

City of Abbotsford

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

City Hall (715) 223-3444

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AGENDA FOR THE COUNCIL MEETING TO BE HELD

October 1, 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
 - a. Mayors Meeting September 24, 2018
3. Comments by the Public
4. Minutes from the Council held September 24, 2018
 - a. Waive the reading and approve the minutes
5. Interim Administrator Report
6. Discuss/approve Rescinding Charter Ordinance No. 1-2018 Abolishing the City Clerk-Treasurer Position and Creating a Consolidated City Administrator-Clerk-Treasurer Position.
7. Discuss/approve Reconsider Ordinance No. 2018-1 Creating Administrator Position.
8. Discuss/approve Ehlers Recommendation Placement Agent Engagement DA Davidson
9. Discuss/approve Resolution 2018-7 Wisconsin Public Employers (WPE) Group Health Insurance.

Committee Reports

10. Central Fire/EMS (Weideman)
 - a. Central Fire/EMS September 20, 2018 Minutes
 - b. Central Fire/EMS August 20-2018 Financial Report
 - c. Central Fire EMS 2019 Budget
11. Library (Horacek)
 - a. Library Minutes September 10, 2018
 - b. Library September Flyer
12. Police Committee (Weideman)
 - a. Police Minute September 10, 2018
 - b. Discuss/approve Police Committee bills of \$18,412.16.
13. Public Works/Water/Waste Water (Faber)
 - a. PW-Water-Sewer Minutes September 19, 2018.
 - b. Waste Water Report on Copper Removal - Medenwaldt
 - c. Discuss/approve Storm Water Analysis Christensen Addition Agreement with MSA
 - d. Discuss/approve Pay Application #2 for Haas Construction Cedar/2nd Project (CDBG) in the amount of \$378,831.15.
 - e. Discuss/approve Pay Application #1 for Haas Construction Schilling Farms Project (TID 6 amend) in the amount of \$138,764.51.
14. Plan Commission (Weideman) – No Meeting

15. License And Building (Anders) – No Meeting
16. Finance (Anders)
 - a. Finance & Personnel Minutes August 22, and September 26, 2018
 - b. Discuss/approve August bills in the amount of \$131,283.43
 - c. Discuss/approve Police Committee Invoice in the amount of \$35,997.83
17. Consideration of motion to adjourn into closed session per State Statute Section 19.85(1)(c) and (e), Wis. Stats., for the purpose of considering employment status of a public employee over which the Common Council exercises jurisdiction and conducting public business which for competitive reasons requires a closed session, including review of City Administrator-Clerk-Treasure Position contract.
 - a. Convene to open session
 - b. Discuss/approve items, if any, from closed session
18. Set additional committee meetings on the calendar
19. Adjourn

UNITED COMMUNITIES OF CLARK COUNTY
VILLAGE OF GRANTON
GRANTON MUNICIPAL GARAGE
127 MAPLE STREET
GRANTON, WI 54436
SEPTEMBER 24, 2018
6:30 P.M.

The meeting was called to order by Vice Chair Granton President Thomas Gorst.

The following were in attendance:

City of Colby	Mayor James Schmidt
Village of Granton	President Thomas Gorst, Village Clerk-Treasurer Joye Eichten
City of Loyal	Mayor Dave Williams
City of Neillsville	Mayor Chuck Glassbrenner, City Clerk-Treasurer Rex R. Roehl
City of Owen	CD Coordinator Tim Swiggum
City of Stanley	Mayor Norman Christianson (non-member)
Clark County Highway Department	Highway Commissioner Brian Duell

Others invited but unable to attend:

City of Abbotsford	Mayor Lori Voss
Village of Curtiss	President Randall Busse
Village of Dorchester	President Wayne Rau
City of Greenwood	Mayor James Schecklman
City of Owen	Mayor Charlie Milliren
City of Thorp	Mayor Ray Stroinski
Village of Unity	President Scott Blume (non-member)
Village of Withee	President Everett Lindgren

Motion Schmidt, second Williams, to approve the July 23, 2018 meeting minutes and file as presented. All Aye.

Treasurer Loyal Mayor Dave Williams presented the Treasurer's report. There has been no activity since the last meeting. The current checkbook balance is \$1,421.15.

Vice Chair Granton President Thomas Gorst introduced Clark County Highway Commissioner Brian Duell.

Duell stated that he has been with Clark County for 17 years and Highway Commissioner for about a year, prior to that he was in the Forestry and Parks Department and Planning and Zoning Department.

Duell reviewed the Bridge and Culvert Replacement Aid Program. It is available to cities, villages and townships, but does not apply to counties. It is a State Statutory program outside of levy limits. It is for culverts with a diameter of 36 inches or more and bridges with an abutment to abutment clear span of less than 20 feet. The cost split is 50%/50% between the municipality and County. The municipality fills out the application form, the County Highway Commission inspects the culvert(s) or bridge(s) to be replaced. The work is done one year and the municipality receives reimbursement the following year. Asphalt surface is not an eligible cost. Bridges of 20 feet or more are eligible for Federal Aid Bridges – which is an 80% Federal, 10% County and 10% municipality split.

Duell reviewed the Local Roads Improvement Program (LRIP). The state has a web based application program. The program pays up to 50% of the eligible costs on a reimbursement basis. There are generally two meetings of the County committee in Loyal – the first is informational, the second meeting reviews and divvies up the available funds. It is very important to apply and show up to get the funds. Municipalities must have a five year road plan. Eligible projects include chip sealing, hot mix paving, etc.

Duell reviewed the ATV routes. The Highway Committee had been getting a lot of requests to extend the ATV routes. So they took a county map and tried to square things off, while avoiding problem areas like County Highways H and X and going around towns, villages and cities who wanted nothing to do with an ATV route. After doing all this, the County Highway Commissioners received so many calls, they scraped the plan and decided to open all the County highways. The Highway Committee will be taking a proposal ordinance to the County Board for two readings (November/December) and passage of the ordinance opening all County highways to ATVs. The hang up in implementation will be the signage. The perimeter of the County would have to be signed plus each intersection in contact with a County highway. The 35 miles per hour speed limit does not apply for County highways. Local municipalities (towns, villages and cities) have jurisdiction (up to 35 miles per hour), if the road has been posted with a 35 mile per hour speed limit. You aren't allowed to change the speed limit just to qualify for ATV use.

Duell reported on future paving plans. In 2019 the County will be trying to make longer project stretches (3 miles) and group more projects in one area versus doing a couple of miles here and there all over the County. In 2019, depending on funding and project timing, we are looking at doing:

- County E thru Curtis (Dorchester A to County N)
- County K (Loyal to County P)
- County N (ST HWY 73 to County O)
- County K (Unity to County Q)

The State funds 80% and County is 20%, however not all costs are included, it usually ends up more like 50%/50%.

Duell stated that a different process was tried this year – Cold in Place – on Business County B going out of Neillsville (it had concrete under it) where the recycled milling is screened, foamed asphalt paver added and re-laid down as the first layer, topped with 2 layers of asphalt. This saves having to haul the millings away and bringing asphalt back. County C had a fog seal over top (spray oil on chip seal) to help lock in chips. The County did 27 ½ miles of chip seal this year.

The group thanked Duell for coming.

Colby Mayor stated that they have had one well shut down since the first of the year, but they now have been approved for a filtration system, they have a block grant and clean water funding with 45% forgiveness to work on three wells with nitrate problems, their joint police department has hired a school resource officer which is paid 75% school, 12 ½ % Colby, 12 ½ % Abbotsford and their joint department is looking for a new fire chief.

Owen CD Coordinator Tim Swiggum stated that Owen and Withee have formed a joint Police Commission and hired a new chief, the City Clerk retired and the Deputy Clerk was promoted, so they are looking for a new Deputy Clerk, they had two successful car shows in August, October 20, 2018 is the Autumn Fest and Growing Owen is doing a landscaping project planting 160 trees this fall and they have received a planning grant to update their Comprehensive Plan.

Stanley Mayor Norman Christianson stated they hired two water and sewer employees, Ace Ethanol is expanding, they hired an Assistant Clerk part-time to help out the Clerk and Deputy, their new Fire Department tanker truck has arrived, they need to build a Police Department garage and they are working on updating their Comprehensive Plan.

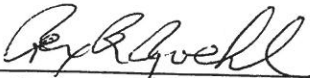
Loyal Mayor Dave Williams stated the Corn Fest was okay, but down from past years, Lindner Excavating is having a ribbon cutting, the ST HWY 98 project came in under budget and they had grant funds which had to be used or lost – so they purchased a new Ford F250, a 500 gallon sewer jetter and a UTV with brush and plow, their water tower is out of service for \$90,000 worth of ice damage repairs, they are running the City directly off the wells, the Police Department garage hoist has been installed (their police department does vehicle inspections – the inspection cover the department costs) and the car show in September was the biggest ever.

Neillsville Mayor Chuck Glassbrenner stated their new Fire Department 3500 gallon tanker has arrived, Autumn Harvest Fest is coming in October, we are looking for a new Police Officer, the papers have been signed for our new hospital and we have begun work on the 2019 budget.

Granton President Thomas Gorst stated that their new fire truck has arrived and it has a wet pump, it was purchased through Marshfield Stainless and Repair, they did chip sealing around the village, had a fundraiser for a new scoreboard, the Fall Festival was really good with Boogie & the YoYo's, they had a trustee resign, hired a water person and lost their police officer when he retired.

The next meeting will be hosted by the Village of Dorchester, Monday, November 26, 2018 at 6:30 P.M. at the Office of the Clerk-Treasurer, 228 W. Washington Avenue, Dorchester, WI 54425. (The Monday, January 28, 2019 meeting will be hosted by the City of Greenwood, at the Greenwood City Hall, 202 N. Main Street, Greenwood, WI 54437.)

Motion Loyal Mayor Dave Williams, second Owen CD Coordinator Tim Swiggum, to adjourn. All Aye.



Rex R. Roehl, Clerk

Minutes from the City of Abbotsford Special Council meeting held Monday September 24, 2018 in the Abbotsford City Council Chambers.

The meeting was called to order at 5:30 pm.

Roll Call: Anders, Horacek, Kramer, Clemet, Huther and Mayor Voss. Faber called in at 6:00pm and hung up at 6:16 pm. Weideman arrived at 6:07 pm.

Others present: Interim Administrator Gau, Deputy Clerk/Treasurer Luedtke, Public Works Manger Craig Stuttgen Water/Sewer Manager Todd Medenwaldt and Sean Lenz EHLERS.

Comments by the Public: Dave Ruden, made comments about a letter to the editor and started questioning the high cost of the SEH lawsuit and stated that the managers had made some costly recommendations to the Council. Water/Sewer Manager Todd Medenwaldt stated that Mr. Ruden statement was incorrect. Then Don Medenwaldt stood made a loud statement. Mayor Voss gaveled for order and closed done this discussion.

Tracie Olson, questioned what the salary was for the new Administrator and what names of the candidates are. Mayor Voss stated the salary range for the position was advertised for 70K-75K and the names of the candidates were in the paper.

Minutes: September 10th & 16th council minutes. Motion by *Horacek/Anders* to approve the minutes of September 10th & 16th, 2018. *Motion carried unanimously.*

Discuss/Approve:

Resolution Authorizing the issuance and sale of \$2,340,000 Tax Increment Revenue Bonds (TID NO. 6), Series 2018A. Sean Lenz from Ehlers informed the council that no local bank provided a bid on the Tax Increment Revenue Bonds (TID NO. 6), Series 2018A. It was speculated that the local banks like G.O. Bonds instead of Revenue Bonds. Sean provided a hand out to the council to go over the alternative in moving forward which 1) State Trust Fund Loan and explore other bank options, 2) Sure interim financing using General Obligation Promissory Note G.O. (1yr.), 3) Finalize State Trust Fund Loan or Other banking options and 4) Closing on long-term debt issue and pay off interim financing. Sean recommendation was: To get proposal on G.O. backed Interim Financing and proceed with State Trust Fund Loan or other bank options. Motion by *Clement/Anders* to approve Ehlers to get proposal on G.O. backed Interim Financing and proceed with State Trust Fund Loan or other bank options. *Motion carried unanimously*

Interim Administrator Gau explained the reason for the next two item on the agenda as requested earlier by the Tribune Photo Local Editor. Whereas the majority of the Council has authorized the recruiting and hiring an Administrator to manage the City operations about 5 months ago. The Council had two alternative ordinances to use in creating the new position. The City Ordinance Attorney Allan Harvey recommending using a Charter Ordinance. Once the majority of the Council and the Mayor had great candidates for the new Administrator and were award that the Charter Ordinance may be in jeopardy. The City Attorney Dietrich contacted and recommended to remove the publication of the Charter Ordinance. Rescind the Charter Ordinance and proceed with a regular Ordinance creating an Administrator position.

Rescinding Charter Ordinance No. 1-2018 Abolishing the City Clerk-Treasurer Position and Creating a Consolidated City Administrator-Clerk-Treasurer Position. Motion by *Anders/Horacek* to rescind Charter Ordinance No. 1-2018 Abolishing the City Clerk-Treasurer Position and Creating a Consolidated City Administrator-Clerk-Treasurer Position. *Motion carried unanimously 5-0.* Weideman arrived at 6:07 pm. Faber called in at 6:00pm.

Ordinance No. 2018-1 Creating Administrator Position. Motion by *Anders/Clement* to approve Ordinance No. 2018-1 Creating Administrator Position with a change to Section 1 (2) (a) "by a *two-thirds* vote of the council". Roll Call Anders yes, Horacek yes, Kramer yes, Clemet yes, Huther yes, Faber no, and Weideman no. *Motion carried. 5-2.* Faber hung up at 6:16 pm.

Closed Session:

Consideration of motion to adjourn into closed session per State Statute 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of performance evaluation of Water/Wastewater Manager. And 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. And pursuant to Section 19.85(1)(c) and (e), Wis. Stats., for the purpose of considering employment status of a public employee over which the Common Council exercises jurisdiction and conducting public business which for competitive reasons requires a closed session, including review of candidates for City Administrator-Clerk-Treasurer Position. Motion by *Anders/Kramer* to go into closed session. Roll Call: Anders yes, Horacek yes, Kramer yes, Clemet yes, Huther yes and Weideman yes. *Motion carried unanimously.*

Motion by *Anders/Horacek* to approve City Administrator Employee Contract with modifications to Section 10 Termination (b) remove "*within three months of*" and add "*after*" after anytime in the 3rd sentence from the bottom of this section. And remove "*may*" to "*will*" in the in the 2nd sentence from the bottom of this section. Roll Call: Anders yes, Horacek yes, Kramer yes, Clemet yes, Huther yes and Weideman no. *Motion Carried. 5-1.*

Convene to open session. Motion by *Huther/Weideman* to convene to open session. *Motion carried unanimously.*

Discuss/approve items, if any, from closed session. Water/Wastewater Manager. Motion by *Anders/Horacek* to approve a 2% increase (\$26.16/hr. to \$27.17/hr.) for Water/Wastewater Manager. *Motion carried unanimously.*

Purchase of land for future industrial park: Motion by *Anders/Clement* to authorize Mayor Voss to sign a Commercial Offer to Purchase for land for future industrial park (Webb Property). *Motion carried unanimously.*

Adjourn: Motion by *Huther/Horacek* to adjourn at 7:28pm. *Motion carried unanimously.*

Minutes prepared by Interim Administrator Gau

ORDINANCE NO. 1-2018

**A CHARTER ORDINANCE ABOLISHING THE
CITY CLERK-TREASURER POSITION
AND CREATING A CONSOLIDATED CITY
ADMINISTRATOR-CLERK-TREASURER POSITION**

The Common Council of the City of Abbotsford, Clark and Marathon Counties, Wisconsin, do ordain as follows:

SECTION I. REPEAL OF PROVISIONS; ADOPTION OF PROVISIONS.

Section 2-3-3 of the City of Abbotsford Code of Ordinances is repealed and replaced with a new Section 2-3-3 which is adopted as follows:

Sec. 2-3-3 City Administrator-Clerk-Treasurer.

- (a) **Position Creation and Purpose.**
- (1) **Consolidated Position Established.** In order that the various officers, officials and employees and departments executing policy and administering the affairs of the City of Abbotsford may operate as efficiently as possible under a system of an elected part-time Mayor and Common Council, and to better ensure professional management of municipal responsibilities and services, the office of City Administrator-Clerk-Treasurer is created.
 - (2) **Position References.** Any references in this Code of Ordinances and other City documents to the position of "City Clerk-Treasurer" or "City Administrator" shall be construed to mean the City Administrator-Clerk-Treasurer position.
- (b) **Statutory Requirements for Consolidated Offices.** Pursuant to Sections 62.09(9) and (11) and 66.0101, Wis. Stats., the City of Abbotsford elects by charter ordinance not to be governed by those portions of Chapter 62, Wis. Stats., which relate to the separate offices, selection and tenure of the offices of City Clerk and City Treasurer and which are in conflict with this Section. The offices of City Clerk and City Treasurer are hereby consolidated and the duties of both statutory offices shall be performed by the person appointed as City Administrator-Clerk-Treasurer.
- (c) **Appointment; Term.** The City Administrator shall be appointed by the Mayor, subject to majority confirmation vote of the members elect of the Common Council. The City Administrator shall hold office for an indefinite term or as prescribed by employment contract, whichever is more restrictive,

subject to removal with the majority vote of the members elect of the Common Council as provided in Sec. 17.13, Wis. Stats., and City personnel policies.

