees a lot of

speeding on Pine St. Alderman Zeiset stated that we could potentially have 12-year-old kids driving ATV's on the road. Regarding the high-speed chase that happened a month ago, Bauer stated that whether the city council open all the roads or not it would not have prevented that. Alder Nixdorf asked if we have problems can the council re-consider in the future. Mayor Weix stated that we could bring it back to a council meeting in the future. Motion to approve opening all streets to ATV's & UTV's by *Weideman/Nixdorf. Unanimous*

**Discuss/Approve Consideration of Rescinding New Dog Park Previously Approved at the April 19, 2022 Council Meeting-** Alderman D. Rachu asked how the dog park came about. Administrator Soyk stated that some members of the council wanted a dog park, and the council reviewed several locations. The council chose Center Field as the dog park location because of the existing fence. Alderman Zeiset stated that when the council approved Center Field as the dog park location he didn't think the baseball field was being used much and he has seen people taking their dogs in there. Since then, he has seen kids playing on the ball field. Alderman D. Rachu stated that the ball field is being used daily by kids. Resident Alice Schoelzel stated that a dog park shouldn't be put in a residential area. She stated that herself along with other residents are already picking up after people who bring their dogs in there. Alderman D. Rachu stated that he does not see a need for a dog park anywhere in the City of Abbotsford. He stated that we don't have a high volume of traffic on our streets and people can walk their dogs on the sidewalks and streets. Administrator Soyk stated that people are not looking for a place to walk their dogs, they are looking for a place where they can let their dogs run. Alderman D. Rachu stated that he could see where people who live in apartments do not have a place to take their dogs to run. Alder Nixdorf stated that when the council originally discussed the dog park it was stated that there are other ball parks in the city that the kids can play on. Alder Diedrich stated that another reason that this location was chosen was because of the existing fence and the low cost. Alderman D. Rachu asked what other locations were discussed for the dog park. Administrator Soyk stated that they discussed putting the dog park in Schilling Park and old ice-skating rink location. Alderman D. Rachu asked if the council considered putting the dog park at Shortner North and if there was room there. Alderman Weideman stated that people could not walk their dog to Shortner North, they would have to drive them there. Administrator Soyk stated that Shortner North is approximately 10 acres with two ponds and part of it being wetland. Motion to rescind the original motion from the April 19, 2022, council meeting and look at other locations for the dog park by *D. Rachu/Zeisets. Nixdorf-Opposed. Motion carried 7-1.*

**Approve/Disapprove Dog Park Fencing-** Tabled

**Approve/Disapprove Operator's License-** Alderman Zeiset stated that he isn't against city events he just wishes we didn't have alcohol at them. Motion to approve by *Nixdorf/Diedrich. Zeisets-Opposed. Motion carried 7-1.*

**Approve/Disapprove Temporary Class "B" License (Picnic License for First City Days)-** Motion to approve by *Diedrich/Read. Zeisets-Opposed. Motion carried 7-1.*

**Approve/Disapprove Street Use Permit for First City Days-** Motion to approve by *M. Rachu/Nixdorf. Unanimous.*

**Public Works Update-** Administrator Soyk stated that the concrete for the basketball and pickleball court in scheduled for next week. We have not received any bids for the painting of the courts yet.

**Approve/Disapprove Putting New Concession Stand Out for Bids-** Alderman M. Rachu asked if we put the concession stand out for bids, are we committed to building it. Administrator Soyk stated that ultimately the city council would still have to accept the bid, therefore if bids came in extremely high the council could not accept the bid. Motion to approve bidding out the new concession stand by *M. Rachu/Espino*. Unanimous.

**Discussion: Starting Process of Issuing Raze Orders-** Administrator Soyk stated that the city needs to hire a building inspector to inspect the homes the council would like to raze. In the past the city had Bob Christensen inspect the homes that were to be razed, however, Mr. Christensen is hired by the city to inspect new homes and remodels, not homes for raze orders. Alder Diedrich asked if we could hire Mr. Christensen to inspect the homes for raze orders. Soyk stated he would reach out to Mr. Christensen and see if he would be willing to provide a contract to inspect homes for raze orders. Alderman M. Rachu stated he would like to move forward with issuing raze orders because how long it takes to complete the process. He stated that there are a few houses in town that are in bad shape and still have renters in them. Alderman D. Rachu asked who decides what houses get inspected. Administrator Soyk stated that in the past when city employees have been in houses for water meter changes, they would notify management of the living conditions. Administrator Soyk stated that state statute states that if home repairs cost more than 50% of the assessed value the city can begin the process of issuing a raze order. Alderman Zeiset asked if the homeowner has the option of fixing the house instead of razing it. Administrator Soyk stated that the homeowner does have the option to fix the house. Alderman D. Rachu suggested reaching out to Bob Christensen to see if he would provide a contract to inspect homes for raze orders. Alder Nixdorf asked if Mr. Christensen has his own insurance if he were to get injured during an inspection. Administrator Soyk stated that he does have his own insurance. Alderman Weideman asked if can issue raze orders for building other than homes such as garages or sheds. Soyk stated that we can issue raze orders for those types of buildings.

**Water/Wastewater Update-** Water/Wastewater Manager Soyk stated that DNR was here the past week for the inspection of the wastewater plant and water system. The water tower reconstruction is scheduled to start at the end of the month. We are waiting for the fracking of well 20. The pump for the Linden lift station was repaired and installed. Crane Engineering pulled the motor on pump 1 at the 3<sup>rd</sup> Avenue lift station and is going to rebuild it. Next week the Elderberry lift station will be rehabbed with new pump stand, guide shoes, rails, and piping.

**Approve/Disapprove Current Bills in the Amount of \$447,193.61-** The council reviewed the current bills. Motion to approve the current bills by *Weideman/Diedrich*. Unanimous.

**YTD Financials-** The council reviewed the YTD Financials. Administrator Soyk stated the only concern he has is the sewer budget as we are at 50.8%. Chemicals tripled in price and Soyk anticipated operator John Smith retiring in 2023 not 2022. Soyk stated that we do have the ARPA funds that we could put towards wastewater projects if need be.

**City Bank Account Balances-** The council reviewed the city bank account balances. Alderman Zeiset asked if the city's debt could be added for review. Soyk stated that he will include the city's debt in the future.

**Next Meeting Dates-** Monday, July 11, 2022 & Wednesday, July 20, 2022

**Future Agenda Items-** Discuss/Approve dog park locations.

**Adjourn-** Motion to Adjourn by *M. Rachu/Diedrich*. *The Abbotsford City Council Adjourned at 6:47 PM.*

# **Minutes from the July, 6 2022, Board of Appeals Meeting in the Abbotsford City Hall Council Chambers.**

Board Chair Mayor Weix called the Meeting to Order at 4:00 PM

**Pledge of Allegiance** – Held

**Roll Call:** Weix, Read, Zeiset, Mueller, Horacek

**Others Present:** Administrator Soyk, Neal Hogden (Tribune Phonograph), Nick Feira ( Abbotsford Development Group)

**Comments by the Chair** – None

**Comments by the Public-** None

**Public Hearing-** Held, no comments.

**Variance Request-Abbotsford Development Group for the Purpose of Reducing the Side Yard Setback to 5ft-** Nick Fiera stated that the reason they are asking for the variance is because they had to move the building to the south due to existing storm sewer on the property. They will put up a fire-retardant wall on the south side per code. Motion to recommend approving the variance for the side-yard setback to the Abbotsford City Council by *Zeiset/Mueller*. Unanimous.

**Adjourn-** Motion to Adjourn by *Zeiset/Mueller*. *The Board of Appeals Adjourned at 4:03 PM.*

# Minutes from the July, 6 2022, Plan Commission Meeting in the Abbotsford City Hall Council Chambers.

Chairman M. Rachu called the Meeting to Order at 5:00 PM

**Pledge of Allegiance** – Held

**Roll Call:** Weix, Albrecht, Christensen, Rachu, Archambo, Erikson, Jakel (5:02 PM)

**Others Present:** Administrator Soyk, Neal Hogden (Tribune Phonograph), Nick Feira (Abbotsford Development Group)

**Comments by the Chair** – None

**Comments by the Public-** None

**Public Hearing-** Held, no comments.

**Re-Zoning Lot #2 on Certified Survey Map No. 19281 from A-Agriculture to B-2 Commercial-** Chairman M. Rachu explained that on the south side of Taylor Credit Union there are two lots, one along HWY 13 and one to the east. The east lot is zoned Agriculture and would need to be re-zoned to Commercial for Abbotsford Development Group to build on it. Motion to recommend to re-zone lot #2 to commercial to the Abbotsford City Council by *Christensen/Weix*. Unanimous.

**Discuss/Recommend TIF Incentive for Abbotsford Development Group-** Chairman M. Rachu explained that in the past the city has given land to developers as an incentive for building in the TIF. In this case the land was purchased from a private owner. There is no water and sewer on the lot and the cost to put water and sewer in is \$34,000. Over the life of the TIF the City of Abbotsford will collect approximately \$64,125. Abbotsford Development Group is asking the City of Abbotsford to cover the cost of putting the water and sewer in. The incentive would be paid by the TIF. Motion to recommend covering the cost of the water and sewer to the Abbotsford City Council by *Weix/Jakel*. Unanimous.

**Adjourn-** Motion to Adjourn by *Weix/Jakel*. *The Plan Commission Adjourned at 5:06 PM.*

## ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

[www.abbotsfordpl.org](http://www.abbotsfordpl.org)

**REGULAR MONTHLY MEETING: Meeting /June 15th 2022 / 5:00 PM / Public Room**

### ATTENDEES:

Jochimsen (Library Director), Board: Giffin, Archambo, Huther, Hinrichsen, Espino, Dukelow

Members absent: Suttner, Bittner

**Call to order:** 5:00 pm

**Reading of the minutes from previous meeting:** Read, Dukelow moved to approve with fixes to date, spelling error and Treasure Report motion, Giffin seconded. Motion passed.

### Public Comment:

### Old Business:

- Summer Reading Overview
- Summer Board meeting times: Board members present did not have any conflicts with current meeting times, summer board meetings will remain at regular hours.
- Hoffmann Donation: Memorial Donation was received for Karin Hoffmann requested to use on books would have enjoyed Karin. Director informed the board the focus would be on Woman's Lit and baseball titles to update the display the library has for Owen Schraufnagel, Karin's brother.

### New Business:

- Summer Reading Update:
  - 45 youth signed-up.
  - 8 Families/Groups did the puzzle room; extremely positive reviews. Had two groups that did not show, was able to call a family on the waiting list to fill one of the spots. Hosting the room is a lot of effort and also can cause changes to the schedule as two staff need to present if the room is held turning open hours. Talk to system about the legality of a small returnable deposit (\$5) required to hold spot that would be returned when they show up for the event.
  - Nancy visited school, board suggested asking for students to visit to library for increased turn-out and to incite the students' excitement for the program and library in general. Espino mentioned it might be possible to have the afterschool program make a visit to the library if a during school hours trip cannot be arranged.
  - Espino also mention that come schoolyear the, the afterschool program could be seeking activities during the timeframe of 4-5:15pm. A visit to the library could be arranged. Details to look into: transportation (busing vs walking), frequency of visits, amount of youths or specific grade level, and arrange library cards for youth. Espino will talk to afterschool coordinator.
  - Archambo mentioned that the Abbotsford high school will begin requiring volunteer hours for students to graduate. Director will put together a handout that the school can distribute to inform students for what to expect when volunteering at the library (putting together activity bags for next summer's program, shelving, dusting, dvd cleaning, etc.) and the library's requirements.
- Clark County Farm Tech Days
  - Farm Tech Days will be in Loyal Wisconsin July 12-14<sup>th</sup>. The Clark County Libraries will have a booth. Director will be working the booth Wednesday and possibly Thursday morning. Board members are welcome to help out at booth if desired. Director will give board members the location of booth when known.

### Treasurer's Report:

• 38% of Budget Spent. \$ \$54,113.68 of \$140785.28. Report approved.

- New tier rates Forward Bank
- Bank Account Balances:

May 2022: Forward: \$42221.11, Forward Retirement: \$ 600.35, Nicolet: \$44,499.47

April 2022: Forward: \$42,217.52, Forward Retirement: \$ 600.30, Nicolet: \$44,345.78

March 2022: Forward: \$42,214.05, Forward Retirement: \$ 600.25, Nicolet: \$44421.86

### Circulation Report:



- Total Circulation:
  - May: **1417** April: 1794 March: 1808 Feb.2022: 1592 Jan. 2022: 1594 Nov.2021: 1613 Dec. 2021: 1539
- Past Circulation History:
  - May 2021: 1840 May 2020: 903 May 2019: 2664 May 2018: 2,161 May 2017: 2020 May 2016: 2354 May 2015: 1995 May 2014: 2438
- Circulation Break-down:
  - Books: 603, DVD: 221, Spoken Record: 50, Large Print: 60, Magazines: 27, Other: 43
- Other Usage Report:**
- Wireless Sessions: **May: 88** April: 76 March: 95 Feb: 81 Jan: 266 Dec: 511 Nov: 447 Oct: 347 Sept: 358 Aug: 401 July: 402 June: 556 May: 415
- Overdrive E-material Checkout: **May: 176** April: 157 March: 225 Feb: 181 Jan: 209 Dec: 168 Nov: 173 Oct: 143 Sept: 158 Aug: 157 July: 197 June: 172 May: 212
- Website Visits: **May: 236** April: 223 March: 263 Feb: 205 Jan: 266 Dec: 192 Nov: 192 Oct: 347 Sept: 210 Aug: 243 July: 186 June: 237 May: 270
- Public Computer Uses in **May: 120** April: 105 March: 102 Feb: 113 Jan: 102 Dec: 118 Nov: 142 Oct: 143 Sept: 125 Aug: 147 July: 50 June: 144 May: 116
- Monthly Reference:
  - May: 66** April: 98 March: 85 Feb: 144 Jan: 106
- Patron Count:
  - **May: 742** April:829 March: 737 Feb: 759 Jan: 681 Dec.: 876 Nov: 650 Oct: 553 Sept:601 Aug: 552 July: 910 June: 742 May 2021: 555

**Policy Reviewed:** Reviewed Collection Development Policy which contains standards for selection, acquisition requests, collection maintenance and challenge of library materials. Board read through policy to familiarize themselves with the policy. Director will compare policy with nearby libraries and report suggested updates for next meeting.

**WVLS Report:** Note of importance for Abby: Cover images may be added if an Aspen record is missing an image, Board games and puzzles images can be added. Basic catalog will be discounting, Abbotsford will need to update patron search catalogs, run currently on Raspberry pi.

**Director Report:**

- Last Month Program Count:
  - May: Monthly Program total: 10 programs, 422 attendance (counted school visit)
- Parade/Festival
  - Library walked in the parade, unfortunately parade was poorly attended. Will consider walking again next year in hopes of better turnout.
  - Circulation numbers are affected by difficulty to assess the building.
- Book Sale
  - Brought in about \$407. Next year will hold earlier in May. Carnival workers have not been stopping in the library and staff would like to decorate for summer reading earlier.
- Saturday Hours: director has received no complaints about no Saturday hours during the summer.
- New catalog computer/s – One of the library’s two catalog computers is already failing, there does not appear to be a need for two, director recommends replacing the two catalog computers run on Raspberry Pie with one catalog computer, possibly just a chrome book or other small computer. Current catalog devices not capable of supporting new catalog search engine.
- Future/Current Programs Overview: (see newsletter)
  - Highlights: Puzzle Room (8 teams from young teen to adult), Animal Visit (repeat next year), Teen Sushi Party, Comedy Show- July 6<sup>th</sup> at 6:00pm.

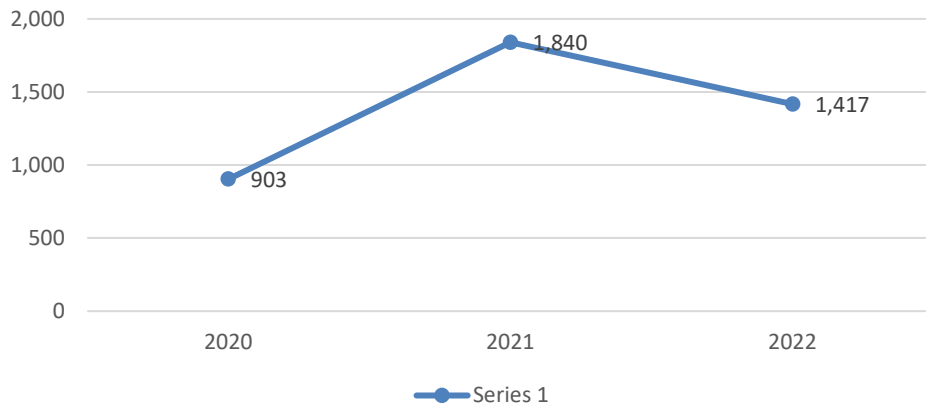
**Staffing/Operating Issues:** n/a

**Next meeting:**

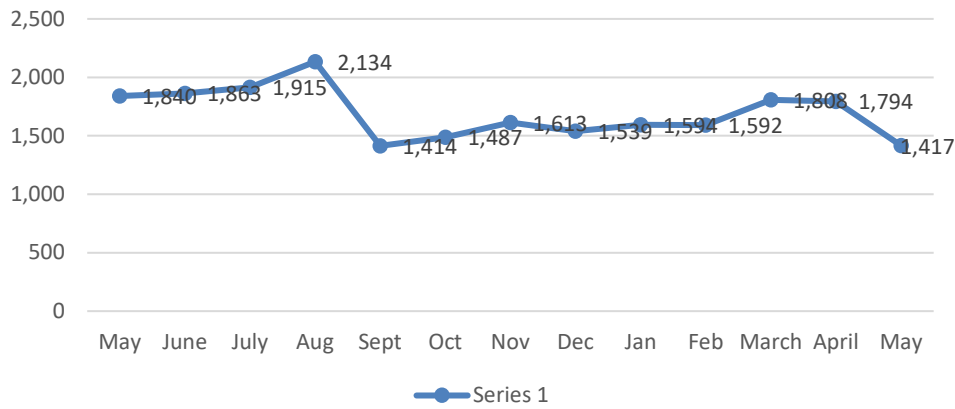
July 20<sup>th</sup>, 2022 at 5:00pm.

**Adjourn:** 5:57 pm Giffin/ Archambo.

### Circulation Report: of May 2020-2022



### Circulation Report:Year to Date



Date	Time	Duration	Local Event Name	Target Audience (Children (0-11); Young Adult (12-18); Other (all ages))	Group Attending (program) or Individual Participants (self-directed activity)	Format: In-person; Live, virtual; or Pre-recorded	If group attending, then number of attendees	If recorded live, virtual event later posted for on-demand viewing, then enter number of views	If pre-recorded, then number of views	If self-directed, then number of individual participants
5/3/2022	6-7pm	1 hour	Fancy Nancy Tea Party	Children 6-11	Group attending	In-person	28			
5/4/2022		all day	May the 4th be with you	General Interest	Individual participants	In-person			2	
5/6/2022	10:30-11:15 am	45 min	Story Time	Children 0-5	Group attending	In-person	4			
5/10/2022	7-8 pm	1 hour	Book Club: Sold on a Monday	Adults	Group attending	In-person	8			
5/13/2022	7pm-8:45pm	2 hours	Family Movie Night: Hotel Transylvania: Transform	General Interest	Group attending	In-person	7			
5/19/2022	6:30-8 pm	1 1/2 hour	Adult Craft: Macramé	Adults	Group attending	In-person	9			
5/20/2022	10:30-11:15 am	45 min	Story Time	Children 0-5	Group attending	In-person	6			
all month		all month	Activity Bags	Children 6-11	Individual participants	In-person			8	
all month		all month	In House Craft: Spring Paper Rolls	Children 6-11	Individual participants	In-person			50	



# ABBOTSFORD PUBLIC LIBRARY EVENTS

**IN HOUSE YOUTH CRAFTS!:** Ocean themed youth walk-in crafts will be available all month.



**LEGO OCEAN:** Walk-in Activity: Help the library create a lego ocean by making Lego ocean critters to fill it. **Youth**

**FAMILY MOVIE NIGHT:** Friday, June 10th at 7:00 pm. Watching *The Bad Guys*. **COVID-19 RULES: Pre**

**-registration Required. Children Must be accompanied by an adult who stays for the movie. Library will set up room to accommodate social distancing. Doors open at 6:30 pm and lock at 7:15pm. Snacks from home are allowed. All Ages**

**TRULY REMARKABLE LOON:** Wednesday, July 6th at 6:00 pm. Comedy Juggler Show. Outside if weather is nice.

**WILD COOKIES BOOKCLUB:** Tuesday, July 12th at 6pm. Discussing *The Life She Was Given* by Catherin Ryan Hyde. A Moving and Emotional Saga of Family and Resilient Women. Ask the librarian for a copy of the book to check-out. **Adult**



## **SUMMER READING STORIES AND ACTIVITIES:**

Tuesday, July 12 at 3:00pm. Party and Prize giveaway.

**READ TO ROVER:** Wednesdays: July 6th, 12th, 19th, and 27th at 3pm.

**EARLY TEEN BOOKCLUB:** Monday July 18th at 4 pm. Discussing

"Song for a Whale" by L. Kelly.