- (d) **Responsibilities.** The responsibilities of the City Administrator shall be, but not limited to, the following:
- (1) **Chief Administrative Official.** The City Administrator shall:
- a. Serve as the chief administrative official of the City of Abbotsford, responsible to and under the general direction of the Mayor and Common Council.
 - b. Be responsible for implementing policies set forth by the Mayor and Common Council.
 - c. Be responsible for City compliance with federal and state laws and City ordinances and adopted policies.
 - d. Attend all Common Council meetings and other meetings as directed by the Mayor or Common Council.
 - e. Assist City officials with compliance with the Wisconsin Open Meetings Law and Wisconsin Open Records Law.
 - f. Assist the Mayor and Common Council in establishing procedures regarding evaluations of City programs and services, including conducting planning sessions with the Common Council and other City bodies.
 - g. Provide recommendations to the Mayor and Common Council regarding City programs and services, and any organizational modifications deemed necessary.
 - h. Confer with the Mayor, Common Council, department supervisors, and other City governmental bodies about projects, services, and possible issues.
- (2) **Supervision of Municipal Operations.** The City Administrator shall:
- a. Be responsible for the proper supervision and administration of all aspects of day-to-day operations, functions and programs of the City.
 - b. Have supervisory and administrative authority and responsibility for all City departments, department heads and employees, except where such authority is vested by the Wisconsin Statutes in certain boards and commissions.
 - c. Provide management and program leadership for City departments and operations.
- (3) **Personnel Management.** The City Administrator shall direct the effective and efficient performance of all City employees, including the following duties:
- a. Assist the Mayor and Common Council in filling employee vacancies, negotiating employee contracts, and making revisions to the City Personnel Manual.
 - b. Conduct annual performance evaluations of department heads and ensure the same evaluations are performed by department heads of employees under their supervision. The City Administrator may make recommendations to the Mayor and Common Council

regarding the performance and continued employment status of employees.

- c. Serve as the City Personnel Officer, with responsibilities for the development, implementation, interpretation and enforcement of the City Personnel Manual, associated policies and employment contracts. This includes recommending revisions to City personnel policies and implementing disciplinary actions when warranted. The City Administrator shall recommend compensation for employees not covered by collective bargaining agreements and direct and oversee the process where personnel issues and/or grievances and citizen complaints regarding City personnel are resolved.
- d. Maintain personnel files.
- e. Make interim personnel appointments when necessary.
- f. Implement an internal system by which employees are accountable to the City Administrator regarding their responsibilities and performance of duties.
- g. Participate in the employee grievance process as defined in the City Personnel Manual and various contracts.

(4) ***Implementation of Council Directives; Legislative Management.***

The City Administrator shall:

- a. Effectuate all actions and directives approved by the Common Council which require administrative implementation through the active direction and coordination of the various City departments.
- b. Seek compliance with federal and state laws and administrative rules and City ordinances and resolutions impacting City government and its administration.
- c. Establish and implement administrative procedures to increase the effectiveness and efficiency of City government which are fully consistent with approved directives and policies established by the Common Council.
- d. Disseminate information concerning proposed and current federal, state and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations thereon to the Common Council.
- e. Provide recommendations to the Mayor and Common Council regarding modifications to the City of Abbotsford Code of Ordinances.
- f. Assist legal, engineering and planning professionals in maintaining the Code of Ordinances, City Personnel Manual, and various municipal policies and procedures.
- g. Represent the City in matters involving legislative and intergovernmental affairs as required.

(5) ***Establishment of City Goals and Objectives; Communications.*** The City Administrator shall:

- a. Submit, as deemed necessary, recommendations or suggestions for improving the health, safety or welfare of the citizens of the City,

institute and direct a system whereby City departments, as well as persons having business with the Mayor and/or Common Council or any City department, may properly and efficiently conduct such business.

- b. Establish and maintain procedures to facilitate communication between citizens and City government to ensure that complaints, grievances, recommendations, and other matters receive prompt attention and that all such matters are expeditiously resolved.
- c. Maintain effective communications with the public through press releases and providing an effective City government website.

(6) **General Budget and Fiscal Management Responsibilities.** In assisting the Mayor and Common Council, the City Administrator shall:

- a. Prepare and manage the annual City general fund, operating and capital budgets.
- b. Administer special financial programs including debt management, investment of surplus funds, property tax stabilization, and grants management.
- c. Assure that the City's financial operations are subject to adequate internal controls.
- d. Coordinate the activities associated with the City's financial audits.
- e. Maintain the City's payroll system:
 - 1. Calculate compensation from time cards, run sheets, records, etc.
 - 2. Allocate compensation to appropriate accounts (i.e. parks, utilities, snow removal, law enforcement, weed and grass cutting, etc.).
 - 3. Prepare and issue pay checks.
 - 4. Maintain Wisconsin Retirement System records and federal and state payroll reporting.
 - 5. Prepare payroll allocation reports for worker's compensation, retirement, and other benefits.
- f. Assist the Mayor and Common Council in the establishment of financial performance goals and the development of City financial and budgeting policies and procedures.
- g. Recommend financial benchmarks for debt management, property taxation rates, and user rates and fees.
- h. Review and recommend appropriate user fees and license fees for City utilities, recreation user fees, special use fees, and City-issued licenses.
- i. Maintain all contracts to which the City is a party to, including such representative contracts as:
 - 1. Emergency medical and fire services with surrounding local governments.
 - 2. Any other contracts.

- J. Administer billings and collections for City utilities, special assessments, etc.
 - k. Prepare specifications for and manage insurance coverage and bonds.
 - 1. Maintain fixed asset records of the City of Abbotsford, including, but not limited to:
 - 1. Major City equipment (cost, service life, depreciation, insurance value).
 - 2. Infrastructure (streets, storm sewers, curb and gutter).
 - 3. Water utility assets (meters, mains, service wells, pumps, etc.).
 - 4. Sewer utility assets (mains, laterals, treatment plant, etc.).
 - 5. Emergency services (vehicles, support equipment, etc.).
- (7) **Property Tax Management.** The City Administrator shall:
- a. Serve on the Board of Review and keep the minutes of such body.
 - b. Work with the City Assessor on property assessment valuations.
 - c. Compute the property tax levy for preparation of tax statements, mail tax statements, and collect payments.
 - d. Compute the City's property tax settlements with other taxing entities such as the counties, school district, technical college system, etc.
- (8) **Capital Projects Management.** The City Administrator shall:
- a. Assist the Mayor and Common Council in the establishment and updating of current and long-range objectives, plans and policies.
 - b. Identify financial resources and options for community growth.
 - c. Manage implementation of the Five-Year Capital Improvement Program and other plans authorized in annual budgets.
- (9) **Economic Development.** The City Administrator shall:
- a. Assist the Mayor and Common Council in implementing economic development strategies and plans.
 - b. Recommend potential development incentives and opportunities to the Mayor and Common Council.
 - c. Evaluate and make recommendations regarding new residential and commercial development proposals.
 - d. Prepare special development plans and contracts as directed by the Mayor and Common Council, including for Tax Incremental Financing (TIF) district projects, Business Improvement District (BID) plans, and developer agreements.
 - e. Seek alternative funding sources and grants for City projects and programs.
 - f. Promote the economic well-being and growth of the City through public and private sector cooperation, and coordinate economic development efforts of the City.
- (10) **Purchasing.** The City Administrator shall:

- a. Direct and oversee the City's purchasing policy as approved by the Common Council; obtain bids and quotations; identify possible suppliers and service providers.
 - b. Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget; let contracts necessary for the purchase, operation and maintenance of City services and purchased goods authorized by the adopted budget for amounts up to and including Five Thousand Dollars (\$5,000.00); receive bids or proposals for purchases or contracts in excess of Five Thousand Dollars (\$5,000.00) for presentation to the Common Council for approval unless the taking of bids is waived by the Council.
 - c. Inform the Mayor or Common Council concerning any proposed change in service rendered City residents or City-located business which shall appreciably affect either the extent, quality, or cost of such service and purchases.
- (11) **Zoning and Land Use Planning.** The City Administrator shall:
- a. Coordinate the administration of City zoning, land division, extraterritorial zoning, property maintenance, floodplain, shore land-wetland, storm water management, and building code ordinances, and recommend amendments to the same as necessary.
 - b. Implement and revise, as necessary, the City of Abbotsford Comprehensive Plan.
- (12) **Constituent and Community Relations.** The City Administrator shall:
- a. Establish procedures and programs to facilitate communication between City government and the public.
 - b. Investigate and/or respond promptly to citizen inquiries, complaints, grievances and recommendations.
 - c. Establish procedures for monitoring and assessing public satisfaction with City services and programs, which may include the use of surveys and informational meetings.
 - d. Provide informational presentations to community organizations as requested and when directed by the Mayor and Common Council.
 - e. Participate in membership and community organizations as requested by the Mayor and Common Council.
 - f. Establish positive relationships with state, county and agency officials and with area governmental units and organizations
- (e) **Audits.** Annual audits shall be made of the records of the Administrator with the audit to be made by a certified public accountant.
- (f) **Duties as Clerk.** In his/her statutory capacity as City Clerk pursuant to Sec. 62.09(9), Wis. Stats., the City Administrator shall be responsible for performing those duties required by the Wisconsin Statutes for city clerks, including, but not limited to, the following duties:
- (1) Perform all election duties as required by Wisconsin Statute and keep and maintain all election records, voter registrations, and all property used in conjunction with holding of elections.
 - (2) Prepare ballots for elections and publish required election notices.
 - (3) Train election poll workers.

- (4) Supervise elections and tabulation of votes cast, and report and certify election results as required by law.
 - (5) Assist candidates in completing necessary nomination papers.
 - (6) Prepare meeting agendas in cooperation with the Mayor and provide proper notices for the Common Council and other City governmental bodies as required by the Wisconsin Statutes and local ordinances.
 - (7) Publish/post all legal notices as required by law.
 - (8) Serve as legal custodian of all City records in compliance with the Wisconsin Open Records Law except where other custodians are designated; file and preserve all City minutes, contracts, bonds, oaths of office, vouchers, financial records, and other City records and documents not required to be filed elsewhere.
 - (9) Issue City licenses required by ordinance or statute except as otherwise provided.
 - (10) Attend meetings, take minutes and maintain files for the Common Council, and such other official boards, committees and commissions as may be directed.
 - (11) Prepare and distribute reports for the Common Council and for federal and state agencies.
 - (12) Audit and obtain approval on claims charged against the City.
 - (13) Assist the City Assessor in maintaining property assessment records.
 - (14) Administer oaths.
 - (15) File required financial and other reports with federal, state and county agencies.
 - (16) File insurance claims on behalf of the City.
- (g) **Duties as Treasurer.** In his/her capacity as City Treasurer as prescribed in Sec. 62.09(11), Wis. Stats., the City Administrator shall be responsible for performing those duties required by the Wisconsin Statutes for city treasurers, including, but not limited to, the following duties:
- (1) Prepare the tax roll and tax notices required by the State of Wisconsin.
 - (2) Prepare financial statements and fiscal reports.
 - (3) Maintain fiscal records for the City.
 - (4) Make reports to the State on assessments.
 - (5) Prepare and send invoices for services provided by municipal utilities and departments.
 - (6) Perform record keeping, billing, collections, banking, investments, accounting and financial reporting of all City operations, including utilities.
 - (7) Collect all taxes for the City and other taxing bodies;
 - (8) Invest available and/or surplus funds pursuant to the Wisconsin Statutes, City Code of Ordinances and any Council-approved investment policy.
 - (9) Prepare a monthly financial report. Maintain payroll records and prepare payroll checks from approved employee time sheets.
 - (10) Prepare check vouchers for payment of approved claims for signature.

- (h) **Duties Prescribed by Law.** The City Administrator shall perform such other duties as are prescribed by the Wisconsin Statutes and City Code of Ordinances, and as directed by the Mayor or Common Council. The City Administrator shall be responsible for all the official acts of assistants.
- (i) **Bond.** The City Administrator shall execute to the City a surety company fidelity bond in an amount determined by the Common Council.

State Law Reference: Secs. 62.09 and 66.0101, Wis. Stats.

SECTION II. SEVERABILITY.

If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.


SECTION III. CONFLICTING PROVISIONS REPEALED.


All Ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION IV. CHARTER ORDINANCE EFFECTIVE DATE.

This Charter Ordinance, pursuant to Sec. 66.0101, Wis. Stats., shall take effect sixty (60) days after passage and publication as provided by law. A certified copy of this Charter Ordinance shall be submitted by City and filed with the Wisconsin Secretary of State.

ADOPTED this 29 day of August, 2018.
CITY OF ABBOTSFORD, WISCONSIN



 Mayor


 Clerk-Treasurer (Interim)

INTRODUCED: Council member Anders
 ADOPTED: October 29, 2018
 PUBLISHED: _____

State of Wisconsin:
 Counties of Clark & Marathon:

I hereby certify that the foregoing Charter Ordinance is a true, correct, and complete copy of a Charter Ordinance duly and regularly enacted by the City of Abbotsford Common Council on the 29 day of October, 2018 and that said Charter Ordinance has not been repealed or amended and is in full force and effect sixty (60) days following passage and publication.

Dated this 29 day of _____, 2018

 City Clerk-Treasurer (Interim)

ORDINANCE NO. 2018-1

**AN ORDINANCE
CREATING THE POSITION OF CITY ADMINISTRATOR**

The Common Council of the City of Abbotsford, Clark and Marathon Counties, Wisconsin, do ordain as follows:

That Sections 2-3-18 – City Administrator of the Code of Ordinances is hereby created to read as follows:

1. CITY ADMINISTRATOR

(a) Appointment; term of office and removal.

(1) *Office of the city administrator.* In order to provide the city with a more efficient, effective and responsible government operation under a system of a part-time mayor and part-time common council (hereinafter referred to as “council”) at a time when city government is becoming increasingly complex, there is hereby created the office of city administrator for the city (hereinafter referred to as “administrator”).

(2) *Appointment, term of office and removal.*

(a) The administrator shall be appointed with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the council. For the purpose of selecting the administrator, the mayor and the members of the council each shall cast one vote.

(b) The administrator shall hold office for an indefinite term subject to removal at any time by a two-thirds vote of the council. This section, however, shall not preclude the council from establishing other employment terms and conditions not inconsistent with the provisions of the Code of the city.

(b) Functions and duties of the administrator.

The administrator, subject to the limitations defined in resolutions and ordinances of the city and state statutes, shall be the chief administrative officer of the city, responsible only to the mayor and the council for the proper administration of the business affairs of the city, in

accordance with the statutes of the state, the ordinances of the city and the resolutions and directives of the council, with power and duties as follows:

(1) *General duties:*

- a. Carry out directives of the mayor and council which require administrative implementation, reporting promptly to the mayor and council any difficulties encountered;
- b. Be responsible for the administration of all day-to-day operations of the city government including the monitoring of all city ordinances, resolutions, council meeting minutes and state statutes;
- c. Prepare a plan of administration, including an organization chart, which defines authority and responsibility for all nonstatutory positions of the city; and submit it to the council for adoption as the official organization and administrative procedure plan for the city.
- d. Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with paragraph c. above or directives of the mayor and council;
- e. Serve as ex-officio nonvoting member of all boards, commissions and committees of the city, except as specified by the council or state statutes;
- f. Keep informed concerning current federal, state, and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the council;
- g. Keep informed concerning the availability of federal, state and county funds for local programs and through grant writing or coordination of, assist department heads and the council in obtaining these funds under the direction of the mayor and the council;
- h. Represent the city in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the mayor and council;
- i. Act as public information officer for the city with the responsibility of assuring that the news media are kept informed about the operations of the

city and that all open meeting and public records rules and regulations are followed;

- j. Establish and maintain procedures to facilitate communications between citizens and city government to assure that complaints, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved;
- k. Promote the economic well-being and growth of the city through public and private sector cooperation;
- l. Carry out all duties and requirements of the zoning administrator.

(2) Responsibilities to the city council:

- a. Attend all meetings of the council, assisting the mayor and the council as required in the performance of their duties;
- b. In coordination with the mayor, the council, and the clerk, ensure that appropriate agendas are prepared to all meetings of the council, all council committees, and all other appropriate committees and commissions of the city, together with such supporting material as may be required; with nothing herein being construed as to give the administrator authority to limit or in any way prevent matters from being considered by the council, or any of its committees and commissions;
- c. Assist in the preparation of ordinances and resolutions as requested by the mayor or the council, or as needed;
- d. Keep the mayor and council regularly informed about activities of the administrator's office by oral or written report at regular and special meetings of the council;
- e. In the event that action normally requiring council approval is necessary at the time when the council cannot meet, the administrator shall receive directives from the mayor.

(3) *Personnel:*

- a. Be responsible for the administrative direction and coordination of all employees of the city according to the established organizational procedures of the city and the state statutes;
- b. Recommend to the council the appointment, promotion and when necessary for the good of the city, the suspension or termination of department heads, except those officials selected by boards and commissions defined in the state statutes;
- c. In consultation with the appropriate department head, be responsible for the appointment, promotion, and when necessary for the good of the city, the suspension or termination of employees below the department head level, except those employees in units governed by other personnel procedures defined in the state statutes;
- d. Serve as personnel officer for the city with responsibilities to see that complete and current personnel records, including specific job descriptions, for all city employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommend salary and wage scales for city employees not covered by collective bargaining agreements; develop and enforce high standards of performance by city employees; assure that city employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances;
- e. Assist in labor contract negotiations and collective bargaining issues;
- f. Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

(4) *Budgeting and purchasing;*

- a. Be responsible for the preparation of the annual city budget, in accordance with guidelines as may be provided by the city council and in coordination

with department heads, and pursuant to state statutes, for review and approval by the mayor and the council;

- b. Administer the budget as adopted by the council;
- c. Report regularly to the council on the current fiscal position of the city;
- d. Supervise the accounting system of the city and insure that the system employs methods in accordance with current professional accounting practices;
- e. Serve as the purchasing agent for the city, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the council and any limitation contained in the state statutes.

(c) Cooperation.

All officials and employees of the city shall cooperate with and assist the administrator so that the city government shall function effectively and efficiently.

(d) Additional duties.

The administrator shall be responsible for the following additional duties;

- (1) Perform all election duties as required by statute and keep and maintain all election records and all property used in conjunction with holding of elections;
- (2) Publish all legal notices unless otherwise provided; file and preserve all contracts, bonds, oaths of office and other documents not required to be filed elsewhere;
- (3) Issue all licenses required by ordinance or statute, except as otherwise provided;
- (4) Prepare the tax roll and tax notices required by the state;
- (5) Attend meetings, take minutes and maintain files for the common council, and such other official boards and commissions as may be directed;
- (6) Maintain a file on all city records, ordinances, resolutions and vouchers;

- (7) Type and distribute reports for the council and for federal and state agencies;
- (8) Audit and obtain approval on claims charged against the city;
- (9) Prepare financial and bank statements;
- (10) Issue purchase orders;
- (11) Assist the city assessor in maintaining property assessment records;
- (12) Administer oaths and affirmations;
- (13) Maintain fiscal records for the city;
- (14) Issue licenses to various vendors in city;
- (15) Make reports to the state on assessments;
- (16) Prepare and send invoices for services provided by municipal utilities;
- (17) Perform record keeping, billing, collections, banking, investments, accounting and financial reporting of all city operations;
- (18) Develop and implement improved internal control and financial reporting procedures as necessary or as requested;
- (19) Collect all taxes for the city and other taxing bodies;
- (20) Invest idle funds for maximum interest earning;
- (21) Prepare the monthly treasurer's report;
- (22) Maintain payroll records and prepare payroll checks from approved employee time sheets;
- (23) Prepare check vouchers for payment of approved claims for signature; and

(24) Perform other duties as may be directed by the common council.

(e) Bond.

The city administrator shall execute to the city a surety company fidelity bond in the amount set by the council from time to time.

(f) Deputy.

The administrator may appoint a deputy, subject to confirmation by a majority of all the members of the common council. The deputy administrator shall act under the administrator's direction and, during the temporary absence or disability of the administrator or during a vacancy in such office, shall perform the duties of administrator. The acts of the deputy shall be covered by such official bond as the common council shall direct.

(Code 1986, § 2-3-3)

(g) Receiving money; receipt.

- (a) The administrator shall not receive any money into the treasury from any source except on account of taxes levied and collected during the fiscal year for which he may then be serving, without giving a receipt therefor in the manner specified by the common council.
- (b) Upon the payment of any money (except for taxes as provided in subsection (a) of this section), the administrator shall make out a receipt in duplicate for the money so received. The administrator shall charge the amount thereof to the treasury and credit the proper account. The payment of the money to any receiving agent of the city or to the city or to the administrator shall be safeguarded in such manner as the common council shall direct.

(h) Statement of real property status.

The administrator is authorized to prepare a statement of real property status form to be used to provide information often requested for transfers of real property such as the amount of outstanding special assessments; deferred assessments; changes in assessments; amount of taxes; outstanding water and sewer bills; current water and sewer bills; contemplated improvements;

floodplain status; violations of the building and health codes; and similar information. Any such information sought shall be provided to the person requesting it on such form. The administrator shall collect a fee set by the council from time to time for furnishing such information on such form.

2. SEVERABILITY.

If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

3. CONFLICTING PROVISIONS REPEALED.

All Ordinances in conflict with any provision of this Ordinance are hereby repealed.

ADOPTED this ____ day of _____, 2018.

CITY OF ABBOTSFORD, WISCONSIN

Mayor

Clerk-Treasurer (Interim)

State of Wisconsin:
Counties of Clark & Marathon:

I hereby certify that the foregoing Ordinance is a true, correct, and complete copy of an Ordinance duly and regularly enacted by the City of Abbotsford Common Council on the ____ day of _____, 2018 and that said Ordinance has not been repealed or amended and is in full force and effect

Dated this ____ day of _____, 2018

City Clerk-Treasurer (Interim)



Memo

To: Mayor and City Council
 City of Abbotsford, WI
From: Sean Lentz, Ehlers
Cc: Duane Gau, Interim Administrator
Date: October 1, 2018
Subject: Update on the Tax Increment Revenue Bonds of 2018

Background

As we discussed at the last Council Meeting, the City did not receive any responses from the local banks on the request for proposals for the \$2,340,000 Tax Increment Revenue Bonds of 2018. I discussed two additional options for securing long-term financing for the Tax Increment District No. 6 projects. The first option was starting the process of issuing the Tax Increment Revenue Bonds with the State Trust Fund Loan Program offered by the Board of Commissioners of Public Lands. I believe this is a viable option for securing financing but will likely result in an interest rate of 5.25% or higher. Our recent experiences with the Board of Commissioners Public Lands indicate the rate they charge on Tax Increment Revenue Bonds is at least 1% higher than the current rate for General Obligation backed loans (4.25% on 10-year loans). The second option was working with a placement agent to secure financing with a regional or national bank. Ehlers contacted D.A. Davidson last Monday after no proposals were received. D.A. Davidson has provided a scope of work for acting as placement agent at a cost of \$7.50 per \$1,000 of bonds, contingent on a successfully completed transaction

Updated Bond Sizing and Repayment

In our preliminary discussions last week with D.A. Davidson, they have estimated the interest rate for the Tax Increment Revenue Bonds will be between 3.40% - 3.65%. Exhibits 1 & 2 are an update to previous forecasts from July 24, 2018 & August 13, 2018. Exhibit 1 resizes the bond issue assuming a \$7.50 per bond placement agent fee. The fee is lower than the \$15 per bond fee estimated on the July 24th forecast. The adjustment to the fee allows the bond size to be reduced from \$2,340,000 to \$ 2,325,000. The interest rate used for the updated forecast is 3.90% based on adding 25 basis points (.25%) to the highest estimated rate from D.A. Davidson of 3.65%. Exhibit 2 is the updated Tax Increment District No. 6 cash flow.

Recommendation

Ehlers recommends the City Council authorize the Interim Administrator to sign the Placement Agent Engagement Letter with D.A. Davidson. D.A. Davidson is a reputable firm with a national presence and we feel the proposed fee is reasonable. Ehlers will



immediately begin the process of completing the transaction with D.A. Davidson. I would estimate an approximately one-month time-period to finalize the transaction. As we discussed last Monday, we can assist the City in securing interim financing if necessary to provide funding for construction invoices until the issuance of the Tax Increment Revenue Bonds is completed.

Exhibit 1

For Discussion Only

City of Abbotsford, WI

Estimated Debt Service and Capitalization Schedule

\$2,325,000 Tax Increment Revenue Bond, Series 2018A

Year	Principal	Rate	Interest	Total P&I
2018				
2019	100,000	3.900%	83,119	183,119
2020	210,000	3.900%	86,775	296,775
2021	220,000	3.900%	78,585	298,585
2022	230,000	3.900%	70,005	300,005
2023	235,000	3.900%	61,035	296,035
2024	245,000	3.900%	51,870	296,870
2025	255,000	3.900%	42,315	297,315
2026	265,000	3.900%	32,370	297,370
2027	275,000	3.900%	22,035	297,035
2028	290,000	3.900%	11,310	301,310

Totals	2,325,000		539,419	2,864,419
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Issue Summary	
<u>Key Dates</u>	
Dated Date:	11/1/2018
First Interest Payment:	10/1/2019
First Principal Payment:	10/1/2019
<u>Interest Rates</u>	
	<u>Preliminary</u>
True Interest Cost (TIC):	4.04%
All Inclusive Cost (AIC):	4.42%
<u>Sources and Uses</u>	
	Total
Par Amount of Bonds	2,325,000
Total Sources	\$2,325,000
Placement Agent Fee	17,438
Cost of Issuance	44,000
<u>Deposit to Project Fund</u>	<u>2,263,563</u>
Total Uses	\$2,325,000

Exhibit 2

For Discussion Only

City of Abbotsford, WI

Tax Increment Forecast

TID No. 6 - Mixed Use District (With Boundary Amendment approved in 2018)

Creation Date 9/21/2016
 End of Expenditure Period 2031
 Maximum Life of District (Final Year) 2036

Final Revenue Collection Year 2037

Inflation Factor: 0.00%

				A	B	C	D	E	F	G	H	I	J	K	L	M
					(A+B)		(B*C/1000)		(D/E)	(D - E - F)				(H+I+J)	(G-K)	(Previous Year M + L)
				REVENUES				PRIMARY USE OF TID 6 REVENUES			SECONDARY USE OF TID 6 REVENUES					
Construction Year	Valuation Year	Revenue Year	Inflation Increment	New Valuation ⁴	TID Value Increment ²	Tax Rate ³	Projected Tax Increment	Projected 2018 Tax Increment Revenue Bond \$2,340,000	Projected Primary Use Debt Coverage	Projected Remaining TID No. 1 Revenues	Schilling Land Purchase ⁵	Develop. Incentive	Projected Admin. Expenses	Projected Total	Projected Annual Balance	Projected Cumulative Balance ⁶
2015	2016	2017	-				-									(118,678)
2016	2017	2018	-		10,853,000	23.98	260,251			260,251	47,000	20,000	20,000	87,000	173,251	54,573
2017	2018	2019	-		15,992,000	23.98	383,483	183,119	2.09	200,362	40,000		7,500	47,500	152,862	207,435
2018	2019	2020	-	2,400,000	18,392,000	23.98	441,034	296,775	1.49	144,257	40,000		7,500	47,500	96,757	304,192
2019	2020	2021	-	2,400,000	20,792,000	23.98	498,585	298,585	1.67	199,998	40,000		7,500	47,500	152,498	456,691
2020	2021	2022	-		20,792,000	23.98	498,585	300,005	1.66	198,578			7,500	7,500	191,078	647,769
2021	2022	2023	-		20,792,000	23.98	498,585	296,035	1.68	202,548			7,500	7,500	195,048	842,817
2022	2023	2024	-		20,792,000	23.98	498,585	296,870	1.68	201,713			7,500	7,500	194,213	1,037,031
2023	2024	2025	-		20,792,000	23.98	498,585	297,315	1.68	201,268			7,500	7,500	193,768	1,230,799
2024	2025	2026	-		20,792,000	23.98	498,585	297,370	1.68	201,213			7,500	7,500	193,713	1,424,512
2025	2026	2027	-		20,792,000	23.98	498,585	297,035	1.68	201,548			7,500	7,500	194,048	1,618,561
2026	2027	2028	-		20,792,000	23.98	498,585	301,310	1.65	197,273			7,500	7,500	189,773	1,808,334
2027	2028	2029	-		20,792,000	23.98	498,585			498,585			7,500	7,500	491,085	2,299,419
2028	2029	2030	-		20,792,000	23.98	498,585			498,585			7,500	7,500	491,085	2,790,504
2029	2030	2031	-		20,792,000	23.98	498,585			498,585			7,500	7,500	491,085	3,281,589
2030	2031	2032	-		20,792,000	23.98	498,585			498,585			7,500	7,500	491,085	3,772,674
2031	2032	2033	-		20,792,000	23.98	498,585			498,585			7,500	7,500	491,085	4,263,759
2032	2033	2034	-		20,792,000	23.98	498,585			498,585			7,500	7,500	491,085	4,754,844
2033	2034	2035	-		20,792,000	23.98	498,585			498,585			7,500	7,500	491,085	5,245,929
2034	2035	2036	-		20,792,000	23.98	498,585			498,585			7,500	7,500	491,085	5,737,014
2035	2036	2037	-		20,792,000	23.98	498,585			498,585			7,500	7,500	491,085	6,228,099

September 26, 2018

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

Re: Placement Agent Engagement Letter

Ladies and Gentlemen:

On behalf of D.A. Davidson & Co. (“we” or “Davidson”), we wish to thank you for the opportunity to serve as placement agent for the City of Abbotsford, Wisconsin (“you” or the “Issuer”) on its proposed offering and issuance of approximately \$2,340,000 Tax Increment Revenue Bonds (TID No. 6), Series 2018A (the “Securities” or “Loan”). In compliance with Municipal Securities Rulemaking Board (“MSRB”) Rule G-23, this letter will confirm the terms of our engagement.

1. Services to be Provided by Davidson. The Issuer hereby engages Davidson to serve as placement agent of the proposed offering and issuance of the Loan(s), and in such capacity Davidson agrees to provide the following services:

- Review and evaluate the proposed terms of the offering and the Loan(s)
- Develop a marketing plan for the offering, including identification of potential investors
- Assist in the preparation of the offering documents
- Contact potential investors, provide them with offering-related information, respond to their inquiries and, if requested, coordinate their due diligence sessions
- Consult with counsel and other service providers about the offering and the terms of the Securities
- Inform the Issuer of the marketing and offering process
- Negotiate the pricing, including the interest rate, and other terms of the Securities
- Plan and arrange for the closing and settlement of the issuance and the delivery of the Securities
- Such other usual and customary placement services as may be requested by the Issuer

In addition, at the Issuer's request, Davidson may provide incidental advisory services, including advice as to the structure, timing, terms and other matters concerning the issuance of the Loan(s).

Davidson is required to make the following disclosure pursuant to Municipal Securities Rulemaking Board ("MSRB") Rule G-23: Davidson will be providing such advisory services in its capacity as underwriter and not as a municipal advisor to the Issuer. As placement agent, Davidson's primary role is to arrange for the placement of the Securities in an arm's length commercial transaction between the Issuer and Davidson. Davidson has financial and other interests that differ from those of the Issuer.

As placement agent, Davidson will not be required to purchase the Loan(s) or to find one or more buyers of the Loan(s), but rather to use its reasonable best efforts to sell the Loan(s) to one or more buyers.

In addition, the Issuer acknowledges receipt of certain regulatory disclosures as required by the MSRB that are attached to this agreement as Exhibit A. Issuer further acknowledges that Davidson may be required to supplement or make additional disclosures as may be necessary as the specific terms of the transaction progress.

2. Fees and Expenses. Davidson's proposed placement agent fee/spread shall not exceed 0.75% of the principal amount of the Securities issued. The Issuer shall be responsible for paying or reimbursing Davidson for all other costs of issuance, including without limitation, bond counsel, lender's counsel, and all other expenses incident to the performance of the Issuer's obligations under the proposed offering.

3. Term and Termination. The term of this engagement shall extend from the date of this letter to the closing of the offering of the Securities.

4. Miscellaneous. This letter shall be governed and construed in accordance with the laws of the State of Wisconsin. This Agreement may not be amended or modified except by means of a written instrument executed by both parties hereto. This Agreement may not be assigned by either party without the prior written consent of the other party.

If there is any aspect of this Agreement that you believe requires further clarification, please do not hesitate to contact us. If the foregoing is consistent with your understanding of our engagement, please sign and return the enclosed copy of this letter.

Again, we thank you for the opportunity to assist you with your proposed financing and the confidence you have placed in us.

Very truly yours,

D.A. Davidson & Co.

By:



Nathan S. Summers

Title: Vice President – Public Finance

Accepted this _____ day of _____, 2018

CITY OF ABBOTSFORD, WISCONSIN

By: _____

Title: _____

EXHIBIT A

D.A. Davidson & Co. (hereinafter referred to as “Davidson” or “placement agent”) intends/proposes to serve as a placement agent, and not as a financial advisor or municipal advisor, in connection with the issuance of the Loan(s).