Activity: Make Ocean Slime. **Registration Required. For ages 8-12.**

**TEEN BOOK SPEED DATING/PIZZA PARTY:** Monday, July 18th at 6:00pm. Enjoy some pizza while you "Hook"-up with a good book. **Registration Required.**

**ADULT CRAFT NIGHT:** Thursday, July 21st at 6:30 pm. Capiz Shell Windchime. No cost, goodwill donation appreciated. **Registration Required. 16 or older, 12 and older if with an Adult.**



**LIBRARY WILL BE CLOSED ON SATURDAYS DURING THE SUMMER. STARTING MAY 28th THROUGH SEPTEMBER 3RD.**

\*These events are subject to change at anytime, please watch the library Facebook page for updates.

Abbotsford Public Library 203 N. First St. Abbotsford WI 54405, (715)223-3920

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 7/2022 ending: 6/30/23  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the:  Town of } Abbotsford  
 Village of }  
 City of }

County of Clark Aldermanic Dist. No. \_\_\_\_\_  
 (if required by ordinance)

Check one:  Individual  Limited Liability Company  
 Partnership  Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456000060240603</u>	
FEIN Number <u>392025643</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>8.00</u>
<b>TOTAL FEE</b>	\$ <u>108.00</u>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)  
La fuentecita LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>Castillo</u>	(First) <u>Nivra</u>	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code) <u>120 N 1<sup>st</sup> St. Box 464 Abbotsford WI 54405</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name La fuentecita LLC Business Phone Number \_\_\_\_\_  
 2. Address of Premises 120 N. 1<sup>st</sup> St. Post Office & Zip Code P.O. Box 464 54405

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Storage ~~is~~ cooler that is on the back of the Restaurant.  
And on the cooler that is in the Restaurant.

4. Legal description (omit if street address is given above): \_\_\_\_\_

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? .....  Yes  No

(b) If yes, under what name was license issued? \_\_\_\_\_

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** .....  Yes  No

7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? .....  Yes  No  
**If yes, explain.**

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** .....  Yes  No

9. (a) **Corporate/limited liability company applicants only:** Insert state \_\_\_\_\_ and date \_\_\_\_\_ of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** .....  Yes  No

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No  
**If yes, explain.**

I have other Licences on under Super Mercado  
La Tropicana othe under Fiesta Ballroom

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] .....  Yes  No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] .....  Yes  No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? .....  Yes  No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>Castillo Nivra</u>	Title/Member <u>Owner</u>	Date <u>06-24-2022</u>
Signature <u>Juani Castillo</u>	Phone Number [REDACTED]	Email Address <u>latropicana2@gmail.com</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Castillo</u>		(first name) <u>Nivia</u>		(middle name)	
Home Address (street/route) <u>120 N 1<sup>st</sup> St.</u>		Post Office <u>Box 464</u>	City <u>Abbotsford</u>	State <u>WI</u>	Zip Code <u>54405</u>
Home Phone Number <u>[REDACTED]</u>		Age <u>53</u>	Date of Birth <u>[REDACTED]</u>	Place of Birth <u>Mexico</u>	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Officer of Lq Lucentecita  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 23 yrs.
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name <u>Self. Employee</u>	Employer's Address	Employed From	To
Employer's Name	Employer's Address	Employed From	To

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Nivia Castillo  
(Signature of Named Individual)



Background  
Check OK  
6-29-22

APPLICATION FOR BEVERAGE OPERATOR'S LICENSE

Provisional License  Fee \$15.00 City of Abbotsford  
Original License  Fee \$25.00 PO Box 589  
Renewal License  Fee \$25.00 Abbotsford, WI 54405

I, the undersigned, do hereby make application to the local governing body of the City of Abbotsford, Wisconsin for a license to serve, from **June 30, 2022 to June 30, 2023** inclusive (unless sooner revoked), fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations; federal, state or local, affecting the sale of such beverages and liquors if a license be granted to me.

Vazquez Castillo Magaly  
Last First MI Maiden Name  
Address City State Zip  
Date of Birth Sex Race Phone Number  
Social Security Number Business License will be used  
Fiesta Ballroom

Have you been convicted of any felony or of violating any law of the State of Wisconsin or of the United States?  
 Yes Date of Conviction (If Any) \_\_\_\_\_  
 No Nature of Offense \_\_\_\_\_

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

Magaly Vazquez Castillo  
Applicant's Signature

Received: 6/27/22 Added to Council Agenda: 7/11/22 Approved: / /

2022-42

City of

# ABBOTSFORD

Wisconsin's First City

P.O. Box 589 | 203 N. First St. | Abbotsford, WI 54405

Phone: 715-223-3444 | Fax: 715-223-8891

Website: www.ci.abbottsford.wi.us

## APPLICATION FOR BEVERAGE OPERATOR'S LICENSE

Provisional License  Fee \$15.00 **City of Abbotsford**

Original License  Fee \$25.00 **PO Box 589**

Renewal License  Fee \$25.00 **Abbotsford, WI 54405**

I, the undersigned, do hereby make application to the local governing body of the City of Abbotsford, Wisconsin for a license to serve, from **June 30, 2022 to June 30, 2023** inclusive (unless sooner revoked), fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations; federal, state or local, affecting the sale of such beverages and liquors if a license be granted to me.

Schmitt Tamara L  
 Last First M Maiden Name

Address 1000 City F State W Zip 54405

Date of Birth 10/22/82 Sex F Race W Phone Number 715-223-1111

Social Security Number 123-45-6789 Business License will be used Express Lane

Have you been convicted of any felony or of violating any law of the State of Wisconsin or of the United States?

Yes Date of Conviction (If Any) May 2002  
 No Nature of Offense Disorderly Conduct

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

Tamara L Schmitt  
 Applicant's Signature

Received: 6, 24, 22 Added to Council Agenda: 7, 11, 22 Approved:           

2022-47



## APPLICATION FOR BEVERAGE OPERATOR'S LICENSE

Provisional License  Fee \$15.00      City of Abbotsford  
 Original License  Fee \$25.00      PO Box 589  
 Renewal License  Fee \$25.00      Abbotsford, WI 54405

I, the undersigned, do hereby make application to the local governing body of the City of Abbotsford, Wisconsin for a license to serve, from **June 30, 2022 to June 30, 2023** inclusive (unless sooner revoked), fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations; federal, state or local, affecting the sale of such beverages and liquors if a license be granted to me.

ORTIZ      Jose      R.      \_\_\_\_\_  
 Last      First      MI      Middle Initial  
 \_\_\_\_\_  
 Address      City      State      Zip  
 \_\_\_\_\_  
 \_\_\_\_\_      M      H      \_\_\_\_\_  
 Date of Birth      Sex      Race      Phone Number  
 \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      Kambary Rose  
 Social Security Number      Business License will be used

Have you been convicted of any felony or of violating any law of the State of Wisconsin or of the United States?  
 Yes      Date of Conviction (If Any) \_\_\_\_\_  
 No      Nature of Offense \_\_\_\_\_

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

[Signature]  
 Applicant's Signature

City of

# ABBOTSFORD

Wisconsin's First City

P.O. Box 589 | 203 N. First St. | Abbotsford, WI 54405

Phone: 715-223-3444 | Fax: 715-223-8891

Website: www.ci.abbottsford.wi.us

## APPLICATION FOR BEVERAGE OPERATOR'S LICENSE

Provisional License  Fee \$15.00 City of Abbotsford

Original License  Fee \$25.00 PO Box 589

Renewal License  Fee \$25.00 Abbotsford, WI 54405

I, the undersigned, do hereby make application to the local governing body of the City of Abbotsford, Wisconsin for a license to serve, from **June 30, 2022 to June 30, 2023** inclusive (unless sooner revoked), fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations; federal, state or local, affecting the sale of such beverages and liquors if a license be granted to me.

ORTIZ                      JOSE                      D  
 Last                      First                      Middle  
 [Redacted]                      [Redacted]                      [Redacted]  
 [Redacted]                      City                      State                      Zip  
 [Redacted]                      M                      H                      [Redacted]  
 Date of Birth                      Sex                      Race                      Phone Number  
 [Redacted]                      [Redacted]                      [Redacted]                      [Redacted]  
 Social Security Number                      Business License will be used Kamberg Bar

Have you been convicted of any felony or of violating any law of the State of Wisconsin or of the United States?

Yes                      Date of Conviction (If Any) \_\_\_\_\_  
 No                      Nature of Offense \_\_\_\_\_

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

Jose D Ortiz  
Applicant's Signature

Received: 6/16/22 Added to Council Agenda: 7/11/22 Approved: \_\_\_\_\_

*[Handwritten initials]*

City of

# ABBOTSFORD

Wisconsin's First City

P.O. Box 589 | 203 N. First St. | Abbotsford, WI 54405

Phone: 715-223-3444 | Fax: 715-223-8891

Website: www.ci.abbottsford.wi.us

## APPLICATION FOR BEVERAGE OPERATOR'S LICENSE

Provisional License \_\_\_\_\_ Fee \$15.00      **City of Abbotsford**

Original License \_\_\_\_\_ Fee \$25.00      **PO Box 589**

Renewal License 25.00 Fee \$25.00      **Abbotsford, WI 54405**

I, the undersigned, do hereby make application to the local governing body of the City of Abbotsford, Wisconsin for a license to serve, from **June 30, 2022 to June 30, 2023** inclusive (unless sooner revoked), fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations; federal, state or local, affecting the sale of such beverages and liquors if a license be granted to me.

Scarcello Heidi M  
 Last First MI  
 \_\_\_\_\_  
 Address \_\_\_\_\_ City F State W Zip \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Phone Number \_\_\_\_\_  
 \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Business License will be used MULTI SERVICIOS SCARCELLO

Have you been convicted of any felony or of violating any law of the State of Wisconsin or of the United States?

Yes      Date of Conviction (If Any) \_\_\_\_\_  
 No      Nature of Offense \_\_\_\_\_

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

Heidi Scarcello  
 Applicant's Signature

Received: 11/15/22 Added to Council Agenda: 1/11/23 Approved: \_\_\_\_\_

2022-42

City of

# ABBOTSFORD

Wisconsin's First City

P.O. Box 589 | 203 N. First St. | Abbotsford, WI 54405

Phone: 715-223-3444 | Fax: 715-223-8891

Website: [www.ci.abbottsford.wi.us](http://www.ci.abbottsford.wi.us)

NAME: Abbottsford Development Group ADDRESS: 3027 Autumn Leaves Circle  
(Nick Feira) Green Bay, WI 54315

SETBACKS:

FRONT: 40'

REAR: 20'

SIDE: 20'

SIDE: 20'

Application fee submitted herewith, \$ 75. I understand that any permit issued is not transferable, and shall void after (1) year from date, unless renewed.