As part of our services as placement agent, Davidson may provide advice concerning the structure, timing, terms, and other similar matters concerning the issuance of the Loan(s).

Disclosures Concerning the Placement Agent’s Role:

- (i) MSRB Rule G-17 requires a placement agent to deal fairly at all times with both municipal issuers and investors.
- (ii) The placement agent has a duty to place the Loan(s) from the Issuer at a fair and reasonable price, but must balance that duty with their duty to sell the Loan(s) to investors at prices that are fair and reasonable.

Disclosures Concerning the Placement Agent’s Compensation:

As placement agent, Davidson will be compensated by a fee that has been set forth in the engagement letter. Payment or receipt of the placement fee will be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal amount of the Loan(s). While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the placement agent may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

Additional Conflicts Disclosure:

Davidson has not identified any additional potential or actual material conflicts that require disclosure.

Disclosures Concerning Complex Municipal Securities Financing:

Since Davidson has recommended to the Issuer a financing structure that may be a “complex municipal securities financing” for purposes of MSRB G-17, the following is a description of the material financial characteristics of that financing structure as well as the material financial risks of the financing that are known to us and reasonably foreseeable at this time.

Risk Disclosures Pursuant to MSRB Rule G-17 - Fixed Rate Bonds

The following is a general description of the financial characteristics and security structures of fixed rate municipal bonds (“Fixed Rate Bonds”), as well as a general description of certain financial risks that you should consider before deciding whether to issue Fixed Rate Bonds.

Financial Characteristics

Maturity and Interest. Fixed Rate Bonds are interest-bearing debt securities issued by state and local governments, political subdivisions and agencies and authorities. Maturity dates for Fixed Rate Bonds

are fixed at the time of issuance and may include serial maturities (specified principal amounts are payable on the same date in each year until final maturity) or one or more term maturities (specified principal amounts are payable on each term maturity date) or a combination of serial and term maturities. The final maturity date typically will range between 10 and 30 years from the date of issuance. Interest on the Fixed Rate Bonds typically is paid semiannually at a stated fixed rate or rates for each maturity date.

Redemption. Fixed Rate Bonds may be subject to optional redemption, which allows you, at your option, to redeem some or all of the bonds on a date prior to scheduled maturity, such as in connection with the issuance of refunding bonds to take advantage of lower interest rates.

Fixed Rate Bonds will be subject to optional redemption only after the passage of a specified period of time, often approximately ten years from the date of issuance, and upon payment of the redemption price set forth in the bonds, which may include a redemption premium. You will be required to send out a notice of optional redemption to the holders of the bonds, usually not less than 30 days prior to the redemption date. Fixed Rate Bonds with term maturity dates also may be subject to mandatory sinking fund redemption, which requires you to redeem specified principal amounts of the bonds annually in advance of the term maturity date. The mandatory sinking fund redemption price is 100% of the principal amount of the bonds to be redeemed.

Security

Payment of principal of and interest on a municipal security, including Fixed Rate Bonds, may be backed by various types of pledges and forms of security, some of which are described below.

Revenue Bonds. “Revenue bonds” are debt securities that are payable only from a specific source or sources of revenues. Revenue bonds are not a pledge of your full faith and credit and you are obligated to pay principal and interest on your revenue bonds only from the revenue source(s) specifically pledged to the bonds. Revenue bonds do not permit the bondholders to compel you to impose a tax levy for payment of debt service. Pledged revenues may be derived from operation of the financed project or system, grants or excise or other specified taxes. Generally, subject to state law or local charter requirements, you are not required to obtain voter approval prior to issuance of revenue bonds. If the specified source(s) of revenue become inadequate, a default in payment of principal or interest may occur. Various types of pledges of revenue may be used to secure interest and principal payments on revenue bonds. The nature of these pledges may differ widely based on state law, the type of issuer, the type of revenue stream and other factors.

The description above regarding “Security” is only a brief summary of certain possible security provisions for the bonds and is not intended as legal advice. You should consult with your bond counsel and Financial Advisor for further information regarding the security for the bonds.

Financial Risk Considerations

Certain risks may arise in connection with your issuance of Fixed Rate Bonds, including some or all of the following:

Issuer Default Risk. You may be in default if the funds pledged to secure your bonds are not sufficient to pay debt service on the bonds when due. The consequences of a default may be serious for you and, depending on applicable state law and the terms of the authorizing documents, the holders of the bonds, the trustee and any credit support provider may be able to exercise a range of available remedies against you. For example, if the bonds are secured by a general obligation pledge, you may be ordered by a court to raise taxes. Other budgetary adjustments also may be necessary to enable you to provide sufficient funds to pay debt service on the bonds. If the bonds are revenue bonds, you may be required to take steps to increase the available revenues that are pledged as security for the bonds. A default may negatively impact your credit ratings and may effectively limit your ability to publicly offer bonds or other securities at market interest rate levels. Further, if you are unable to provide sufficient funds to remedy the default, subject to applicable state law and the terms of the authorizing documents, you may find it necessary to consider available alternatives under state law, including (for some issuers) state-mandated receivership or bankruptcy. A default also may occur if you are unable to comply with covenants or other provisions agreed to in connection with the issuance of the bonds.

This description is only a brief summary of issues relating to defaults and is not intended as legal advice. You should consult with your bond counsel for further information regarding defaults and remedies.

Redemption Risk. Your ability to redeem the bonds prior to maturity may be limited, depending on the terms of any optional redemption provisions. In the event that interest rates decline, you may be unable to take advantage of the lower interest rates to reduce debt service.

Refinancing Risk. If your financing plan contemplates refinancing some or all of the bonds at maturity (for example, if you have term maturities or if you choose a shorter final maturity than might otherwise be permitted under the applicable federal tax rules), market conditions or changes in law may limit or prevent you from refinancing those bonds when required. Further, limitations in the federal tax rules on advance refunding of bonds (an advance refunding of bonds occurs when tax-exempt bonds are refunded more than 90 days prior to the date on which those bonds may be retired) may restrict your ability to refund the bonds to take advantage of lower interest rates.

Reinvestment Risk. You may have proceeds of the bonds to invest prior to the time that you are able to spend those proceeds for the authorized purpose. Depending on market conditions, you may not be able to invest those proceeds at or near the rate of interest that you are paying on the bonds, which is referred to as “negative arbitrage”.

Tax Compliance Risk. The issuance of tax-exempt bonds is subject to a number of requirements under the United States Internal Revenue Code, as enforced by the Internal Revenue Service (IRS). You must take certain steps and make certain representations prior to the issuance of tax-exempt bonds. You also must covenant to take certain additional actions after issuance of the tax-exempt bonds. A breach of your representations or your failure to comply with certain tax-related covenants may cause the interest on the bonds to become taxable retroactively to the date of issuance of the bonds, which may result in an increase in the interest rate that you pay on the bonds or the mandatory redemption of the bonds. The IRS also may audit you or your bonds, in some cases on a random basis and in other cases targeted to specific types of bond issues or tax concerns. If the bonds are declared taxable, or if you are subject to

audit, the market price of your bonds may be adversely affected. Further, your ability to issue other tax-exempt bonds also may be limited.

This description of tax compliance risks is not intended as legal advice and you should consult with your bond counsel regarding tax implications of issuing the bonds.

If you or any other Issuer officials have any questions or concerns about these disclosures, please make those questions or concerns known immediately to the undersigned. In addition, you should consult with the Issuer's own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate.

**Central Fire & EMS District Meeting Minutes
September 20, 2018 – 6:00 p.m.
Colby City Hall**

Call to order:

The September 20, 2018 meeting of the Central Fire & EMS District was called to order by President Larry Oehmichen at 6:00 p.m.

Meeting posted per statute**Roll Call:**

City of Abbotsford, Roger Weideman; City of Colby, Nancy O'Brien; Town of Colby, Larry Oehmichen; Town of Holton, Pat Tischendorf; Town of Hull, Shane Graffunder; Township of Mayville, Todd Weich; Village of Dorchester, Wayne Rau.

A motion was made by Shane Graffunder, second by Nancy O'Brien to convene into closed session pursuant to Wisconsin Statute § 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss Fire Chief for the District. Roll call vote: City of Abbotsford, yes; City of Colby, yes; Town of Colby, yes; Town of Holton, no; Town of Hull, yes; Town of Mayville, yes; Village of Dorchester, yes. Motion carried 6-1.

A motion was made by Nancy O'Brien, second by Todd Weich, to invite Carol Staab into closed session as recording secretary. Motion carried.

A motion was made by Shane Graffunder, second by Nancy O'Brien to invite Joe Mueller, Leon Newswanger and Travis Nixdorf into closed session. Motion carried.

A motion was made by Shane Graffunder, second by Pat Tischendorf to reconvene into open session. Motion carried.

Meeting minutes from August 23, 2018:

A motion was made by Nancy O'Brien, second by Shane Graffunder to dispense with the reading the 8/23/18 meeting minutes and approve as written. Motion carried.

Nancy O'Brien, District Treasurer's report:

Nancy O'Brien presented the Treasurer's report (see attached). A motion was made by Shane Graffunder, second by Todd Weich to approve the Treasurer's report as presented. Motion carried.

Bills for payment:

Discussion was held on the bills for payment (see attached); a motion was made by Todd Weich, second by Shane Graffunder to pay the bills as presented totaling \$15,221.79. Motion carried.

Public discussion:

Nothing noted.

Allow District employees and the public to speak on non-agenda items during public comment:

Pat Tischendorf opened discussion on this agenda item. He felt that moving forward employees and the public should be able to speak on non-agenda items. It was also stated that the Board does not have a policy on this. Todd Weich stated that the discussion could not be hearsay, or it can't be about an individual. Larry Oehmichen stated that the WTA attorney was contacted regarding this. The WTA attorney stated that this is coming up more often and more municipalities are making a policy on this. No action was taken at this time.

2019 budget vote from the municipalities:

The results of the municipality vote on the 2019 budget are as follows by roll call: City of Abbotsford, no; City of Colby, yes; Town of Colby, yes; Town of Holton, no; Town of Hull, yes; Town of Mayville, yes; Village of Dorchester, yes. The budget failed due to not obtaining 66% approval by the municipalities.

Approve budget with 2018 municipal levy amounts:

Larry Oehmichen presented a budget for 2019 based on the 2018 budget totaling \$596,000. Line by line discussion was held on this budget. A motion was made by Shane Graffunder, second by Todd Weich to approve the budget for 2019 as presented. Roll call vote to approve: City of Abbotsford, yes; City of Colby, yes; Town of Colby, yes; Town of Holton, yes; Town of Hull, yes; Town of Mayville, yes; Village of Dorchester, yes. Motion carried 7-0.

Station 3 brush truck:

Michael Staab from Station 3 presented information to the Board regarding the purchase of the 2018 Dodge Ram 3500 brush truck. The Dorchester firemen have pledged \$35,000 toward this purchase with a current total of approximately \$45,400 to date in expenses for this unit. A motion was made by Pat Tischendorf, second by Shane Graffunder to pay \$12,000 toward the brush truck for the District contribution. Motion carried.

Fire/Med Grant Solutions LLC contract:

Larry Oehmichen stated that he spoke with Jason @ Fire/Med Grant Solutions LLC regarding a grant for the SCBA's. Jason at Fire/Med Grant Solutions LLC stated he felt that the District had a good chance to obtain a FEMA grant for the purchase of SBCA's. The fee to write this grant is \$1,000 at signing of the contract and \$1,000 when the grant application is submitted. A motion was made by Todd Weich, second by Shane Graffunder to allow Larry Oehmichen to sign the contract with Fire/Med Grant Solutions, LLC. Motion carried.

Length of Service program requirements:

There was no update available. A motion was made by Shane Graffunder, second by Roger Weideman to table this agenda item until the October 2018 meeting. Motion carried.

Fire Chief's Report:

BC Nixdorf presented Chief Nitzke's monthly report in Chief Nitzke's absence (see attached).

Next meeting date:

The next regular meeting of the Central Fire & EMS District was scheduled for October 18, 2018 beginning at 7:00 p.m. at the Station 3 – Dorchester Fire Hall

A motion was made by Pat Tischendorf, second by Nancy O'Brien to adjourn at 8:15 p.m. Motion carried.

Respectfully submitted,
Carol Staab, Secretary

August 2018 FINANCIAL STATEMENT, Central Fire & EMS

Checking Account

Beginning Balance \$ 175,835.78

Receipts received August 18

2 % fire dues paid - Dorchester	\$	2,293.17
Lifquest-EMS	\$	25,976.63
Lifquest-Fire	\$	4,936.77
Sale of Equipment	\$	20,752.00
Races	\$	700.00
Misc Rev- Remburse for meal at training	\$	85.00
Interest	\$	152.64

Total Receipts \$ 54,896.21

Disbursements-August 18

Payroll Deduction Payable	\$	354.00
Payroll	\$	17,357.81
Payroll Taxes	\$	3,763.63
Length of Service award	\$	-
Legal	\$	-
Accounting/Secretarial Service	\$	500.00
Insurance Premiums	\$	-
Vehicle Maintenance	\$	-
Vehicle Maintenance-Fire	\$	3,165.83
Vehicle Maintenance-EMS	\$	2,323.32
Equipment Maint.-Fire	\$	472.83
Equipment Maint.-EMS	\$	1,284.27
Apparatus Testing/Cert	\$	2,809.12
Pagers/Radios-Fire	\$	428.42
Building Maintenance/Supplies	\$	409.17
Phone & Internet	\$	736.74
Electric	\$	1,242.75
Heat	\$	43.82
Water	\$	576.33
Water/Truck Fill	\$	-
Office Expense	\$	97.86
Office Expense-Fire	\$	-
Office Expense-EMS	\$	-
Meeting Expense	\$	-
Dues & Subscriptions	\$	127.00
Dues & Subscriptions-Fire	\$	-
Dues & Subscriptions-EMS	\$	-
Computer Expense	\$	-
Computer Expense-Fire	\$	-
Computer Expense-EMS	\$	13,967.03
Printer/Copier	\$	159.28
Misc Expense	\$	17.55
Advertising/Promotions	\$	251.00
Clothing/Uniforms-Fire	\$	200.39
Clothing/Uniforms-EMS	\$	-
Mileage Reimbursement	\$	-
Training & Education-Fire	\$	100.00
Training & Education-EMS	\$	646.20
FAP Funding-EMS Equip/Training Costs	\$	-
Ambulance Supplies	\$	1,360.91
Equipment Purchases-Fire	\$	538.60
Equipment Purchases-EMS	\$	89.95
Turn out Gear-Fire	\$	148.36
Fire Supplies-Foam	\$	-
Fire Supplies	\$	93.16
Haz Mat	\$	-
Fuel-Vehicles	\$	1,845.32
Capital Equipment Purchases	\$	-

Total Disbursements \$ 55,110.65

\$ 175,621.34

Bank Statement

Ending Checking Account Balance as of 8/31/18	\$	180,447.95	\$	-
Outstanding Disbursements	\$	4,826.61		
Ending Balance for August	\$	175,621.34		

Other Accounts-Savings

Beginning Balance	\$	469,377.81
8/31/2018 Interest	\$	418.76

Savings acct balance as of 8/31/18 \$ 469,796.57

Summary of Bills - PAID	
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8/29/2018	\$4,710.89
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9/4/2018	\$1,476.80
----------	------------

9/12/2018	\$354.00
-----------	----------

9/20/2018	\$8,679.60
-----------	------------

TOTAL	\$15,221.29
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Check Register - Full Report - ALL

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ALL Checks

ACCT

CENTRAL FIRE & EMS CHECKING

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
6099	8/29/2018	5 ALARM FIRE & SAFETY FIRE GLOVES X 2	
750-00-53052-001-000		TURN OUT GEAR	148.36
		179536-1	
		Total	148.36
6100	8/29/2018	CARDMEMBER SERVICE SUPPLIES/AUTO MAIN/EDUCATION	
750-00-52021-002-000		EQUIPMENT MAINTENANCE-EMS	288.82
750-00-53040-001-000		TRAINING & EDUCATION-FIRE	100.00
750-00-53060-000-000		FUEL-VEHICLES	69.29
750-00-52028-000-000		BUILDING MAINTENANCE/SUPPLIES	299.99
750-00-53030-000-000		ADVERTISING/PROMOTIONS	9.00
750-00-53010-000-000		DUES & SUBSCRIPTIONS	117.00
750-00-52020-002-000		VEHICLE MAINTENANCE-EMS	1,012.20
750-00-53029-000-000		MISCELLANEOUS EXPENSE	-43.07
		Total	1,853.23
6101	8/29/2018	CHARTER COMMUNICATIONS ST 3	
750-00-52050-000-000		PHONE & INTERNET	168.53
		ST. 3	
		Total	168.53
6102	8/29/2018	CONFIDENTIAL RECORDS, INC SHREDDING SERVICE	
750-00-53021-000-000		PRINTER/COPIER	38.50
		30544	
		Total	38.50
6103	8/29/2018	FIRE & SAFETY EQUIPMENT IV INC FIRE EXT. SERVICE STATION 1 AND 2	
750-00-52021-001-000		EQUIPMENT MAINTENANCE-FIRE	110.84
		ST 1 AND 2	
		53637	