Date: 6/10/2022

Signed: Nick Feira

Please submit a drawing with application:

SEE ATTACHED SITE PLAN

# City of ABBOTSFORD

WISCONSIN'S FIRST CITY

203 North First Street • PO Box 589 • Abbotsford, WI 54405-0589

Phone: (715) 223-3444 • Fax: (715) 223-8891

E-mail: [info@ci.abbotsford.wi.us](mailto:info@ci.abbotsford.wi.us)

Website: [www.ci.abbotsford.wi.us](http://www.ci.abbotsford.wi.us)

## Building Permit

### Resident Information

First Name	Abbotsford Development Group	Last Name	(Nick Feira)
Address	3027 Autumn Leaves Circle	City	Green Bay
State	WI	County:	Brown
E-mail	nick@udg-llc.com	Zip Code	54313
		Phone	920-569-8432

Application is hereby made for a building permit for the purpose of:

What is your Zoning?

<p><b>Commercial</b> New Home Construction <input checked="" type="checkbox"/></p>	<p>R-1 Single Family Residential <input type="checkbox"/></p>
<p>Major Repairs/Remodel <input type="checkbox"/></p>	<p>B-1 Central Business District <input checked="" type="checkbox"/></p>
<p>Additions <input type="checkbox"/></p>	<p>B-2 Highway Commercial <input type="checkbox"/></p>
<p>Shed <input type="checkbox"/></p>	<p>I-1 Industrial <input type="checkbox"/></p>
<p>Garage <input type="checkbox"/></p>	<p>Other <input type="checkbox"/></p>
<p>Deck <input type="checkbox"/></p>	

### Fees

<input type="checkbox"/>	\$25.00 Shed, small utility buildings, porches, deck, alterations and/or additions to existing garages under \$1,000 in value
<input type="checkbox"/>	\$50.00 Residential garage (attached or detached) carport, pools, three-season rooms
<input type="checkbox"/>	Residential or commercial building: additions and/or alterations up to \$10,000 in value-\$30 for first \$1,000 in value, plus \$2.00 per additional \$1,000 in value with a max of \$200 for residential and \$2,000 for commercial.
<input type="checkbox"/>	Residential or commercial building: additions and/or alterations \$10,000 or more in value-\$50 for first \$1,000 in value, plus \$2.00 per additional \$1,000 in value with a max of \$200 for residential and \$2,000 for commercial.
<input checked="" type="checkbox"/>	Single-family, two-family and multi-family residential or commercial buildings: new construction-\$150 for first \$50,000 in value, plus \$2.00 per additional \$1,000 in value with a max of \$200 for residential and \$2,000 for commercial.

**FEE COST:** \$2,000

See Back

City of  
**ABBOTSFORD**

WISCONSIN'S FIRST CITY

203 North First Street • PO Box 589 • Abbotsford, WI 54405-0589

Phone: (715) 223-3444 • Fax: (715) 223-8891

Cost of Project: \$1,200,000

A building permit shall lapse and be void unless building operations are commenced within 6 months or if construction has not been completed within 18 months from the date of issuance.

Signature of Property  
Owner

*Nick Jeria*

Date: 6-10-2022

I understand that I am responsible for making sure all work is completed to State Uniform Dwelling Code (UDC). The UDC can be found at: [https://docs.legis.wisconsin.gov/code/admin\\_code/sps/safety\\_and\\_buildings\\_and\\_environment/320\\_325](https://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/320_325)

- I certify I am in compliance with City setbacks.
- I am not in compliance with City setbacks and will require a variance.

REQUIREMENTS FOR BUILDING

- Dumpster is required per City Ordinance.
- For a new building, a backflow preventer is required for plumbing.
- See ordinance for City setback requirements.

Please provide blueprints or a detailed drawing of work requiring permit.

NOTE: SHOULD SHOW LOCATION OF BUILDINGS OR THE LOT OR LOTS OWNED OR TO BE USED. MUST INCLUDE SQUARE FOOTAGE

*SEE ATTACHED SITE PLAN*

203 N. FIRST ST  
P.O. BOX 589  
ABBOTSFORD, WI. 54405  
PHONE: 715-223-3444  
FAX: 715-223-8891



**CITY OF ABBOTSFORD**  
**APPLICATION FOR VARIANCE**

1. Name and address of owner/applicant and all abutting and opposite property

Abbotsford Development Group - 3027 Autumn Leaves Circle - Green Bay, WI  
Taylor Credit Union - 310 S. 4<sup>th</sup> Street - Abbotsford  
Abby Auto - 416 S. 4<sup>th</sup> Street Abbotsford

2. Address of the property

414 S. 4<sup>th</sup> Street - Abbotsford, WI

3. Give detail of they type of variance you are applying for (setbacks, housing, lot size, etc.)

SIDEWALK SET BACK - NEED REDUCED TO 5'

yes     no    Did applicant submit a drawing of the project?

I, Nick Feica hereby apply for a variance on the above statement. I am certifying that I am owner or authorized agent of the property. That a hearing by the Zoning Board of Appeals shall be held not more than 30 days or less than 7 days following publication.

Nick Feica  
Signature

6 / 10 / 2022  
Month / Day / Year

- (11) Establishments for the washing, cleaning or polishing of automobiles, including self-service car washes. [754]
- (12) Hotels, motor hotels, motels, tourist courts, tourist rooms, etc. [70]
- (13) Parking more than one (1) vehicle at any one time on the premises for purposes of sale.

(d) **Lot, Yard and Building Requirements.**

- (1) **Lot Frontage.** None.
- (2) **Lot Area.** Minimum eight thousand (8,000) square feet.
- (3) **Principal Building.**
  - a. Front Yard: Minimum twenty-five (25) feet.
  - b. Side Yard: Minimum ten (10) feet where adjacent to R-1 or R-2 Districts.
  - c. Rear Yard: Minimum twenty (20) feet.

NOTE: Pre-existing structures may be nonconforming.

- (4) **Building Height.** Maximum forty-five (45) feet.
- (5) **Percent of Lot Coverage.** Maximum ninety percent (90%).
- (6) **Lot Area per Dwelling Unit.** Minimum two thousand seven hundred (2,700) square feet.
- (7) **Alley Setback.** Minimum fifteen (15) feet.
- (8) **Percent Slope.** No building shall be permitted on slopes twenty percent (20%) or greater, except as a conditional use.

## Sec. 13-1-49 B-2 Highway Commercial District.

- (a) **Purpose.** The purpose of the B-2 District is
  - (1) To encourage the growth and development of business activities and establishments which require highway frontage and exposure due to their automobile and vehicular orientations.
  - (2) To delineate areas appropriate for commercial uses which are either oriented to the highway user or intended as service to vehicles.
  - (3) To delineate predominantly retail shopping areas outside of central business districts, or areas of similar compact development.
  - (4) To define standards for development of freeway interchanges.
  - (5) To locate this zone in areas with public sewer with a soil suitability for urban development of slight or moderate restriction.
  - (6) To locate this zone in areas without public sewer with a soil suitability for Urban Development.
- (b) **Permitted Uses.** All uses within this District are conditional, requiring a public hearing and consideration of specific site factors and impacts on surrounding land uses. All conditional uses must be approved in accordance with the procedures established in Article E.
- (c) **Conditional Uses.** The following are specific conditional uses in this Chapter:
  - (1) Amusement activities.



**13-1-49**

- (2) Automobile and truck retail services [vehicles parked for sale purposes shall have a setback five (5) feet from the full public right-of-way].
  - (3) Automobile repair services.
  - (4) Bars and taverns.
  - (5) Candy, nut and confectionery sales.
  - (6) Gasoline service stations.
  - (7) Gift, novelty and souvenir sales.
  - (8) Hotels, motels and tourist courts.
  - (9) Night clubs and dance halls.
  - (10) Restaurants.
  - (11) Sales, service and installation of tires, batteries and accessories.
  - (12) Residential dwelling units.
  - (13) Animal hospital, shelters and kennels.
  - (14) Yachting clubs and marinas.
  - (15) Public assembly uses.
  - (16) Commercial recreation facilities.
  - (17) Off-season storage facilities.
  - (18) Lodges and fraternal buildings.
  - (19) Nursing homes.
  - (20) Nursery and day care centers.
  - (21) Retirement homes.
  - (22) Drive-in food and beverage establishments.
  - (23) Drive-banks.
  - (24) Drive-in theaters.
  - (25) Vehicle sales and service.
  - (26) Public parking lots.
  - (27) Taxi stands.
  - (28) Sewage disposal plants.
  - (29) Governmental, cultural, and public buildings or uses, such as fire and police stations, community centers, libraries, public emergency shelters, parks, playgrounds and museums.
  - (30) Utilities.
  - (31) Schools and churches.
  - (32) Mobile home sales.
  - (33) Dwellings as a part of the primary building or permitted use.
  - (34) The parking of more than one (1) vehicle at any time for the purpose of sale if the primary business at that location is not automotive sales.
- (d) **Area, Height and Yard Requirements.**
- (1) **Lot.**
    - a. Area: Eight thousand (8,000) square feet when sewered; twenty thousand (20,000) square feet when not sewered.
    - b. Width: Minimum ninety (90) feet.

- (2) **Building Height.** Maximum thirty-five (35) feet.
- (3) **Yards.**
  - a. Street: Minimum forty (40) feet (may include parking).
  - b. Rear: Minimum twenty (20) feet.
  - c. Side: Minimum twenty (20) feet.
- (4) **Minimum Lot Depth.** One hundred (100) feet, two hundred twenty (220) feet if not sewerred.
- (5) **Sanitary Criteria (When No Public Sewer).** Where Council authorized, no more than seventy-five percent (75%) of the minimum lot area shall be on a slope greater than twelve percent (12%) of soil conditions unsuitable for septic tanks. [At least twenty-five percent (25%) of the lot area shall be under twelve percent (12%) and with soil suitable for septic tanks].
- (6) **Percent Slope.** No building shall be permitted on slopes twenty percent (20%) or greater except as a conditional use.

### **Sec. 13-1-50 B-3 Business Park District.**

- (a) **Purpose.** The B-3 Business Park District is established to provide an aesthetically attractive working environment exclusively for and conducive to the development and protection of offices, non-nuisance type manufacturing operations and research and development institutions. The essential purpose of this District, is to achieve development, which is an asset to the owners, neighbors and the City of Abbotsford, and to promote and maintain desirable economic development in a park-like setting.
- (b) **Permitted Uses.** The following uses of land are permitted in the B-3 District:
  - (1) State-classified manufacturing operations. [20, 23-28, 30, 32-39]
  - (2) Warehousing or distribution operations, not including predominantly retail sales to customers on site. [50-51]
  - (3) Offices of construction firms, shops, display rooms and enclosed storage. [15-17]
  - (4) Laboratories, research, development and testing, and manufacturing and fabrication in conjunction with such research and development and operations. [8071, 8731-34]
  - (5) Service uses, including computer and data processing services, miscellaneous business services, offices (business and professional) and communication services. [73]
  - (6) Telecommunications facilities. [48]
- (c) **Conditional Uses.** The following are permitted as conditional uses within the B-3 District:
  - (1) Public utilities and public services. [49]
  - (2) Conference centers and hotel facilities. [701]
  - (3) Ancillary retail sales and service operations that serve employees within the business park.
- (d) **Lot, Yard and Building Requirements.**
  - (1) **Lot Frontage.** Minimum one hundred (100) feet.