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ACCT

CENTRAL FIRE & EMS CHECKING

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 110.84
6104	8/29/2018	MCHS HOSPITALS, INC LINEN AND DRUGS	
750-00-53050-002-000		AMBULANCE SUPPLIES IN537	27.00
750-00-53050-002-000		AMBULANCE SUPPLIES IN536	610.90
			Total 637.90
6105	8/29/2018	NORTH CENTRAL TECHNICAL COLLEGE NICK KOEBACH ADVANCED EMT	
750-00-53040-002-000		TRAINING & EDUCATION-EMS NICK KOEBACH	646.20
			Total 646.20
6106	8/29/2018	VERIZON WIRELESS CELL PHONES AND DATA IN MEDS	
750-00-52050-000-000		PHONE & INTERNET 9812801058	91.56
			Total 91.56
6107	8/29/2018	WE ENERGIES ALL STATIONS	
750-00-52052-000-000		HEAT STATION 1, 5/14-8/13	8.98
750-00-52052-000-000		HEAT STATION 2, 7/16-8/14	20.49
750-00-52052-000-000		HEAT ST. 3, 7/12-8/10	14.35
			Total 43.82
6108	8/29/2018	WISCONSIN DEPARTMENT OF REVENUE BUSINESS TAX REGISTRATION	
750-00-53010-000-000		DUES & SUBSCRIPTIONS	10.00
			Total 10.00
6109	8/29/2018	WITMER PUBLIC SAFETY GROUP BC UNIFORM EQUIPMENT	

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Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
750-00-53031-001-000		CLOTHING/UNIFORMS-FIRE	200.39
		E1749600	
		Total	200.39
<hr/>			
6110	8/29/2018	XCEL ENERGY	
ST 1 AND 2			
750-00-52051-000-000		ELECTRIC	18.46
		ST. 1 HEAT, 7/11-8/11	
750-00-52051-000-000		ELECTRIC	184.49
		ST. 1 ELEC	
750-00-52051-000-000		ELECTRIC	558.61
		ST 2., 7/21-8/18	
		Total	761.56
		Grand Total	4,710.89

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CENTRAL FIRE & EMS CHECKING

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
6111	9/04/2018	AIR COMMUNICATIONS OF CENTRAL WI, INC PROGRAMMING SOFTWARE FOR ST. 3 RADIO'S	
750-00-52023-001-000		PAGER/RADIOS #81167	247.00
		Total	247.00
6112	9/04/2018	CITY OF ABBOTSFORD SEPT	
750-00-52053-000-000		WATER STATION 2	235.23
		Total	235.23
6113	9/04/2018	COLBY WATER DEPARTMENT SEPT	
750-00-52053-000-000		WATER	139.10
		Total	139.10
6114	9/04/2018	KULAS BODY SHOP WINDSHIELD REPAIRS	
750-00-52020-002-000		VEHICLE MAINTENANCE-EMS 6274	406.75
		Total	406.75
6115	9/04/2018	MEDPRO MIDWEST GROUP QUARTERLY BILLING FOR COLBY & DORCHESTER	
750-00-52021-002-000		EQUIPMENT MAINTENANCE-EMS 00017697	274.50
		Total	274.50
6116	9/04/2018	XCEL ENERGY ST. 3	
750-00-52051-000-000		ELECTRIC ST. 3, 7/28-8/25	174.22
		Total	174.22
		Grand Total	1,476.80

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Dated From: From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
6117	9/12/2018	WI SCTF NICHOLAS KOEBACH CHILD SUPPORT	
750-00-21111-000-000		PAYROLL DEDUCTIONS PAYABLE KOEBACH, REMIT #381163	354.00
Total			354.00
Grand Total			354.00

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Dated From: From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
6118	9/20/2018	5 ALARM FIRE & SAFETY ANNUAL SCBA TESTING/INSPECTIONS	
750-00-52022-001-000		APPARATUS TESTING/CERT. 178423-1	4,450.14
Total			4,450.14
6119	9/20/2018	ABBYLAND SERVICE PLAZA 60 LADDER 1 REPAIRS	
750-00-52020-001-000		VEHICLE MAINTENANCE-FIRE 60 LADDER 1 W133387	197.32
Total			197.32
6120	9/20/2018	AIRGAS USA LLC OXYGEN	
750-00-53050-002-000		AMBULANCE SUPPLIES 9079956424	217.50
750-00-53050-002-000		AMBULANCE SUPPLIES 9955487418	175.62
750-00-53050-002-000		AMBULANCE SUPPLIES 9955484847	18.15
Total			411.27
6121	9/20/2018	CHARTER COMMUNICATIONS ST. 2	
750-00-52050-000-000		PHONE & INTERNET ST. 2	166.78
Total			166.78
6122	9/20/2018	CITY OF COLBY SEPT ACCOUNTING SERVICES	
750-00-52005-000-000		ACCOUNTING/SECRETARIAL SERVICE SEPT	500.00
Total			500.00
6123	9/20/2018	JEFFERSON FIRE & SAFETY ST. 2 SCBA COMPRESSOR REPAIR	
750-00-52021-001-000		EQUIPMENT MAINTENANCE-FIRE 251213	877.75
Total			877.75

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Dated From: From Account:
Thru: Thru Account:

Check Nbr	Check Date	Payee	Amount
6124 AUG FUEL	9/20/2018	KWIK TRIP	
750-00-53060-000-000 AUG		FUEL-VEHICLES	1,510.19
Total			1,510.19
6125 ST. 2 WATER	9/20/2018	LACROSSE PREMIUM WATER	
750-00-53029-000-000		MISCELLANEOUS EXPENSE	17.55
Total			17.55
6126 ST. 3	9/20/2018	MEYER LUMBER SUPPLY, INC	
750-00-52028-000-000		BUILDING MAINTENANCE/SUPPLIES 81850	13.28
Total			13.28
6127 EMS & FIRE TEXTBOOKS & SHIRT	9/20/2018	NORTH CENTRAL TECHNICAL COLLEGE	
750-00-53042-002-000 RC1-00004557		FAP FUNDING-EMS TRAINING COSTS	201.25
750-00-53042-002-000 RC1-00004558		FAP FUNDING-EMS TRAINING COSTS	201.25
750-00-53040-001-000 RC1-00005996		TRAINING & EDUCATION-FIRE	29.99
750-00-53040-001-000 RC1-00006738		TRAINING & EDUCATION-FIRE	68.02
Total			500.51
6128 AMBULANCE DATA	9/20/2018	VERIZON WIRELESS	
750-00-52050-000-000 9813655001		PHONE & INTERNET	14.04
Total			14.04
6129 ST. 3	9/20/2018	WE ENERGIES	
750-00-52052-000-000 ST. 3, 8/10-9/11		HEAT	20.77

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Dated From:
Thru:

From Account:
Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 20.77
			Grand Total 8,679.60

Check Date From: 8/01/2018
Thru: 8/31/2018

From Dept:
Thru Dept:

Pay Periods: 6/01/2018 Thru: 7/31/2018

Total Checks: 80

(Male: 62 Female: 18)

Earnings:

DISTRICT PAY	775.00
DUTY CREW	5,835.00
EMS DRIVER	97.50
EMS WAGES	3,520.00
FIRE CHIEF	2,650.00
FIRE WAGES	3,183.75
MEETING PAY	735.00
OFFICER PAY	1,350.00
ON SCENE PAY	30.00
RACES	840.00
WEEKEND CALL	933.00

19,949.25

Withholdings:

Federal	437.65
Social Security	1,236.86
Medicare	289.33
Wisconsin	273.60
CHILD SUPPORT	0.00
CHILD SUPPORT-2	354.00

2,591.44

NET PAY 17,357.81

Flexible Time Off:

Earned

Used

		Fund: All Funds				
		2018	2018	2018	Budget	% of
Account Number		August	Actual 08/31/2018	Budget	Status	Budget
750-00-43000-000-000	FIRE & EMS FEE-ABBOTSFORD	0.00	50,544.00	101,088.00	-50,544.00	50.00
750-00-43100-000-000	FIRE & EMS FEE-COLBY	0.00	45,414.00	60,552.00	-15,138.00	75.00
750-00-43200-000-000	FIRE & EMS FEE-DORCHESTER	0.00	28,728.00	38,304.00	-9,576.00	75.00
750-00-43300-000-000	FIRE & EMS FEE-TOWN OF COLBY	0.00	24,003.00	32,004.00	-8,001.00	75.00
750-00-43400-000-000	FIRE & EMS FEE-TOWN OF HULL	0.00	32,346.00	43,128.00	-10,782.00	75.00
750-00-43500-000-000	FIRE & EMS FEE-TOWN OF HOLTON	0.00	32,400.00	43,200.00	-10,800.00	75.00
750-00-43600-000-000	FIRE & EMS FEE-TOWN MAYVILLE	0.00	31,293.00	41,724.00	-10,431.00	75.00
750-00-43700-000-000	CONTRACTED SERVICE FEES	0.00	12,750.00	16,000.00	-3,250.00	79.69
750-00-43800-000-000	FIRE PROTECTION-2% INS TAX	2,293.17	10,692.91	20,000.00	-9,307.09	53.46
750-00-43900-000-000	EMS-FEES FOR SERVICE	25,976.63	207,427.71	200,000.00	7,427.71	103.71
750-00-43901-000-000	FIRE-FEES FOR SERVICE	4,936.77	36,086.40	0.00	36,086.40	0.00
750-00-45000-000-000	SALE OF EQUIPMENT	20,752.00	21,336.33	0.00	21,336.33	0.00
750-00-48100-000-000	INTEREST	571.40	3,648.53	0.00	3,648.53	0.00
750-00-48300-000-000	DONATION REVENUES	0.00	3,000.00	0.00	3,000.00	0.00
750-00-48400-000-000	MISCELLANEOUS REVENUES	85.00	251.00	0.00	251.00	0.00
=====						
Total Revenues		54,614.97	539,920.88	596,000.00	-56,079.12	90.59
=====						

Fund: All Funds

Account Number		2018	2018	2018	Budget Status	% of Budget
		August	Actual 08/31/2018	Budget		
750-00-51001-000-000	SALARIES-DISTRICT CHIEF	2,650.00	22,070.00	30,000.00	7,930.00	73.57
750-00-51001-001-000	SALARIES-FIRE	4,818.75	71,478.75	95,000.00	23,521.25	75.24
750-00-51001-002-000	SALARIES-EMS	11,705.50	114,195.75	145,500.00	31,304.25	78.49
750-00-51002-000-000	SALAREIS-ADMIN/BOARD	775.00	6,343.75	4,150.00	-2,193.75	152.86
750-00-51010-000-000	SOCIAL SECURITY-DISTRICT SHARE	1,526.19	16,378.34	21,000.00	4,621.66	77.99
750-00-51020-000-000	LENGTH OF SERVICE AWARD	0.00	12,110.00	20,000.00	7,890.00	60.55
750-00-52001-000-000	LEGAL	0.00	83.99	1,000.00	916.01	8.40
750-00-52005-000-000	ACCOUNTING/SECRETARIAL SERVICE	500.00	4,000.00	8,500.00	4,500.00	47.06
750-00-52010-000-000	INSURANCE PREMIUMS	0.00	17,291.36	25,000.00	7,708.64	69.17
750-00-52020-000-000	VEHICLE MAINTENANCE	0.00	310.80	0.00	-310.80	0.00
750-00-52020-001-000	VEHICLE MAINTENANCE-FIRE	3,165.83	23,009.60	15,000.00	-8,009.60	153.40
750-00-52020-002-000	VEHICLE MAINTENANCE-EMS	2,323.32	4,024.12	8,000.00	3,975.88	50.30
750-00-52021-001-000	EQUIPMENT MAINTENANCE-FIRE	472.83	2,420.68	12,000.00	9,579.32	20.17
750-00-52021-002-000	EQUIPMENT MAINTENANCE-EMS	1,284.27	5,320.44	2,000.00	-3,320.44	266.02
750-00-52022-001-000	APPARATUS TESTING/CERT.	2,809.12	2,809.12	7,500.00	4,690.88	37.45
750-00-52023-001-000	PAGER/RADIOS	428.42	10,428.02	5,000.00	-5,428.02	208.56
750-00-52028-000-000	BUILDING MAINTENANCE/SUPPLIES	409.17	2,586.36	4,000.00	1,413.64	64.66
750-00-52050-000-000	PHONE & INTERNET	736.74	6,369.48	5,200.00	-1,169.48	122.49
750-00-52051-000-000	ELECTRIC	1,242.75	12,316.94	14,000.00	1,683.06	87.98
750-00-52052-000-000	HEAT	43.82	6,301.56	9,000.00	2,698.44	70.02
750-00-52053-000-000	WATER	576.33	3,360.28	6,000.00	2,639.72	56.00
750-00-52054-000-000	WATER/TRUCK FILL	0.00	671.25	500.00	-171.25	134.25
750-00-53000-000-000	OFFICE EXPENSE	97.86	726.09	2,000.00	1,273.91	36.30
750-00-53000-001-000	OFFICE EXPENSE-FIRE	0.00	446.07	0.00	-446.07	0.00
750-00-53001-000-000	MEETING EXPENSE	0.00	1,540.81	1,000.00	-540.81	154.08
750-00-53010-000-000	DUES & SUBSCRIPTIONS	127.00	1,014.09	0.00	-1,014.09	0.00
750-00-53010-001-000	DUES & SUBSCRIPTIONS-FIRE	0.00	563.50	700.00	136.50	80.50
750-00-53010-002-000	DUES & SUBSCRIPTIONS-EMS	0.00	425.00	1,500.00	1,075.00	28.33
750-00-53020-000-000	COMPUTER EXPENSE	0.00	0.00	3,000.00	3,000.00	0.00
750-00-53020-001-000	COMPUTER EXPENSE-FIRE	0.00	76.05	0.00	-76.05	0.00
750-00-53020-002-000	COMPUTER EXPENSE-EMS	13,967.03	14,032.03	0.00	-14,032.03	0.00
750-00-53021-000-000	PRINTER/COPIER	159.28	1,460.67	2,000.00	539.33	73.03
750-00-53029-000-000	MISCELLANEOUS EXPENSE	17.55	4,404.77	1,000.00	-3,404.77	440.48
750-00-53030-000-000	ADVERTISING/PROMOTIONS	251.00	1,051.50	1,500.00	448.50	70.10
750-00-53031-001-000	CLOTHING/UNIFORMS-FIRE	200.39	1,636.60	2,250.00	613.40	72.74
750-00-53031-002-000	CLOTHING/UNIFORMS-EMS	0.00	0.00	2,250.00	2,250.00	0.00
750-00-53035-000-000	MILEAGE REIMBURSEMENT	0.00	355.95	1,000.00	644.05	35.60
750-00-53040-001-000	TRAINING & EDUCATION-FIRE	100.00	4,379.24	4,750.00	370.76	92.19
750-00-53040-002-000	TRAINING & EDUCATION-EMS	646.20	7,328.77	24,750.00	17,421.23	29.61
750-00-53050-002-000	AMBULANCE SUPPLIES	1,360.91	12,099.07	12,000.00	-99.07	100.83
750-00-53051-001-000	EQUIPMENT PURCHASES-FIRE	538.60	5,253.64	1,500.00	-3,753.64	350.24
750-00-53051-002-000	EQUIPMENT PURCHASES-EMS	89.95	89.95	5,000.00	4,910.05	1.80
750-00-53052-001-000	TURN OUT GEAR	148.36	21,831.59	20,800.00	-1,031.59	104.96
750-00-53053-001-000	FIRE SUPPLIES-FOAM	0.00	38.00	0.00	-38.00	0.00
750-00-53054-001-000	FIRE SUPPLIES	93.16	1,262.01	6,100.00	4,837.99	20.69
750-00-53059-000-000	HAZ MAT MATERIALS	0.00	1,083.94	500.00	-583.94	216.79
750-00-53060-000-000	FUEL-VEHICLES	1,845.32	12,660.94	10,000.00	-2,660.94	126.61
750-00-57010-000-000	CAPITAL EQUIPMENT PURCHASES	0.00	100,000.00	27,025.00	-72,975.00	370.03
750-00-59100-000-000	CONTINGENCY FUND	0.00	0.00	27,025.00	27,025.00	0.00
Total Expenses		55,110.65	537,640.87	596,000.00	58,359.13	90.21

Account Number	Fund: All Funds		2018 Budget	Budget Status	% of Budget
	2018 August	2018 Actual 08/31/2018			
Net Totals	-495.68	2,280.01	0.00	-2,280.01	0.00

CENTRAL FIRE & EMS CHECKING

ALL Receipts

Posted From: 8/01/2018 From Account:
Thru: 8/31/2018 Thru Account:

Receipt Nbr	Receipt Date	Payor	Amount
146	8/13/2018	SPRING LAKE SPEEDWAY 7/22 RACES	
750-00-48302-000-000		EMS REVENUE OUTSIDE LIFEQUEST AMBULANCE AT RACES, 7/22	375.00
Total			375.00
147	8/13/2018	VILLAGE OF DORCHESTER 2% FIRE DUES	
750-00-43800-000-000		FIRE PROTECTION-2% INS TAX 2% DUES	2,293.17
Total			2,293.17
148	8/13/2018	LIFEQUEST FEES EMS REVENUE	
750-00-43900-000-000		EMS-FEES FOR SERVICE	133.16
Total			133.16
149	8/27/2018	MISCELLANEOUS REVENUES MARATHON CO FIRE & RESCUE REIMBURSE FOOD	
750-00-48400-000-000		MISCELLANEOUS REVENUES REIMBURSE FOR MEETING MEAL	85.00
Total			85.00
150	8/27/2018	SPRING LAKE SPEEDWAY RACES	
750-00-48302-000-000		EMS REVENUE OUTSIDE LIFEQUEST AMBULANCE AT RACES	325.00
Total			325.00
151	8/27/2018	WISCONSIN SURPLUS ONLINE AUCTION SALE OF TRUCK	
750-00-45000-000-000		SALE OF EQUIPMENT SALE OF EQUIPMENT	20,752.00
Total			20,752.00
Grand Total			23,963.33

CENTRAL FIRE & EMS CHECKING

ALL Checks

Posted From: 8/24/2018 From Account:
Thru: 9/20/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
6099	8/29/2018	5 ALARM FIRE & SAFETY FIRE GLOVES X 2	148.36
6100	8/29/2018	CARDMEMBER SERVICE SUPPLIES/AUTO MAIN/EDUCATION	1,853.23
6101	8/29/2018	CHARTER COMMUNICATIONS ST 3	168.53
6102	8/29/2018	CONFIDENTIAL RECORDS, INC SHREDDING SERVICE	38.50
6103	8/29/2018	FIRE & SAFETY EQUIPMENT IV INC FIRE EXT. SERVICE STATION 1 AND 2	110.84
6104	8/29/2018	MCHS HOSPITALS, INC LINEN AND DRUGS	637.90
6105	8/29/2018	NORTH CENTRAL TECHNICAL COLLEGE NICK KOEBACH ADVANCED EMT	646.20
6106	8/29/2018	VERIZON WIRELESS CELL PHONES AND DATA IN MEDS	91.56
6107	8/29/2018	WE ENERGIES ALL STATIONS	43.82
6108	8/29/2018	WISCONSIN DEPARTMENT OF REVENUE BUSINESS TAX REGISTRATION	10.00
6109	8/29/2018	WITMER PUBLIC SAFETY GROUP BC UNIFORM EQUIPMENT	200.39
6110	8/29/2018	XCEL ENERGY ST 1 AND 2	761.56
6111	9/04/2018	AIR COMMUNICATIONS OF CENTRAL WI, INC PROGRAMMING SOFTWARE FOR ST. 3 RADIO'S	247.00
6112	9/04/2018	CITY OF ABBOTSFORD SEPT	235.23
6113	9/04/2018	COLBY WATER DEPARTMENT SEPT	139.10
6114	9/04/2018	KULAS BODY SHOP WINDSHIELD REPAIRS	406.75
6115	9/04/2018	MEDPRO MIDWEST GROUP QUARTERLY BILLING FOR COLBY & DORCHESTER	274.50
6116	9/04/2018	XCEL ENERGY ST. 3	174.22
6117	9/12/2018	WI SCTF NICHOLAS KOEBACH CHILD SUPPORT	354.00

CENTRAL FIRE & EMS CHECKING

ALL Checks

Posted From: 8/24/2018 From Account:
Thru: 9/20/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
6118	9/20/2018	5 ALARM FIRE & SAFETY ANNUAL SCBA TESTING/INSPECTIONS	4,450.14
6119	9/20/2018	ABBYLAND SERVICE PLAZA 60 LADDER 1 REPAIRS	197.32
6120	9/20/2018	AIRGAS USA LLC OXYGEN	411.27
6121	9/20/2018	CHARTER COMMUNICATIONS ST. 2	166.78
6122	9/20/2018	CITY OF COLBY SEPT ACCOUNTING SERVICES	500.00
6123	9/20/2018	JEFFERSON FIRE & SAFETY ST. 2 SCBA COMPRESSOR REPAIR	877.75
6124	9/20/2018	KWIK TRIP AUG FUEL	1,510.19
6125	9/20/2018	LACROSSE PREMIUM WATER ST. 2 WATER	17.55
6126	9/20/2018	MEYER LUMBER SUPPLY, INC ST. 3	13.28
6127	9/20/2018	NORTH CENTRAL TECHNICAL COLLEGE EMS & FIRE TEXTBOOKS & SHIRT	500.51
6128	9/20/2018	VERIZON WIRELESS AMBULANCE DATA	14.04
6129	9/20/2018	WE ENERGIES ST. 3	20.77

Grand Total: \$15,221.29

Account Number	Account Description	2017 Budget	Actual 12/31/2017	2018 Budget	Actual 07/09/2018	**2019 Proposed Budget
750-00-43000-000-000	FIRE & EMS FEE-ABBOTSFORD	91,440.00	91,190.00	101,088.00	50,544.00	99,612.00
750-00-43100-000-000	FIRE & EMS FEE-COLBY	65,124.00	65,124.00	60,552.00	45,414.00	62,064.00
750-00-43200-000-000	FIRE & EMS FEE-DORCHESTER	40,248.00	40,248.00	38,304.00	19,152.00	36,720.00
750-00-43300-000-000	FIRE & EMS FEE-TOWN OF COLBY	32,616.00	32,616.00	32,004.00	16,002.00	32,364.00
750-00-43400-000-000	FIRE & EMS FEE-TOWN OF HULL	44,280.00	44,280.00	43,128.00	32,346.00	44,136.00
750-00-43500-000-000	FIRE & EMS FEE-TOWN OF HOLTON	44,100.00	44,100.00	43,200.00	32,400.00	42,264.00
750-00-43600-000-000	FIRE & EMS FEE-TOWN MAYVILLE	42,192.00	42,192.00	41,724.00	20,862.00	42,840.00
750-00-43700-000-000	CONTRACTED SERVICE FEES	12,500.00	16,000.00	16,000.00	8,750.00	16,000.00
750-00-43800-000-000	FIRE PROTECTION-2% INS TAX	12,000.00	18,475.47	20,000.00	4,903.77	20,000.00
750-00-43900-000-000	EMS-FEES FOR SERVICE	300,000.00	232,000.44	200,000.00	161,685.43	200,000.00
750-00-43901-000-000	FIRE-FEES FOR SERVICE	0	2,917.87	0	14,354.36	0.00
750-00-45000-000-000	SALE OF EQUIPMENT	0	115,553.86	0	584.33	0.00
750-00-48100-000-000	INTEREST	50	3,098.03	0	2,468.53	0.00
750-00-48300-000-000	DONATION REVENUES	0	5,250.00	0	3,000.00	0
750-00-48301-000-000	RENT	0	0	0	2,700.00	0
750-00-48302-000-000	EMS REVENUE OUTSIDE LIFEQUEST	0	0	0	2,000.00	0
750-00-48400-000-000	MISCELLANEOUS REVENUES	3,800.00	459,284.20	0	166	0
750-00-49100-000-000	GRANT REVENUES	0	5,736.96	0	0	0
TOTAL REVENUES		688,350.00	1,218,066.83	596,000.00	417,332.42	596,000.00

04

Account Number	Account Description	2017 Budget	Actual 12/31/2017	2018 Budget	Actual 07/09/2018	**2019 Proposed Budget
750-00-51001-000-000	SALARIES-DISTRICT CHIEF	25,000.00	38,999.50	30,000.00	16,670.00	30,000.00
750-00-51001-001-000	SALARIES-FIRE	167,280.00	96,385.75	95,000.00	58,016.25	100,000.00
750-00-51001-002-000	SALARIES-EMS	135,210.00	110,775.00	145,500.00	88,989.25	165,000.00
750-00-51002-000-000	SALAREIS-ADMIN/BOARD	4,150.00	8,675.00	4,150.00	4,793.75	9,000.00
750-00-51003-000-000	SALARIES-DUTY CREW	0	0	0	0	0.00
750-00-51010-000-000	SOCIAL SECURITY-DISTRICT SHARE	13,529.00	18,648.58	21,000.00	12,888.33	26,000.00
750-00-51020-000-000	LENGTH OF SERVICE AWARD	0	0	20,000.00	12,110.00	20,000.00
750-00-52001-000-000	LEGAL	1,000.00	4,347.00	1,000.00	83.99	1,000.00
750-00-52002-002-000	LIFEQUEST FEES	40,000.00	0	0	0	0.00
750-00-52005-000-000	ACCOUNTING/SECRETARIAL SERVICE	7,300.00	6,600.00	8,500.00	3,000.00	8,500.00
750-00-52010-000-000	INSURANCE PREMIUMS	53,500.00	36,041.78	25,000.00	17,291.36	30,000.00
750-00-52020-000-000	VEHICLE MAINTENANCE	0	2,780.50	0	310.8	0.00
750-00-52020-001-000	VEHICLE MAINTENANCE-FIRE	36,547.00	28,962.71	15,000.00	17,795.77	20,000.00
750-00-52020-002-000	VEHICLE MAINTENANCE-EMS	5,000.00	20,209.67	8,000.00	1,700.80	8,000.00
750-00-52021-001-000	EQUIPMENT MAINTENANCE-FIRE	12,900.00	8,726.81	12,000.00	1,173.65	4,000.00
750-00-52021-002-000	EQUIPMENT MAINTENANCE-EMS	2,000.00	2,400.00	2,000.00	4,036.17	5,000.00
750-00-52022-001-000	APPARATUS TESTING/CERT.	7,500.00	3,975.98	7,500.00	0	8,000.00
750-00-52023-001-000	PAGER/RADIOS	0	7,708.25	5,000.00	9,651.49	6,000.00
750-00-52028-000-000	BUILDING MAINTENANCE/SUPPLIES	7,800.00	4,558.09	4,000.00	2,111.00	3,500.00
750-00-52050-000-000	PHONE & INTERNET	7,960.00	8,020.78	5,200.00	5,161.70	7,500.00

Account Number	Account Description	2017 Budget	Actual 12/31/2017	2018 Budget	Actual 07/09/2018	**2019 Proposed Budget
750-00-52051-000-000	ELECTRIC	13,770.00	15,419.58	14,000.00	10,676.61	16,000.00
750-00-52052-000-000	HEAT	12,800.00	6,336.43	9,000.00	6,253.34	8,000.00
750-00-52053-000-000	WATER	7,250.00	4,840.33	6,000.00	2,665.36	6,000.00
750-00-52054-000-000	WATER/TRUCK FILL	3,000.00	647.5	500	671.25	500.00
750-00-53000-000-000	OFFICE EXPENSE	1,400.00	2,465.33	2,000.00	628.23	2,000.00
750-00-53000-001-000	OFFICE EXPENSE-FIRE	0	658.01	0	446.07	0.00
750-00-53000-002-000	OFFICE EXPENSE-EMS	0	179.18	0	0	0.00
750-00-53001-000-000	MEETING EXPENSE	0	2,382.57	1,000.00	1,540.81	2,500.00
750-00-53010-000-000	DUES & SUBSCRIPTIONS	0	375	0	765.97	1,500.00
750-00-53010-001-000	DUES & SUBSCRIPTIONS-FIRE	750	409.95	700	563.5	0.00
750-00-53010-002-000	DUES & SUBSCRIPTIONS-EMS	1,200.00	5,667.96	1,500.00	425	0.00
750-00-53020-000-000	COMPUTER EXPENSE	0	5,313.84	3,000.00	0	3,000.00
750-00-53020-001-000	COMPUTER EXPENSE-FIRE	1,200.00	1,831.98	0	28.59	0.00
750-00-53020-002-000	COMPUTER EXPENSE-EMS	1,200.00	6,333.27	0	65	0.00
750-00-53021-000-000	PRINTER/COPIER	6,400.00	601.4	2,000.00	1,182.86	2,000.00
750-00-53029-000-000	MISCELLANEOUS EXPENSE	8,700.00	3,805.84	1,000.00	4,369.67	1,500.00
750-00-53030-000-000	ADVERTISING/PROMOTIONS	0	3,912.30	1,500.00	188.68	2,000.00
750-00-53031-001-000	CLOTHING/UNIFORMS-FIRE	1,900.00	5,739.50	2,250.00	956.62	2,250.00
750-00-53031-002-000	CLOTHING/UNIFORMS-EMS	0	3,657.67	2,250.00	0	2,250.00
750-00-53035-000-000	MILEAGE REIMBURSEMENT	0	2,187.42	1,000.00	188.95	1,000.00

Account Number	Account Description	2017 Budget	Actual 12/31/2017	2018 Budget	Actual 07/09/2018	**2019 Proposed Budget
750-00-53040-001-000	TRAINING & EDUCATION-FIRE	0	2,338.29	4,750.00	4,279.24	5,000.00
750-00-53040-002-000	TRAINING & EDUCATION-EMS	3,500.00	5,852.18	24,750.00	6,682.57	18,000.00
750-00-53041-002-000	FAP FUNDING-EMS SUPPLIES/EQUIP	0	0	0	2,859.69	0.00
750-00-53042-002-000	FAP FUNDING-EMS TRAINING COSTS	0	0	0	1,867.83	0.00
750-00-53050-002-000	AMBULANCE SUPPLIES	12,000.00	18,765.33	12,900.00	10,123.44	18,000.00
750-00-53051-001-000	EQUIPMENT PURCHASES-FIRE	0	8,929.70	1,500.00	3,014.78	2,000.00
750-00-53051-002-000	EQUIPMENT PURCHASES-EMS	3,400.00	4,113.56	5,000.00	0	3,000.00
750-00-53052-001-000	TURN OUT GEAR	25,000.00	24,553.09	20,800.00	21,683.23	24,500.00
750-00-53053-001-000	RENT OF FIRE HALLS	1,800.00	1,455.00	0	38	3,000.00
750-00-53054-001-000	FIRE SUPPLIES	0	688.86	6,100.00	1,168.85	5,000.00
750-00-53059-000-000	HAZ MAT MATERIALS	1,000.00	964.46	500	149.18	500.00
750-00-53060-000-000	FUEL-VEHICLES	12,800.00	12,356.17	10,000.00	9,313.59	15,000.00
750-00-57001-000-000	VEHICLE PURCHASE	0	16,000.00	0	0	0.00
750-00-57010-000-000	CAPITAL EQUIPMENT PURCHASES	0	0	27,025.00	100,000.00	0.00
750-00-59100-000-000	CONTINGENCY FUND	42,604.00	0	27,025.00	0	0.00
TOTAL EXPENSES		688,350.00	576,597.10	596,000.00	448,581.22	596,000.00

Central Fire & EMS District Monthly Chief's Report
August 21, 2018 to September 19, 2018

Calls for Service:

EMS:	49
Fire:	2
Rescuer:	2
Stand-By:	5
Total:	58

1. Police & Fire Commission Workshop- Nov 9th Stevens Point, Let Chief Nitzke if interested and Chief will get you registered.

Upcoming events/meetings:

- Week of October 8-12- Fire Prevention Week/ Activities at Colby and Abbotsford Schools
- Tuesday October 16- Hosting Clark County MABAS Meeting at Station 2

Ambulance Calls by Time of Day- August 21, to September 19, 2018:

Monday-Friday 0700-1700 (Duty Crew)	22calls
Monday-Friday 1700-0700	16 calls
Saturday/Sunday	11 calls
TOTAL EMS Calls for this period	49 calls
TOTAL EMS Calls for 2018 YTD	517 calls

Central Fire & EMS District

Station 3 Truck

- 2018 Ram 3500 4x4 Cab & Chassis- \$29,980
 - Tire upgrade- \$500
 - Running boards- \$570
 - Mud flaps-\$50
 - Mopar winch mount/Warn12k winch: \$2,600
- Zimmerman Custom Flatbed build: \$8,600
- Speedtech Lights/Siren installed: \$1,800
- Northway radio installation: \$500 estimated
- Decals by Maximum Motorsports: ??
- Hand tool kit: \$200
- Aluminum fold down steps(2): \$300
- Garmin GPS unit: \$300
- Misc Items (straps, chains, etc..): ??

Current total: \$45,400

Donation From Dorchester Fundraiser Acct: \$35,000

District Contribution: \$10,400

Abbotsford Public Library

REGULAR MONTHLY MEETING: Meeting called to order Sept 10th 2018 / 5:02 PM / Conference Room

ATTENDEES

Jochimsen, Giffin, Braun, Hinrichsen, Suttner, Bittner

Members absent: Writz, Dukelow

AGENDA**Previous minutes:** Read and approved.**Public Comment:** none**Old Business:**

- Stock Donation
- Purple Hats (40 hats made and donated)
- County Funding (The library will receive county reimbursement of 73% for Clark County Circs of those who do not have a local library and 70% for Marathon County circs.)
- 2019 Budget Review set for Sept.