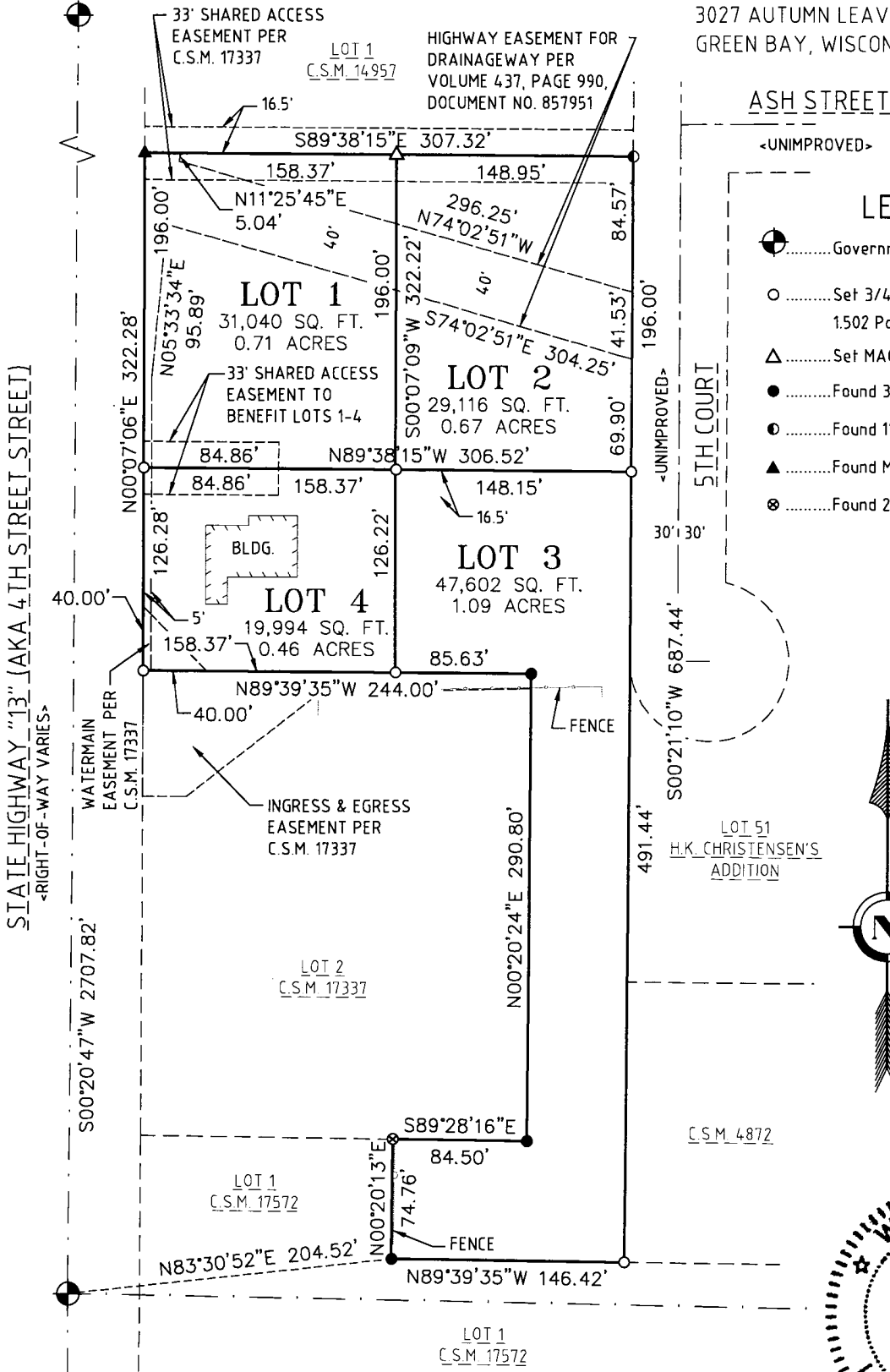
**CERTIFIED SURVEY MAP NO. 19281**  
**VOLUME \_\_\_\_\_, PAGE \_\_\_\_\_.**

BEING LOT 1, CERTIFIED SURVEY MAP NO. 17337, VOLUME 82,  
 PAGE 135, DOCUMENT NO. 1709588, LOCATED THE SOUTH HALF  
 OF THE FRACTIONAL NORTHWEST QUARTER OF SECTION 6,  
 TOWNSHIP 28 NORTH, RANGE 2 EAST, CITY OF ABBOTSFORD,  
 MARATHON COUNTY, WISCONSIN

**Digitally applied endorsement stamp**  
**Please keep attached to original document**

NORTHWEST CORNER  
 SECTION 6, FOUND  
 PER TIES

PREPARED FOR:  
 UNITED DEVELOPMENT GROUP  
 3027 AUTUMN LEAVES CIRCLE  
 GREEN BAY, WISCONSIN 54313



ASH STREET

<UNIMPROVED>

**LEGEND**

- Government Corner (As Noted)
- Set 3/4" x 18" Iron Rebar Weighing 1502 Pounds/Lineal Foot
- Set MAG Nail
- Found 3/4" Iron Rebar
- Found 1" Iron Pipe
- Found MAG Nail
- Found 2" Iron Pipe

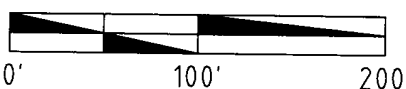


North is referenced to the West line of  
 the Northwest 1/4, Section 6-28-2  
 which bears N00°20'51"E  
 (Marathon County Grid System) NAD83 (2011)



WEST QUARTER CORNER  
 SECTION 6, FOUND  
 ALUMINUM MONUMENT

SCALE: 1" = 100'



*Dustin J. LaBlonde*  
 05/09/2022

Dustin J. LaBlonde, PLS  
 Cedar Corporation  
 604 Wilson Avenue  
 Menomonie, Wisconsin 54751

03/29/2022 COMPLETION DATE OF THE FIELDWORK

SHEET 1 OF 2 SHEETS

**CERTIFIED SURVEY MAP NO. 19281**  
**VOLUME \_\_\_\_\_, PAGE \_\_\_\_\_.**

BEING LOT 1, CERTIFIED SURVEY MAP NO. 17337, VOLUME 82,  
PAGE 135, DOCUMENT NO. 1709588, LOCATED THE SOUTH HALF  
OF THE FRACTIONAL NORTHWEST QUARTER OF SECTION 6,  
TOWNSHIP 28 NORTH, RANGE 2 EAST, CITY OF ABBOTSFORD,  
MARATHON COUNTY, WISCONSIN

**SURVEYOR'S CERTIFICATE**

I, Dustin J. LaBlonde, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped part of the South half of the fractional Northwest quarter of the Northeast quarter of Section 6, Township 28 North, Range 2 East, City of Abbotsford, Marathon County, Wisconsin, more particularly described as follows:

Being Lot 1, Certified Survey Map No. 17337, Volume 82, Page 135, Document No. 1709588.

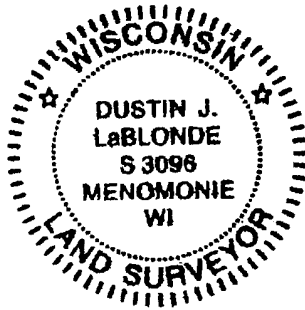
Said parcel contains 127,751 square feet (2.933 acres) more or less.

That I have made such survey, land division, and map at the direction of United Development Group, 3027 Autumn Leaves Circle, Green Bay, Wisconsin 54313. That such map is a correct representation of the exterior boundaries of the land surveyed, and the subdivision thereof made. That I fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, A-E 7 of the Wisconsin Administrative Code and the subdivision regulations of the City of Abbotsford in surveying, dividing and mapping the same. Said survey is together with and subject to easements of record and as shown.

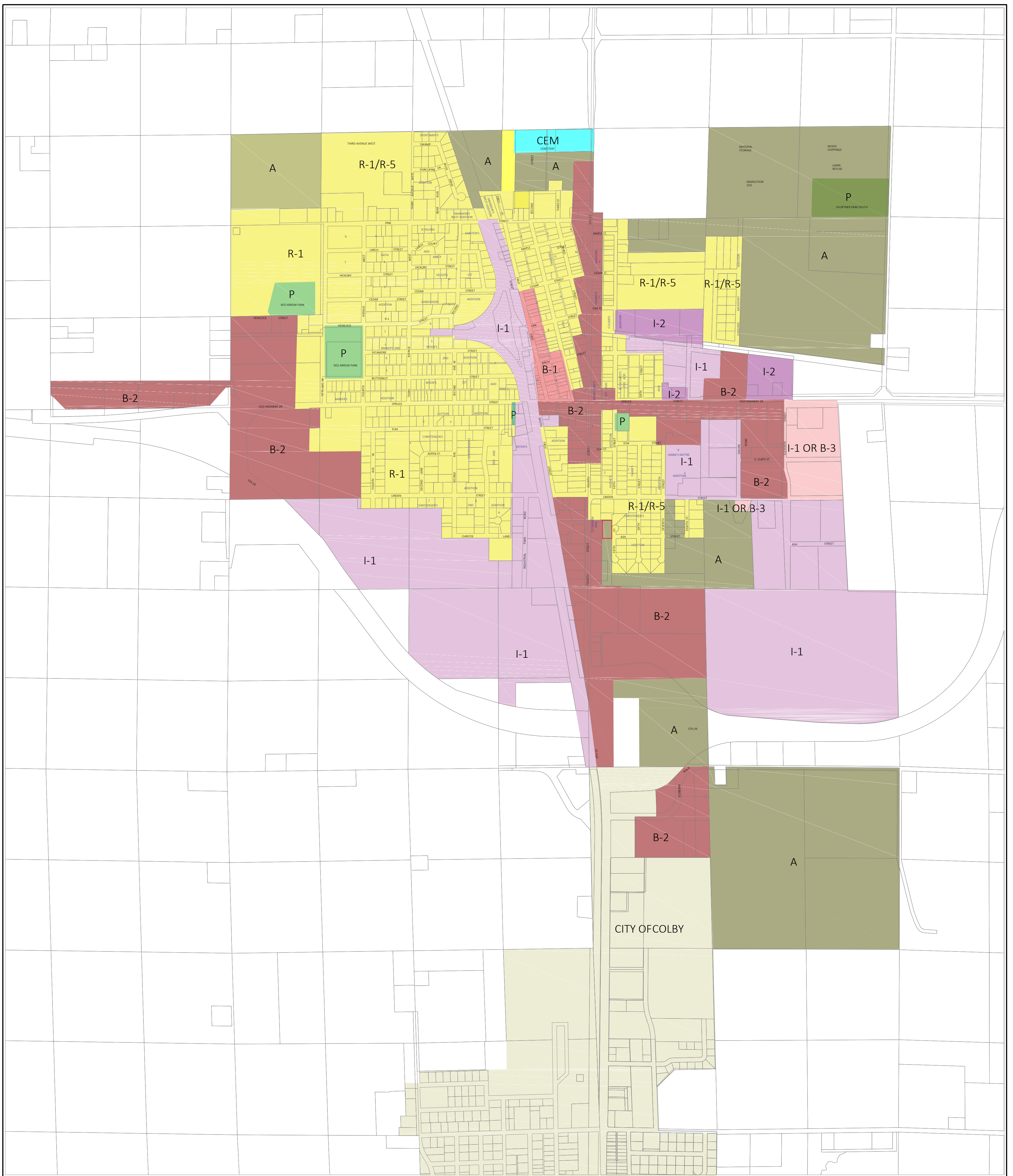
Dated this 9th day of May, 2022.









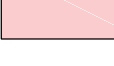



Dustin J LaBlonde, P.L.S. #3096



# City of Abbotsford Zoning Districts



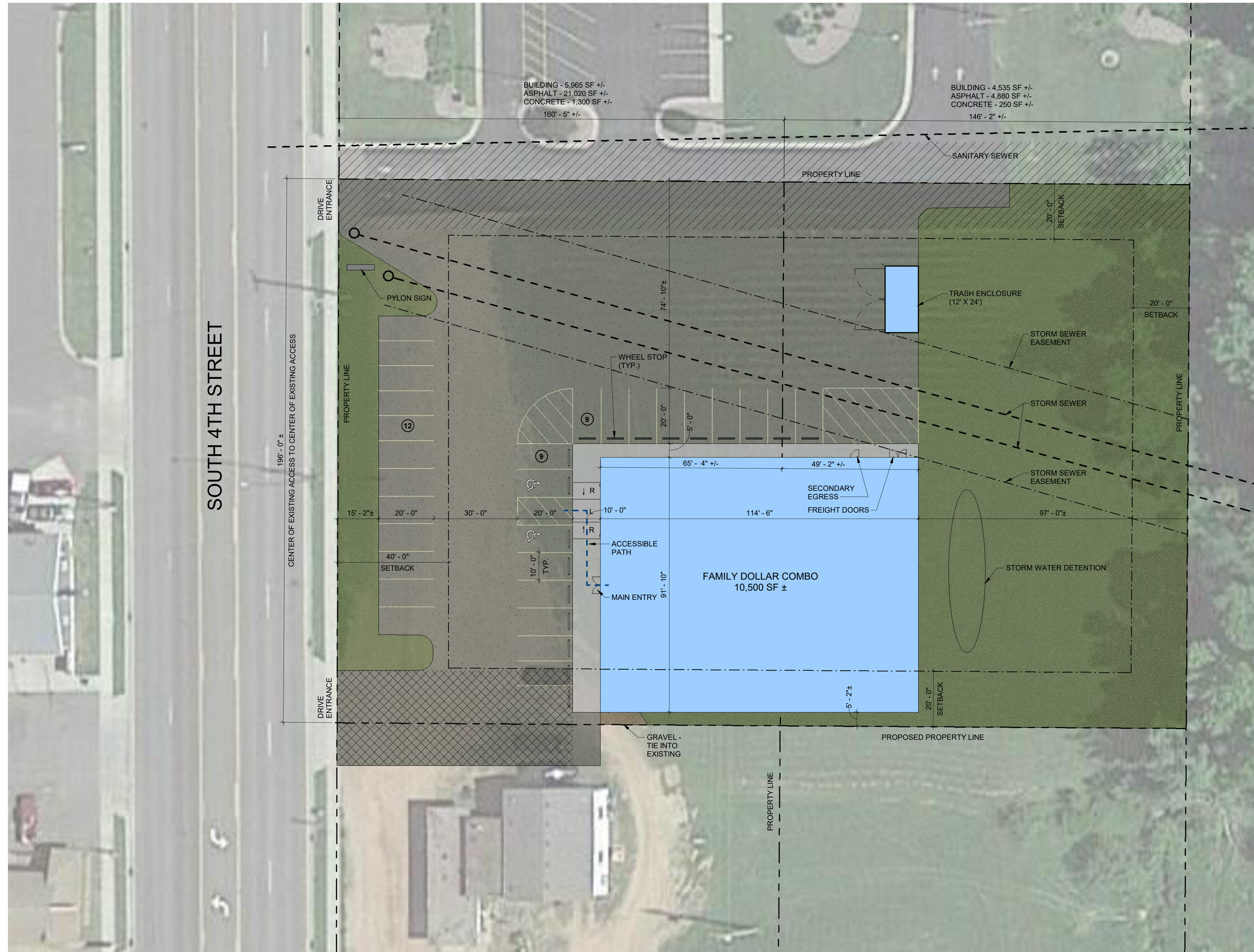
City of Abbotsford Zoning Districts

- |   |  |
|---|--|
|  A - Agriculture                       |  R-1 - Residential        |
|  B1 - Commercial                       |  R-1/R-5 - Residential    |
|  B2 - Commercial                       |  P - Parks and Recreation |
|  I-1 or B-3 - Industrial or Commercial |  CEM - Cemetery           |
|  I-1 - Industrial                      |  |
|  I-2 - Industrial                      |  |



SCALE, FEET 0 750 1500

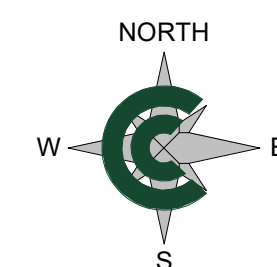




PROPERTY ZONING INFORMATION	
<b>PROPERTY INFORMATION</b>	
ADDRESS:	SOUTH 4TH STREET
MUNICIPALITY:	ABBOTSFORD
COUNTY:	
ZONING DESIGNATION:	B-2 HIGHWAY COMMERCIAL
<b>PROPERTY BUILDING SETBACKS</b>	
FRONT YARD SETBACK:	40 FEET
SIDE YARD SETBACK:	20 FEET
REAR YARD SETBACK:	20 FEET
<b>PARKING REQUIREMENTS</b>	
1 STALL PER 150 SQUARE FEET GROSS FLOOR AREA	
REQUIRED: 10,500 / 150 = 70 (TO BE REDUCED BY VARIANCE)	
PROVIDED:	30 STALLS

BUILDING INFORMATION	
TYPE OF BUILDING CONSTRUCTION - VB	
TRADITIONAL - RURAL MARKET PROTOTYPE	
MINIMUM INTERIOR CLEAR DIMENSIONS 112'-3" x 90'-0"	
MINIMUM INTERIOR SQUARE FOOTAGE 10,102 SF	
OVERALL EXTERIOR DIMENSIONS 114'-6" x 91'-10"	
OVERALL SQUARE FOOTAGE 10,500 SF	

LEGEND			
	BUILDING		ASPHALT
	GRASS		CONCRETE
	CROSS ACCESS AGREEMENT		CROSS ACCESS EASEMENT



Abbotsford Development Group LLC  
TIF Apportionment

	<u>Total</u>	<u>TIF District</u>	<u>Non-TIF District</u>
Square Feet	10,500	5,985	4,515
Building Cost	840,000	478,800	361,200
Site Work	<u>336,000</u>	<u>268,800</u>	<u>67,200</u>
Total construction cost	<u><u>1,176,000</u></u>	<u><u>747,600</u></u>	<u><u>428,400</u></u>

\* Total Estimated Increment for Remainder of Tid 5 is \$64,125



**Josh**

---

**From:** Nick Feira <nick@udg-llc.com>  
**Sent:** Tuesday, July 5, 2022 2:25 PM  
**To:** 'Josh'; rick@udg-llc.com  
**Subject:** RE: City of Abbotsford-Board of Appeals & Plan Commission Meeting

Josh:

Thank you for continuing to work with us on supporting our request for TIF money to assist with our project.

As discussed, this project presents a number of different challenges that add to the overall cost of the job that are over and above our typical scope including:

- 1) Bringing sewer and water to the site (\$34,000 from Melvin Companies)
  - a. ¾" copper lateral service to property line
    - i. 1 – corp., curb stop, box
    - ii. 1 – connect to existing water
  - b. 4" sanitary sewer lateral to property line
    - i. 1 – sanitary sewer cleanout
    - ii. 1 – connect to existing sewer
- 2) Relocation of an existing power line (\$20,000)
- 3) Unsuitable soils which will require over-excavation, deep footings/foundations, additional fill, etc. (\$30,000)

We recognize your calculations show we'd be eligible for up to \$64,125 in TIF incentives based on roughly 57% of our project costs lying on the portion of the property that resides in the TIF district.

We would appreciate the Plan Commission considering covering the \$34,000 it is estimated to cost to bring water and sewer service to our lot.

Please let me know if you have any questions or need additional information.

Thank you.