New Business

- Out Door Movies: Patron talked to director about collaborating on summer outdoor movies. Table until more information is available.
- Wi-Fi after hours: Due to recent abuse of the library's Wi-Fi a chart was provided to show Wi-Fi use after library hours. The director will ask WVLS if it is possible to disable Wi-Fi from 1:00 am to 5:00 pm. Board will reevaluate this issue after more information can be obtained.
- Board President: Hinrichsen informed the board that the Abbotsford City Handbook will be going under updated and that she was asked to determine if a library trustee would be willing to be part of the committee or be willing to sub for her if she is unable to make a meeting. Giffin stated willingness to be a sub.

Treasurer's Report: 61% spent

Budget Review: Director presented 2019 to board. Director made note of added insurance budget line. This line should have been present on the 2017 and 2018 budget, however was overlooked by the director, library board and city administrator. 2017 was under budget due to staff changes and was coverable. Braun moved and Giffin seconded that the 2018 budget funds be rearranged to cover cost with the possibility of using capital fund savings to cover difference, motion passed. Discussion was held about adding a line to cover setting aside \$150 each year (until max payout is reached) to cover sick leave payout at time of retirement for full time library director. Braun moved to add budget line of \$150 for Retirement sick leave payout, Giffin seconded. Motioned passed. Suttner moved to approve amended budget, Giffin seconded. Motion passed. **Total expenses of \$132072.65.** Asking \$89414.9 from City.

Circulation Report:

Total Circulation:

- Aug 2018: 2,748 Last month: 2870
- Aug. 2017: 2,571 Aug 2016: 2, 878 Aug 2015: 2,241 Aug. 2014: 2,439

Circulation Break-down:

Books: 1253, DVDs: 681, Spoken Record: 83, Large Print: 38, Magazines: 29, Other: 50

Other Usage Report:

- **Wireless Sessions:** Aug. 1853 June: 2067 May: 1952 April: 1136 Feb:741 Jan:439 Dec:900 Nov: 625
 Oct: 966 Sept: 2025 Aug: 1191 July: 1087
- **Overdrive E-material Checkout:** Aug. 203 July : 203 June: No data May 146 April 183 March 187
 Feb: 121 Jan: 159 Dec. 2017: 126 Nov. 2017: 122 Oct. 2017: 116 Sept.2017: 106 Aug.2017: 139
 July 2017: 119 June 2017: 133
- **Monthly Reference:** Aug. 81
 July: 74 June: 149 May: 94 April: 93 March: 109 Feb: 100 Jan: 125 Dec: 108 Nov.:103 Oct: 118
- **Patron Count:** Aug. 2018: 1309
 July 2018: 1765 June 2018: 1841 May 2018: 1590 April 2018: 1466 March: 1402 Feb: 1095 Jan: 1019
 Dec: 958 Nov:950 Oct: 1192
 July 2017: 1703 July 2016: 1427

Policy Review: Sick Leave, changes made at the Aug. meeting were written up and approved.**WVLS report:** Goal toward more unification of check-out periods and library fines.**Director Report**

- Last Month Program Count:

**ABBOTSFORD PUBLIC
LIBRARY EVENTS**



WILD COOKIES BOOKCLUB :

Wednesday, Oct.3rd at 5:30 pm.

Meet at the library to car pool to the LuCille Tack Center in Spencer to hear WI author Danielle Sosin

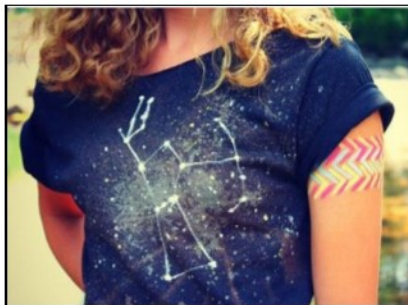
talk about her book "The Long-Shining Waters". \$5 admission fee. **Adult**

STORY TIME!: Friday, Oct. 5th. At 10:30am. No registration required.

Story times are held on the first and third Fridays of the month.

Youth

BLEACH T-SHIRTS!!: Tuesday, Oct 9th at 4:00pm. To celebrate teen read week 2018, "It's Written in the Stars", teens can sign up to make their own constellation t-shirt using bleach. *Registration Required, Bring your own T-shirt.* **Teen**



COOKBOOK BOOKCLUB: CHILI OR CHILLING!: Thur., Oct11th 6:30pm.

Check out any cookbook on the season's theme (chili or Halloween themed) pick your favorite recipe and make it, and then bring it to the club. Others in the club will do the same and we will share our tips and tricks.

THEN WE WILL EAT OUR CREATIONS TOGETHER! **Adult**

HALLOWEEN PARTY AND FAMILY MOVIE: Friday, Oct. 12th at 6:00pm.

Games and activities with a spooky theme. Costume Contest. Family Movie to follow at 7:00pm. Watching Hotel Transylvania 3.

ADULT CRAFT NIGHT: Thursday, Oct. 18th at 6:30 pm. Making 2x4 Black Cats for Halloween! **Registration Required. 16 or older, 12 and older if with an Adult.**



STORY TIME: Friday, Oct.19th. At 10:30am. No registration required. Story times are held on the first and third Fridays of the month. **Youth**

DARK TALES, OF MYSTERY AND INTRIGUE: **ADULT/TEEN** Friday, Oct.19th. At 7:00pm.

SPOOKY SAVENGER HUNT: **Youth**

Saturday, Oct. 27th. At 10:30am to 1:00pm. Solve creepy riddles and clues to earn a small prize.

August Monthly Program total:12 programs, 141 attendance

- Reminder of anniversary event on the 14th at 5:45pm.
- Future Programs: See handout.
- Volunteer: One teen 8 hours

Staffing/Operating Issues: new patron ban for violence. Security footage saved to flash drive. Letter denoting the ban was sent through the mail.

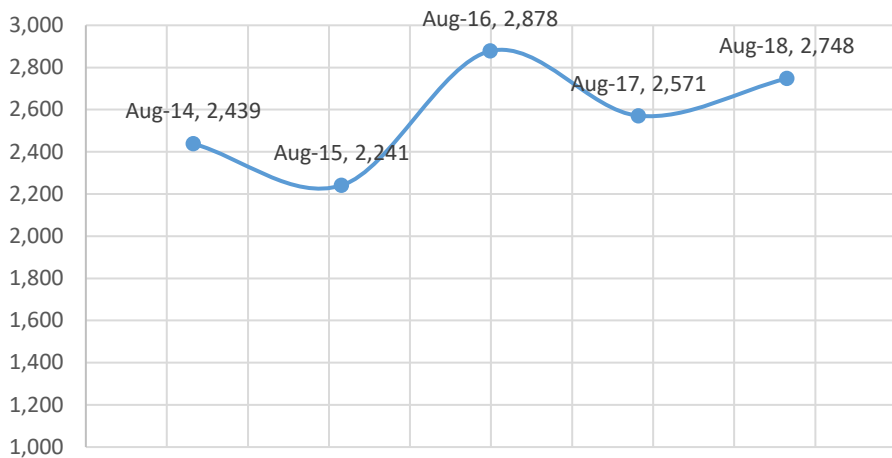
ACTION ITEMS: Director will talk to WVLS about wifi. Director will submit 2019 budget to city administrator.

NOTES: Director will ask library donor for a letter denoting items she would like her funds used for. All previous contact with donor has been verbal.

MOTION TO ADJOURN: Braun/Bittner 5:55 pm

Next meeting: Oct. 10th at 5:00 PM

Aug Circulation Counts, 2014-2018.



Date:	Other	Literary	Drop In	Program Title:	Total Atte	0 to 12	13 to 18	Other
8/10/2018		1		Summer School Visit 1st and K	35	31	2	2
8/17/2018				Teen Movie Night	0		0	
8/9/2018		1		Summer School Escape Room, 6th, 7th, 8th	27		25	2
8/2/2018	1			Perler Bead Craft for Kids	19	17	0	2
8/11/2018				State of the State WDNR	18	5		13
8/18/2016	1			Adult Craft Night/	1	0	0	1
8/16/2018	1			Pregancy Center Information Visit	4			4
all month			1	Click for Babies hats	7			7
all month	1			Yello Ribbons	11	2	2	7
8/21/2018		1		Golden Girls Book Club	0			
8/14/2018		1		Wild Cookies Book Club	4			4
8/10/2018	1			Family Movie Night/Box Car Children	15	9		6
				Monthly Program total: 12	141			

Colby/Abbotsford Police Commission Meeting

September 10, 2018

7:00 P.M.

The Colby/Abbotsford Police Commission was called to order by President Todd Schmidt at 7:00 p.m. Members present were: Todd Schmidt, Dan Hederer, Randy Hesgard & Roger Weideman. Jeremy Tetzke and Dennis Kramer were absent. Also present were: Chief Jason Bauer & Colby Deputy Clerk/Treasurer Jessie Polivka.

Public Comment: None.

Minutes from the August 13, 2018 meeting: Motion was made by Hederer, seconded by Hesgard to approve the minutes from the August 13, 2018 meeting as presented. Motion carried with a voice vote.

Expenditures: Motion was made by Hesgard, seconded by Hederer to approve the expenditures as presented in the amount of \$18,412.16. Motion carried with a voice vote.

Click it or Ticket: The last couple of years when the department has participated in the Click it or Ticket program the Wausau PD has handled the administrative duties of participating in the program. This year Marathon County is not participating in the program but Clark County is. Clark County needs a municipal police department to take care of the administrative duties for the grant. The Colby/Abby PD was asked to be the administrator this year. The money collected from the state for participating would be sent to the department and would then be reimbursed to neighboring departments who participate.

Motion was made by Weideman, seconded by Hederer to give the department permission to be the administrator for the Click it or Ticket program in Clark county. Motion carried with a voice vote.

Vehicle Report: Chief Bauer distributed a report to the committee regarding the current status of all vehicles in the department and a timeline for future squad purchases. There is currently \$33,578 in the auto fund for the purchase of a new squad. Bauer said he sees no need for a squad purchase between now and budget time next year; he anticipates the next vehicle purchase being in 2020 to replace the 2015 Durango. The committee discussed not contributing the normal \$13,200 to the 2019 budget and pushing the proposed timeline for vehicle purchases back a year.

Motion was made by Hesgard, seconded by Hederer, to accept the vehicle report as presented and for it to be a guideline for future purchases. Motion carried with a voice vote.

Computer Project: Jerry Kline, Head of IT at Marathon County, came to the department and looked at the current computers and server at the PD and determined what equipment would need to be replaced this year if the department chooses to stay with Marathon County for their computers. Marathon County is implementing a new software program this year and the PD needs to convert to their new system or stay with what they have but lose annual maintenance. Bauer stated that the officers are happy with their current software program and doesn't see the need to change. The PD does pay an annual software maintenance fee of \$5,694 for their current software. Bauer provided the committee with a list of equipment to be replaced and what the cost to the PD would be if they stayed with Marathon County. He also provided the cost of the same equipment being replaced by Computer TR and having them do their annual maintenance. The cost of continuing with Marathon County would be \$48,140 for the initial cost of

equipment with \$18,946 of annual maintenance per year. The cost of keeping the current software and having Computer TR provide the necessary updated equipment would be \$22,729. The committee asked where the money for the cost of new equipment would come from. Chief Bauer stated that there is currently a fund balance in the checking and the money could come from that.

Motion was made by Hesgard, seconded by Weideman, to purchase new computers and equipment in the amount of \$22,729 from Computer TR with the cost coming out of the 2018 fund balance. Motion carried with a voice vote.

SRO Implementation: Both city councils passed the hiring of Pat Leichtnam as the School Resource Officer. Leichtnam will start tomorrow with a tour of the area and schools. The committee discussed getting Leichtnam recertified as an officer. His current lack of certification won't affect him doing his job at the schools but he won't be able to carry a weapon until recertified. Chief Bauer stated he is hoping to submit a waiver to the board of training and standards to get Leichtnam reinstated without going through the recruit academy again. Leichtnam will also be completing local training within our department and surrounding departments which will be beneficial to have when applying for the waiver. Bauer stated they would apply for the waiver in December and take comments from the schools and department supporting the waiver request. If the waiver is denied he will attend recruit school in the Summer of 2019.

2019 Budget: The committee looked over the proposed budget that Chief Bauer provided. The committee discussed using \$25,000 in fund balance to offset the cost the cities would have to pay in 2019. The committee will review the revised budget for approval at the October commission meeting.

Chief's Report: Chief Bauer presented the K9 and activity report. Bauer believes the SRO officer is going to a huge benefit in the schools and is hoping to see the number of citations issued by other officers in the department decrease as a result.

Motion was made by Hederer, seconded by Weideman to accept and file the Chief's Report as presented. Motion carried with a voice vote.

Meeting date for October: The next meeting date will be held on October 8 at 6:30 p.m. at the Colby/Abbotsford Police Department.

Motion made by Hederer, seconded by Hesgard to adjourn at 8:03 p.m. Motion carried with a voice vote

Minutes from the City of Abbotsford Public Works/Water/Sewer Committee Meeting held Wednesday, September 19, 2018 at 5:30 p.m.

Chairman Faber called the meeting to order at 5:33 p.m.

Roll call: Faber, Clement, Horacek, and Huther

Also present: Department of Public Works Manager Stuttgen, Water/Waste water Supervisor Medenwaldt, Mayor Voss, and Todd Trader MSA

Pledge of Allegiance was heard.

Comments by the Chair: There were no comments by the Chair Comments

Comments by the Public: Melissa Treffert Water Problems on W. Linden Street-Christensen Addition- Rain didn't drain at this location and she, couldn't leave parking lot. The water was 7.5 feet the on road. Upset about the situation and she was never notified of water issues.

PW Stuttgen informed Melissa Treffert of the City's plans to fix the issues. Also offered to meet with her to show the proposed improvements.

1st and Cedar - Paula Ruesch wants to fill in old hockey rink for a soccer field. Already has nets donated if it goes through. Hoping to be able to hold tournaments. Committee recommend that is matter will further discuss at 10/01/2018 Council meeting

Discuss/recommend: Storm Water Analysis Christensen Addition-PW Stuttgen wants to hire MSA to determine water removal needs on Linden due to flooding. Todd – MSA discussed possibilities. \$5000-7500 Drainage study would analyze how much water needs to be moved, and what size pipes will be needed. Todd-MSA stated if the City would provide inlet info, it would lower his cost. Horacek made a motion for Todd/MSA to prepare a contract for drainage study. Huther seconded, approved 4/0

Discuss/recommend to City Council existing practices and alternative for future removal of copper from Sewer Plant operations. –WW Medenwaldt June 22 UGL's July 13 UGL's Aug 36 UGL's 22 is the limit of UGL's for copper. No info as to why the spike occurred.

Discuss/recommend Tree Removal 2nd Street– Harry Fox said Diane Horacek asked him to represent her. Concerned about the two trees she planted in front of her house. He's willing to do repairs on his tree. Dave Rueden said his trees were trimmed when he wasn't home. PW Stuttgen said the trees will get too big for the area. Diane H Horacek said she'd be willing to pay for trimming. PW Stuttgen could trim the tress back. PW Stuttgen stated the City will send a letter to homeowners asking if they want to maintain or they want PW Stuttgen to do it. They'll have two weeks to respond to the City letter. If no response the trees will be cut.

Discuss/recommend 4th Ave Change Order. PW Stuttgen discussed problems with 4th Ave. The curb is 6 inches higher than road. He wants to roll \$50,000 over from public works Capital improvements budge project from 2018 to 2019 so the project will be constructed according to standards. Horacek made a motion, Huther seconded, passed 4/0

Discuss/recommend 2019 Capital Road Projects.

- a. Safe Routes to School 80% Fed. /State 10% School 10% City-Update: 2020 Bus 29 west from 13 to curve. Project will be expensive. State will pay 80%, State 10%, School 10% (nothing new)

- b. 1st Ave Project – Discussed future needs for 4th Ave, portions are concrete and asphalt. South 1st Ave (Linden to Elm) discussed putting the under drain inside the curb instead of outside. The curb is pretty good there but with the height differences between street and curb is high enough for a bottle to fit under. Horacek motion 1st Ave for a 2019 project instead of 2020, Clement second – pass 4/0

Motion Huther to adjourn at 6:28pm, Horacek seconded.

Minutes prepared by council member Clement and Interim Administrator Gau.



Professional Services Agreement

This AGREEMENT (Agreement) is made today 09/28/2018 by and between CITY OF ABBOTSFORD (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: City of Abbotsford Drainage Study

The scope of the work authorized is: See Attached - *Scope of Work*

The schedule to perform the work is: Approximate Start Date: October 31, 2018
Approximate Completion Date: December 31, 2018

The lump sum fee for the work is: \$6,500

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.