*Sincerely,*

**Nick Feira, PE, PMP**  
*Principal*  
**United Development Group LLC**  
*3027 Autumn Leaves Circle*  
*Green Bay, WI 54313*  
*Office: 920-569-8432*  
*Cell: 920-664-1279*  
[www.udg-llc.com](http://www.udg-llc.com)

---

**From:** Josh [mailto:j.soyk@ci.abbotford.wi.us]  
**Sent:** Tuesday, July 05, 2022 10:43 AM  
**To:** rick@udg-llc.com



**REVISED  
2.1.2022**

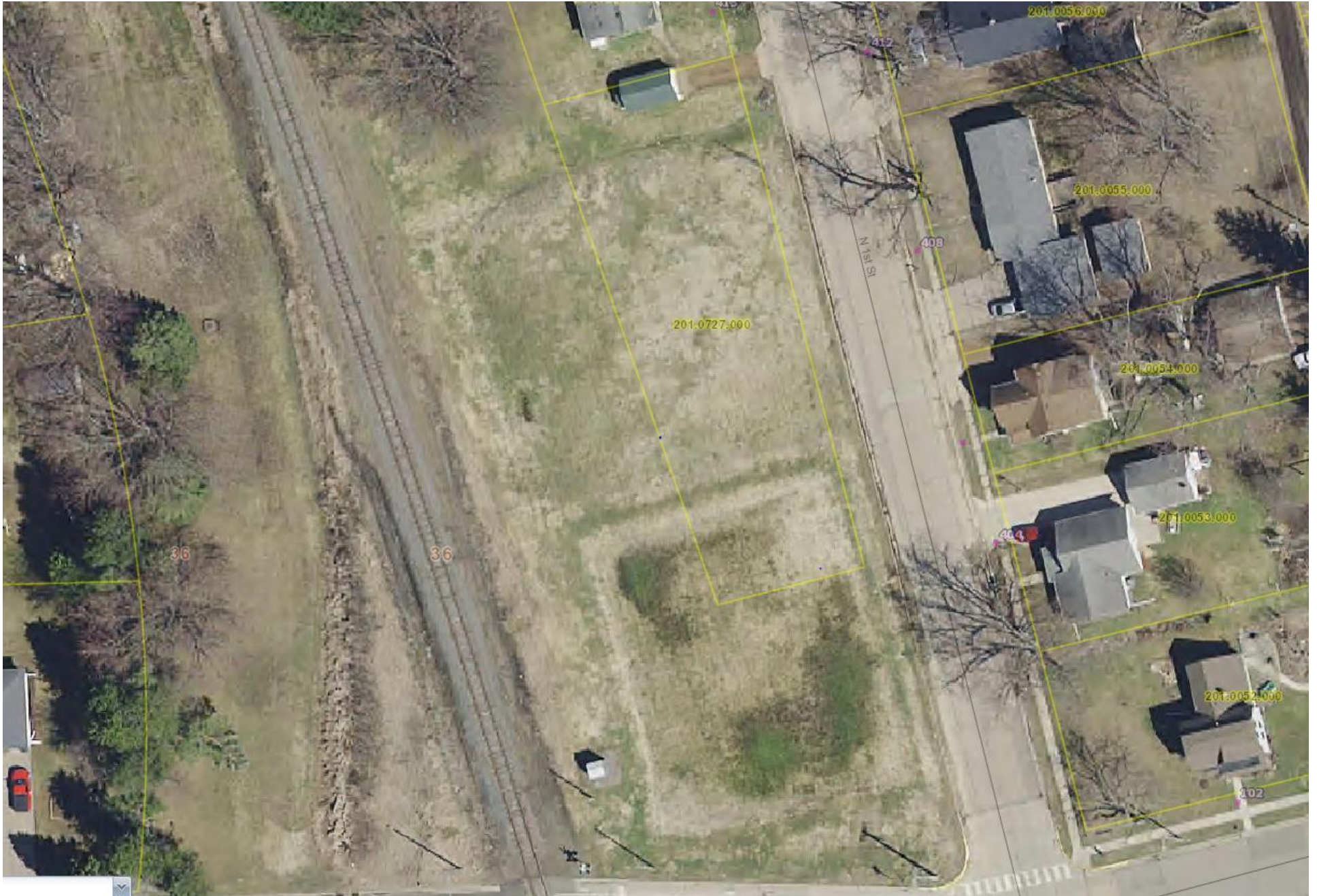


PROJECT NO.:	07681026	SCALE:	AS SHOWN	NO.	DATE	REVISION	BY
PROJECT DATE:	6/19/2019	DRAWN BY:	JK	-	-	-	-
F.B.:	-	CHECKED BY:	dfs	-	-	-	-
PLOT DATE: 2/1/22, P:\7680s\7680s\7681\07681026\CADD\Construction Drawings\AMEND 4 - PARK PROJECT\Soccer Site Plan.dwg							

**MSA** ENGINEERING | ARCHITECTURE | SURVEYING  
 FUNDING | PLANNING | ENVIRONMENTAL  
 146 North Central Ave, Marshfield WI 54449  
 (715) 384-2133 www.msa-ps.com  
© MSA Professional Services, Inc.

**35** SCHILLING FARM SUBDIVISION  
 CITY OF ABBOTSFORD  
 CLARK COUNTY, WI

PARK SITE PLAN - EAST  
 FILE NO: 07681026  
 SHEET G 1



Parcel as shown is approximately .40 acres. Total acres approximately .80 acres.

# Bid Tabulation

**Project:** City of Abbotsford Concession Stand & Press Box

**Bid Date:** July 7, 2022 @ 2:00 p.m.      **HSR Project #:** 22002

Bidders	Base Bid	Bidder's Choice Substitution	Add #1	Add #2	Bid Sec
Ellis Construction	\$ 687,800		✓	✓	✓
S.D Ellenbecker	\$ 542,241		✓	✓	✓
Boson	\$ 671,500		✓	✓	✓
Rhom Construction	\$ 609,815		✓	✓	✓

**City of Abbotsford, WI****CLIENT LIAISON:**

Dan Borchardt, PE

Phone: 715.304.0448

Cell: 715.216-3601

dborchardt@msa-ps.com

**DATE:**

July 11, 2022

**ABBOTSFORD BUTTERNUT STREET RECONSTRUCTION (4<sup>TH</sup> TO 5<sup>TH</sup> STREET) – MSA PROJECT #07681059**

Melvin will resume work once Charter has relocated utility lines with the Alley the Week of July 11 and anticipates the project will be completed within the contract final completion date of August 1, 2022.

**ABBOTSFORD – CEDAR STREET RECONSTRUCTION (2<sup>ND</sup> AVE TO 3<sup>RD</sup> AVE) — MSA PROJECT #07681048**

MSA has submitted the plans and specs with the Safe Drinking water loan Application that is due June 30, 2022.

City staff is working on soliciting feedback from residents regarding the installation of sidewalk.

MSA anticipates the following estimated project schedule:

- October 2022 Final Plans complete, Permit applications submitted
- November/December 2022 Bidding process
- January 2022 Owner awards construction contract
- May to July 2023 Construction
- July 2023 Project Closeout

**ABBOTSFORD ELEVATED WATER RESERVOIR REHABILITATION– MSA PROJECT #07681056**

The Water Tower project is on hold waiting for Clark County to determine how to handle their communications equipment located on the top of the City's water tower. The communications equipment must be turned off while people are on top of the tower due to safety concerns. The County needs to determine if they will move the equipment to a temporary location while work is completed or shut the equipment off daily while the tower is painted. We are hoping to get this resolved in July so that Viking can start work.

**ABBOTSFORD WELL RECONDITIONING – MSA PROJECT #07681057**

Great news! CTW Corp. successfully completed reconditioning Well #20 last week. Well capacity was improved from 15 gpm to 75 gpm! This is 5 gpm more than the original capacity of the well. The rehabilitation of Well #20 will serve as a template for rehabilitating the rest of the wells. Since these wells are similar in construction and geology, the specifications for rehabilitating the remaining eight

## PROJECT UPDATE

---

wells will be based on CTW's successful methods at Well #20. Plans and specifications to rehabilitate the eight wells was submitted to DNR on June 28<sup>th</sup> ahead of the SDWL deadline. MSA recommends bidding this work as soon as DNR approves the plans and specifications. It is anticipated that DNR will approve the well rehabilitation project in August.

### **ABBOTSFORD NEW WELL DESIGN BIDDING AND CONSTRUCTION – MSA PROJECT #07681058**

Last week, the DNR approved the Well Site Investigation Report for siting the new wells. The next step is to sign an agreement with CTW to drill the test wells. Three wells will be drilled on each of the three well site areas for a total of nine test wells. It is anticipated that one new production well will be found in each well site area. If a test well indicates that the quantity and quality of water is sufficient for a new municipal production well, additional test wells will not be constructed in that well site area. Test well construction and testing is anticipated to begin in August.

### **ABBOTSFORD- SCHILLING PARK BASKETBALL AND PICKLEBALL COURT– MSA PROJECT #07681061**

The City has prepared and poured the basketball court and will be pouring the pickleball court the week of July 4<sup>th</sup>. City staff received 1 bid for the court surfacing from Midwest Seal Coat that will be discussed at the July council meeting.

- June to August 2022 - Construction
- August - September 2022 – Court Surfacing Fencing installation and Project Closeout

### **ABBOTSFORD- N 5TH STREET RECONSTRUCTION (MAPLE TO OAK) #07681055**

The City is looking to replacing 900LF of sanitary sewer and structures that are in poor shape upon review and MSA prepared an amendment to design and permitting the replacement of the sanitary sewer.

MSA anticipates the following project schedule:

- December 2022 Final Plans complete, Permit applications submitted
- January 2023 Bidding process
- February 2023 Owner awards construction contract
- May 2023 to October 2023 Construction
- November 2023 Project Closeout

### **SAFE ROUTES TO SCHOOL — MSA PROJECT #07681015**

MSA received an email on 7-6-2022 indicating the reimbursement check are out and will get to the City the week of July 11<sup>th</sup> putting closure to this project.



# Professional Services Agreement

MSA Project Number:  
R07681063

This AGREEMENT (Agreement) is made today \_\_\_\_\_ by and between CITY OF ABBOTSFORD (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

**Project Name:** City of Abbotsford SDW Funding Administration

**The scope of the work authorized is:** See Attachment B

**The schedule to perform the work is:** Approximate Start Date: 3/2/2022  
Approximate Completion Date: SDW Closeout

**The lump sum fee for the work is:**

Water Tower Administration	\$12,000
Cedar Street Administration	\$12,000
Well / Well Rehab Administration	\$24,000
Total:	\$48,000

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

**CITY OF ABBOTSFORD**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
James Weix  
Mayor  
Date: \_\_\_\_\_

*Brittney Mitchell*  
\_\_\_\_\_  
Brittney Mitchell  
Team Leader  
Date: 6/27/2022

203 N First Street  
Abbotsford, WI 54405  
Phone: 715-223-3444

1230 South Boulevard  
Baraboo, WI 53913  
Phone: 608-356-2771



**ATTACHMENT A:  
RATE SCHEDULE**

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative .....	\$ 80 – \$140/hr.
Architects .....	\$ 65 – \$190/hr.
Community Development Specialists .....	\$125 – \$150/hr.
Digital Design .....	\$150 – \$170/hr.
Environmental Scientists/Hydrogeologists .....	\$100 – \$150/hr.
Geographic Information Systems (GIS) .....	\$ 80 – \$170/hr.
Housing Administration .....	\$ 80 – \$140/hr.
Inspectors/Zoning Administrators .....	\$ 95 – \$120/hr.
IT Support .....	\$150 – \$170/hr.
Land Surveying .....	\$ 85 – \$170/hr.
Landscape Designers & Architects .....	\$ 85 – \$190/hr.
Municipal Advisor .....	\$150 – \$190/hr.
Planners .....	\$ 90 – \$150/hr.
Principals .....	\$170 – \$300/hr.
Professional Engineers/Designers of Engineering Systems .....	\$130 – \$170/hr.
Project Managers .....	\$135 – \$230/hr.
Real Estate Professionals .....	\$120 – \$130/hr.
Staff Engineers .....	\$ 65 – \$120/hr.
Technicians .....	\$ 85 – \$130/hr.
Wastewater Treatment Plant Operator .....	\$ 75 – \$ 90/hr.

**REIMBURSABLE EXPENSES**

Copies/Prints .....	Rate based on volume
Specs/Reports .....	\$10
Copies .....	\$0.20/page
Plots .....	\$0.015/sq.in.
Flash Drive .....	\$10
GPS Equipment .....	\$30/hour
Laser Level .....	\$10/per day
Mailing/UPS .....	At cost
Mileage – Reimbursement .....	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle .....	\$0.70 mile
Nuclear Density Testing .....	\$25.00/day + \$10/test
Organic Vapor Field Meter .....	\$100/day
PC/CADD Machine .....	Included in labor rates
Robotic Survey Equipment .....	\$40/hour
Stakes/Lath/Rods .....	At cost
Travel Expenses, Lodging, & Meals .....	At cost
Traffic Counting Equipment & Data Processing .....	At cost
Geodimeter .....	\$30/hour
Drone Flight .....	\$390/flight

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2022.

## **WDNR SDWLP ADMINISTRATION**

### **SDWLP Loan Administration**

**Lump Sum Fee: \$49,000**

MSA agrees to assist the City of Abbotsford with loan administration services including the following:

- A. Work with the Owner and the WDNR to compile the necessary documentation required for SDWLP loan closing:
  - Updated budget(s) to include all costs for loans
  - DBE compliance and all bidding documentation for project(s)
  - All award documentation and executed construction contract(s) for project(s)
  - Updated construction schedule
  - 1st Disbursement request, along with all corresponding invoices
  - Use of American Iron and Steel Certification
  - WDNR Form 8700-201 Federal Equivalency Projects Assurances and Certification
  - Ensure DNR has all corresponding Plan and Spec Approval letters for project
  - Final documentation of Green Project Reserve
  - Proof of final user charge adoption for sewer rates and water rates (if necessary)
  - Intermunicipal Agreement (if applicable)
  - Title and Deed, and cashed check for any applicable land purchase
  - Statement of Payoff amount (if project has interim financing)
  - Legal Opinion from City attorney regarding 20-year ownership of all land involved in project(s)
  - Facilitate any necessary coordination between other funding sources to allow CWFP and SDWLP to correctly utilize all funding sources and amounts listed on project budgets.
  
- B. Provide administrative services as required after loan closings. Establish and maintain SDWLP Administration Files
  - Application files and required documentation
  - Financial Assistance Agreement contracts
  - Financial management/disbursements (track CWFP, SDWLP, and CDBG funds)
  - Environmental review
  - Change Orders and Misc. Purchases (as approved by DNR)
  - Project closeout file
  - General correspondence files
  - Labor standards files (see below for detail regarding monitoring)
  
- C. Work with the Owner and the WDNR through loan close-out at the end of the project.
  
- D. Multifund Coordination, Environmental Reviews, Federal Labor Standards Monitoring for Construction Project(s)
  - Coordinate/Manage the requirements of the various funds used for the project
  - Davis-Bacon Wage Requirements and documentation.
    - Serve as Labor Standards Officer on behalf of Owner
    - Secure/utilize current federal wage rate schedules, per SDW and CDBG requirements

- Include (or provide for inclusion if requested) all applicable federal labor standards information in all bidding specifications and contract documents
- Conduct required pre-construction conference and review wage requirements, funding processes and procedures, and payment procedures per all funding agencies as it relates to construction
- Assist Owner with on-the-job employee interviews (HUD Form 11) and compare interviews to payrolls received; follow up on discrepancies between interviews and payroll documents
- Review contractor & all sub-contractor payroll records for Davis-Bacon wage rate compliance on a weekly basis during construction:
- Verify signed Certificate of Compliance attached to Payroll report
- Verify that payroll reports include the following:
  - Name and Address of employees
  - Employee Identification number
  - Federal classification
  - Base wage hourly amount
  - Fringe benefit hourly amount
  - Standard Deductions
  - Other Deductions (with explanations)
  - Identified Apprentice(s) and current level in certified program
- Verify receipt of required attachments to the payrolls:
- Union Wage Sheet, or Documentation of Approved Fringe Plan(s), i.e. name, address, phone number, and frequency of deposit on behalf of employees
- Authorization of “Other” deductions, i.e. Child Support orders, signed plan/insurance/savings enrollment sheets
- Apprentice Contracts and corresponding Union Contract including ratios of journeymen to apprentices
- Assist Owner in resolving labor standards compliance issues
- Coordination of eligibility, disbursements, and optimization of the funds and related correspondence with the funding agencies on behalf of the Owner.
- Assistance related to inclusion of and compliance with specific funding requirements in planning, design, bid, and construction to help maintain maximum eligibility, such as
  - Disadvantaged Business Enterprise (DBE) documentation,
  - “American Iron and Steel” requirements and related specification and documentation,
  - State and federal environmental reviews as required by CDBG/SDWLP at required stages of the project development and construction, and coordination to utilize overlap of requirements to provide:
- Pre-SDWLP submittal assessment of:
  - Endangered Species Review and/or Endangered Resources Review (ERR)
  - Archeological/Historical review
  - Floodplain, Waterway, Wetland Review and maps
  - Environmental Review Determination Response
- Recordkeeping (as cooperative effort with Owner) of all draws related to the project and associated with this contract for use by Owner and Owner’s accountant. A federal single audit (FSA) may be required depending upon the amount and timing of federal funds. The FSA is part of the Owner’s responsibilities.
- Work with the Owner and the WDNR through loan close-out at the end of the project.

## **THE OWNER'S RESPONSIBILITIES**

The OWNER will:

- A. Provide requested information and documentation complete and in a timely manner.
- B. Seek and retain Bond Council as required.
- C. Provide land opinion by Attorney as required.
- D. The owner will identify and contract with a Municipal Advisor in conjunction with issuance of debt if required by law. MSA or another Municipal Advisor firm may provide this service in accordance with SEC rules.
- E. Prepare the rate file case study and update water rates as necessary to PSC prior to loan closing.
- F. Prepare the rate evaluation and update sewer rates as necessary, as required prior to loan closing.

## **ADDITIONAL SERVICES NOT INCLUDED BUT CAN BE PROVIDED**

- A. Required TIF Evaluation, Amendments as needed.
- B. On-going rate evaluation after project completion.
- C. Support community and attorney to provide land opinion.
- D. PSC rate case.
- E. Assist with setting new sewer rates.
- F. \*\*Indicates services which may be under additional contract by MSA, but are not covered here, except as documents to be provided by the City for use with the Safe Drinking Water Loan Program Application and/or Administration.
- G. Build America, Buy America (BABA) provisions and regulations are not finalized on the Federal Level, if BABA applies to this project MSA is able to assist. At this point, BABA will only apply to Federal Equivalency projects, which for SDW are communities with a population over 10,000 people, so MSA is not planning to meet this requirement through this contract.



**Amendment  
No. 1**

**To: City of Abbotsford  
James Weix  
203 North 1st Street  
Abbotsford, WI 54405**

**Date of Issuance: July 11, 2022**

**MSA Project No.: 07681055**

This is an amendment to the Agreement dated March 7, 2022 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

**Project Name: City of Abbotsford - North 5th Street Reconstruction**

**The project scope has changed due to: Sanitary Sewer Reconstruction Services**

**The scope of the work authorized is: See attached Scope of Services**

**The schedule to perform the work is:** Approximate Start Date: July 11, 2022  
Approximate Completion Date: January 2023

**The lump sum fee for the work: \$9,500**


Authorization for the work described above shall amend the Agreement between MSA and OWNER. Any attachments or exhibits referenced in this Amendment are made part of the Agreement. Payment for these services will be on a time and materials basis.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

**CITY OF ABBOTSFORD**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
James Weix  
Mayor  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Daniel Borchardt  
Team Leader - Engineering  
Date: 6-30-2022

Attest: City/Township/Village Clerk (WI Only)

146 North Central Ave., Suite 201  
Marshfield, WI 54449  
Phone: (715) 304-0448  
Email: dborchardt@msa-ps.com

\_\_\_\_\_  
Josh Soyk, Interim Administrator  
Date: \_\_\_\_\_

203 North 1st Street  
Abbotsford, WI 54405  
Phone: 715-223-3444

**PROJECT DESCRIPTION**

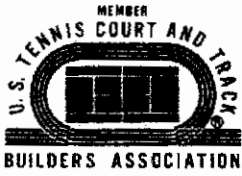
The project consists of approximately 900 feet of sanitary sewer replacement including manholes, laterals and connections to the sewer system. The estimated increase to the project construction cost is \$96,000.

**SCOPE OF SERVICES**

MSA will provide services as set forth below.

**1. Design**

- **Design – Street/Utility**
  - Sanitary Sewer Design: Develop horizontal and vertical alignments for sanitary sewer. Determine structure, lateral, and connection locations. Perform required design computations regarding pressure and capacity. Prepare construction details.
  - Construction Cost Estimate: Develop an Engineers Estimate of Construction cost based on quantities computed from plans.
  
- **Specifications**
  - Specifications: prepare technical specifications, special procedures, bidding documents and construction contracting documents.
  
- **Permits**: Prepare permit application and required attachments for:
  - Sanitary Sewer Extension



PROPOSAL

MIDWEST SEALCOAT, LLC

P.O. Box 193 • Dodgeville, WI 53533
Local 608-935-2081 • Fax 608-935-1441
1-800-504-7735
midwestseal@aol.com



QUALITY BLACK-TOP SEALER AND SEALING EQUIPMENT

PROPOSAL SUBMITTED TO: City of Abbotsford, Schilling Park, Abbotsford WI
DESCRIPTION OF JOB: JOB BB + Pickleball Courts
ADDRESS
CITY STATE
DATE July 2 2022

WE HEREBY PROPOSE TO DO THE FOLLOWING:

- 1 Powerwash total Area to Remove All dirt + Debris
2 Application of Adhesion Promoter to all Areas
3 Application of two coats Acrylic Resurfacer with sand to level + smooth Courts
4 Application of 3 colors BBCT manoon, Lt Green Blue, Total Area 2 Color Blue + Light Green Pickleball Court.
5 Layout and stage all Courts to USACA specs \$16000.00

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS, FOR THE SUM OF \$ 16000.00 WITH PAYMENT TO BE MADE AS FOLLOWS: upon completion

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK IS TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES, ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

AUTHORIZED SIGNATURE [Signature]

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

DATE ACCEPTED SIGNATURE

SIGNATURE