Lori Voss, Mayor

Todd Trader, Team Leader

Date: _____

Date: September 28, 2018

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

Duane Gau, Interim Administrator

Date: _____

203 N First Street
Abbotsford, WI 54405
Phone: 715-223-3444
Fax: 715-223-8891

146 North Central Ave., Suite 201
Marshfield, WI 54449
Phone: 715-304-0460
Fax: 715-384-9787

Scope of Work

Task 1 – Storm Sewer Alignment Mapping and Survey

MSA will provide the City with a base map of the problem area vicinity. *City staff will be responsible for providing MSA sketch maps of the drainage infrastructure showing the following:*

- 1.) The approximate location of storm manholes connecting elements of the storm sewer system.*
- 2.) The alignment of storm sewers entering and exiting storm manholes*
- 3.) The diameter of storm sewers entering and exiting storm manholes*
- 4.) The depth to the invert of storm sewers entering and exiting storm manholes*
- 5.) The approximate location of inlets to the storm sewer system and an indication that the inlets connect to a particular manhole.*

Note – it is not necessary to identify attributes of storm sewer pipes connecting storm sewer inlets (either at the inlet or at the downstream manhole). All that needs to be know is the connectivity of inlets.

MSA will send a surveyor to the study area to survey the rim elevation of each manhole evaluated by the City. The rim elevation will be compared against City provided measurements to define storm sewer inverts.

MSA will also survey the centerline of each street using a pickup truck tow-hitch mounted GPS receiver. This information will be used to more closely delineate watershed boundaries and potentially flood inundation areas since LiDAR aerial mapping for the City is unavailable.

Task 2 - Revise Watershed Boundaries

MSA will delineate subwatershed boundaries draining to the location of each element of the trunk storm sewer (intersection) within the study area. Elements of the trunk storm sewer system will be defined by street intersection and/or clusters of storm sewer inlets.

Task 2 - Prepare Land Use Estimates

MSA will prepare a land use plan maps for the study area using the most recently available aerial photography. MSA will digitize impervious area within the study area using the most recently available aerial photography assuming photography of sufficient resolution quality is available. Land use and impervious mapping, along with available soil data mapping will be combined to develop individual runoff coefficients for each watershed within the study area.

Task 3 - Prepare Hydrologic Model

MSA will prepare a HydroCAD computer model of the study area to determine peak flow rates and accumulated volumes for each element of the trunk drainage system within the study area.

Task 4 - Assess Current Drainage System Capacity

MSA will solve the model for storm events including the 5-yr, 10-yr, 25-yr and 100-yr rainfall events to determine peak flows at each system element. Peak flows in successive downstream elements will be determined by adding hydrographs.

Task 5 – Determine Required Trunk Storm Sewer Size

MSA will determine the necessary size of trunk storm sewer diameter at the study area outfall necessary to provide various 'levels of service'. That is to say, MSA will identify the pipe size necessary to convey the peak 5-yr, 10-yr, 25-yr, and 100-yr peak flows generated by the watershed.

a.)

Task 6 - Prepare Technical Memoranda

MSA will prepare a brief technical memo documenting the design of the trunk storm sewer system. The report is anticipated to be no more than three pages in (text) length. MSA will provide one (1) electronic copy in PDF format of a technical memo documenting the storm sewer system assessment.

Schedule

MSA will complete the above scope of work within 60 days of receipt of complete storm sewer field inspection data from the City.

Project Cost

MSA will complete the above scope of work for a lump sum fee of **\$6,500** according to the following breakdown:

Survey – 8 hours, \$1,040
GIS development – 12 hours, \$1,160
Hydrologic/Hydraulic Calculations, 30 hours, \$3,660
Project Management – 4 hours, \$640

**MSA PROFESSIONAL SERVICES, INC. (MSA)
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC)**

1. **Scope and Fee.** The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project

2. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

3. **Costs and Schedules.** Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. **Access to Site.** Owner shall furnish right-of-entry on the project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

5. **Location of Utilities.** Consultant shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Consultant in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to Consultant by others.

6. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

7. **Construction.** This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

8. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

9. **Construction Site Visits.** MSA shall make visits to the site at intervals appropriate to the various stages of construction as MSA deems necessary in order to observe, as an experienced and qualified design professional, the progress and quality of the various aspects of Contractor's work.

The purpose of MSA's visits to, and representation at the site, will be to enable MSA to better carry out the duties and responsibilities assigned to and undertaken by MSA during the Construction Phase, and in addition, by the exercise of MSA's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of confidence that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. On the other hand, MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

10. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

11. **Betterment.** If, due to MSA's error, any required or necessary item or component of the project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

12. **Hazardous Substances.** OWNER acknowledges and agrees that MSA has had no role in generating, treating, storing, or disposing of hazardous substances or materials which may be present at the project site, and MSA has not benefited from the processes that produced such hazardous

substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

13. **Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

14. **Reuse of Documents.** Reuse of any documents and/or services pertaining to this project by the OWNER or extensions of this project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

15. **Indemnification.** To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, agents, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, agents, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

16. **Dispute Resolution.** OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in any state or federal court having jurisdiction.

17. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project or this contract.

18. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of WI.

19. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of WI for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Sauk County, Wisconsin, or any county in which MSA has an office.

20. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

Contractor's Application For Payment No. 2

To (Owner): City of Abbotsford	Application Period: 8/23/18 - 9/21/18	Application Date: 9/21/18
Project: Abbotsford 2018 Street & Utility	From (Contractor): Haas Sons, Inc.	Notice to Proceed Date: 4/23/18
	Contract:	Via (Engineer): MSA Professional Services, Inc.
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 07681014

Application for Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1		
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS		\$0.00

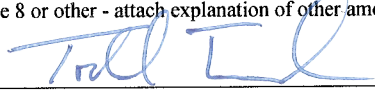
1. ORIGINAL CONTRACT PRICE	\$	871,217.95
2. Net change by Change Orders	\$	0.00
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	\$	871,217.95
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Progress Estimate)	\$	518,301.90
5. RETAINAGE:		
a. <u>5</u> % x \$ _____ Work Completed	\$	25,915.10
b. <u>0</u> % x \$ _____ Stored Material	\$	0.00
c. Total Retainage (Line 5a + Line 5b)	\$	25,915.10
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$	492,386.81
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	296,530.44
8. AMOUNT DUE THIS APPLICATION	\$	195,856.37
9. BALANCE TO FINISH, PLUS RETAINAGE (Column I on Progress Estimate + Line 5 above)	\$	82,300.71 \$378,831.15

Contractor's Certification

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Bramden Haas Date: 9-21-18

Payment of: \$195,856.37
(Line 8 or other - attach explanation of other amount)

is recommended by: 
(Engineer) September 25, 2018
(Date)

Payment of: \$195,856.37
(Line 8 or other - attach explanation of other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding Agency (if applicable) (Date)

Progress Estimate

Contractor's Application

Project: Stratford Industrial Park						Application Number: 1						
						Application Date: 9/21/18						
A		B1			B2	C	D	E	F	G	H	I
Item		Bid	Unit	Unit	Bid	Work Completed			Materials Pres. Stored	Tot. Completed & Stored to Date		Balance to Finish
Bid Item #	Description	Qty		Price	Value	From Prev. Application	Qty this Period	Value this Application	not in C or F	\$ (C*B1 + E + F)	% (G / B)	(B - G)
General												
1	Mobilization, Bonds and Insurance	1	LS	\$10,000.00	\$10,000.00	0.50	0.25	\$2,500.00	\$0.00	\$7,500.00	75%	\$2,500.00
2	Clearing and Grubbing	1	LS	\$14,100.00	\$14,100.00	1.00		\$0.00	\$0.00	\$14,100.00	100%	\$0.00
3	Traffic Control	1	LS	\$5,000.00	\$5,000.00	0.50	0.25	\$1,250.00	\$0.00	\$3,750.00	75%	\$1,250.00
4	Erosion Control	1	LS	\$3,500.00	\$3,500.00	0.50	0.25	\$875.00	\$0.00	\$2,625.00	75%	\$875.00
5	Concrete Quality Control	1	LS	\$2,600.00	\$2,600.00			\$0.00	\$0.00	\$0.00	0%	\$2,600.00
6	Site Maintenance and Restoration	1	LS	\$31,500.00	\$31,500.00			\$0.00	\$0.00	\$0.00	0%	\$31,500.00
7	Imported Granular Fill	20	CY	\$20.00	\$400.00			\$0.00	\$0.00	\$0.00	0%	\$400.00
8	Field Density Testing	7	EA	\$200.00	\$1,400.00			\$0.00	\$0.00	\$0.00	0%	\$1,400.00
9	2-Inch Rigid Polystyrene Insulation	640	SF	\$2.00	\$1,280.00	224.00		\$0.00	\$0.00	\$448.00	35%	\$832.00
10	Railroad Crossing Construction Requirements	1	LS	\$5,000.00	\$5,000.00			\$0.00	\$0.00	\$0.00	0%	\$5,000.00
11	Salvage Existing Pavement	5,440	SY	\$1.82	\$9,900.80	5,440.00		\$0.00	\$0.00	\$9,900.80	100%	\$0.00
Water Main												
12	Remove Existing Watermain	1	LS	\$5,000.00	\$5,000.00	1.00		\$0.00	\$0.00	\$5,000.00	100%	\$0.00
13	6-Inch PVC Water Main	50	LF	\$39.25	\$1,962.50	51.50		\$0.00	\$0.00	\$2,021.38	103%	-\$58.88
14	8-Inch PVC Water Main	1,530	LF	\$40.25	\$61,582.50	1,537.00		\$0.00	\$0.00	\$61,864.25	100%	-\$281.75
15	8-Inch Valve and Box	11	EA	\$1,500.00	\$16,500.00	12.00		\$0.00	\$0.00	\$18,000.00	109%	-\$1,500.00
16	6-Inch Valve and Box	4	EA	\$1,200.00	\$4,800.00	4.00		\$0.00	\$0.00	\$4,800.00	100%	\$0.00
17	8-Inch x 8-Inch Cross	2	EA	\$1,960.00	\$3,920.00	2.00		\$0.00	\$0.00	\$3,920.00	100%	\$0.00
18	8-Inch x 8-Inch Tee	1	EA	\$700.00	\$700.00	1.00		\$0.00	\$0.00	\$700.00	100%	\$0.00
19	8-Inch x 6-Inch Tee	4	EA	\$300.00	\$1,200.00	4.00		\$0.00	\$0.00	\$1,200.00	100%	\$0.00
20	8-Inch x 6-Inch Reducer	3	EA	\$825.00	\$2,475.00	3.00		\$0.00	\$0.00	\$2,475.00	100%	\$0.00
21	1-Inch HDPE Water Service	540	LF	\$28.10	\$15,174.00	563.00		\$0.00	\$0.00	\$15,820.30	104%	-\$646.30
22	1-Inch Corp., Curb Stop & Box (Saddle)	17	EA	\$425.00	\$7,225.00	19.00		\$0.00	\$0.00	\$8,075.00	112%	-\$850.00
23	Connect to Existing Water Service	17	EA	\$90.00	\$1,530.00	19.00		\$0.00	\$0.00	\$1,710.00	112%	-\$180.00
24	Connect to Existing Water Main	7	EA	\$600.00	\$4,200.00	7.00		\$0.00	\$0.00	\$4,200.00	100%	\$0.00
25	Fire Hydrant Complete	2	EA	\$3,350.00	\$6,700.00	3.00		\$0.00	\$0.00	\$10,050.00	150%	-\$3,350.00
26	Salvage and Reinstall Existing Hydrant	2	EA	\$1,050.00	\$2,100.00	1.00		\$0.00	\$0.00	\$1,050.00	50%	\$1,050.00
27	Temporary Water Service	1	LS	\$8,500.00	\$8,500.00	1.00		\$0.00	\$0.00	\$8,500.00	100%	\$0.00
Sanitary Service												
28	Sanitary Manhole, 4-Foot Diameter, Complete	5	EA	\$2,960.00	\$14,800.00	2.00		\$0.00	\$0.00	\$5,920.00	40%	\$8,880.00
29	Sanitary Manhole w/ Outside Drop, 4-Foot Dia	2	EA	\$4,810.00	\$9,620.00			\$0.00	\$0.00	\$0.00	0%	\$9,620.00
30	8-Inch PVC Sanitary Sewer	1,710	LF	\$46.50	\$79,515.00	404.00		\$0.00	\$0.00	\$18,786.00	24%	\$60,729.00
31	6-Inch PVC Sanitary Sewer Lateral	220	LF	\$35.75	\$7,865.00			\$0.00	\$0.00	\$0.00	0%	\$7,865.00
32	8-Inch x 6-Inch Sewer Wye	25	EA	\$85.00	\$2,125.00			\$0.00	\$0.00	\$0.00	0%	\$2,125.00
33	Connect to Existing Sanitary Sewer	9	EA	\$460.00	\$4,140.00	4.00		\$0.00	\$0.00	\$1,840.00	44%	\$2,300.00
34	Connect to Existing Sanitary Lateral	25	EA	\$90.00	\$2,250.00			\$0.00	\$0.00	\$0.00	0%	\$2,250.00
35	Sanitary Sewer Lateral Investigation	1	LS	\$1,000.00	\$1,000.00			\$0.00	\$0.00	\$0.00	0%	\$1,000.00

Item		Bid	Unit	Unit	Bid	Work Completed			Materials Pres.	Tot. Completed & Stored to Date		Balance to Finish
Bid Item #	Description	Qty		Price	Value	From Prev. Application	Qty this Period	Value this Application	Stored not in C or I	\$ (C*B1 + E + F)	% (G / B)	(B - G)
36	Adjust Existing Sanitary Manhole and Casting	1	EA	\$750.00	\$750.00			\$0.00	\$0.00	\$0.00	0%	\$750.00
	Storm Sewer											
37	Remove Storm Sewer	1	LS	\$3,000.00	\$3,000.00	1.00		\$0.00	\$0.00	\$3,000.00	100%	\$0.00
38	12-Inch HDPE Storm Sewer	375	LF	\$35.25	\$13,218.75	379.50		\$0.00	\$0.00	\$13,377.38	101%	-\$158.63
	15-Inch HDPE Storm Sewer	410	LF	\$37.30	\$15,293.00	404.00		\$0.00	\$0.00	\$15,069.20	99%	\$223.80
40	18-Inch HDPE Storm Sewer	110	LF	\$40.00	\$4,400.00	109.00		\$0.00	\$0.00	\$4,360.00	99%	\$40.00
41	Nyloplast 2-Ft x 3-Ft curb Inlet (24-Inch)	14	EA	\$2,650.00	\$37,100.00	14.00		\$0.00	\$0.00	\$37,100.00	100%	\$0.00
42	48-Inch Diameter Storm Manhole	4	EA	\$2,550.00	\$10,200.00	4.00		\$0.00	\$0.00	\$10,200.00	100%	\$0.00
43	Connect to Existing Storm Sewer	3	EA	\$800.00	\$2,400.00	3.00		\$0.00	\$0.00	\$2,400.00	100%	\$0.00
	Roadway											
44	Unclassified Excavation and Grading	1	LS	\$68,000.00	\$68,000.00	0.25	0.75	\$51,000.00	\$0.00	\$68,000.00	100%	\$0.00
45	Excavation Below Subgrade (EBS)	200	CY	\$29.50	\$5,900.00			\$0.00	\$0.00	\$0.00	0%	\$5,900.00
46	4-Inch Asphaltic Concrete Pavement (2 Lifts)	6,350	SY	\$15.40	\$97,790.00			\$0.00	\$0.00	\$0.00	0%	\$97,790.00
47	2-Inch Asphalt Driveway w/ Base	30	SY	\$32.50	\$975.00			\$0.00	\$0.00	\$0.00	0%	\$975.00
48	4-Inch Asphalt Driveway w/ Base	250	SY	\$33.50	\$8,375.00			\$0.00	\$0.00	\$0.00	0%	\$8,375.00
49	30-Inch Curb & Gutter, Type L	3,100	LF	\$11.05	\$34,255.00			\$0.00	\$0.00	\$0.00	0%	\$34,255.00
50	12-Inch Gravel Driveway (3/4 Inch CABC)	100	SY	\$11.11	\$1,111.00			\$0.00	\$0.00	\$0.00	0%	\$1,111.00
51	1 1/4 Inch Dense Graded Base (12-Inch Depth)	570	SY	\$8.17	\$4,656.90			\$0.00	\$0.00	\$0.00	0%	\$4,656.90
52	1 1/4 Inch Dense Graded Base (8-Inch Depth)	7,825	SY	\$6.11	\$47,810.75		6260	\$38,248.60	\$0.00	\$38,248.60	80%	\$9,562.15
53	Select Crush Material (16-Inch Depth)	7,825	SY	\$8.88	\$69,486.00		7825	\$69,486.00	\$0.00	\$69,486.00	100%	\$0.00
54	4-Inch Reinforced Concrete Sidewalk w/Base	11,400	SF	\$4.70	\$53,580.00			\$0.00	\$0.00	\$0.00	0%	\$53,580.00
55	6-Inch Reinforced Concrete Sidewalk w/Base	3,000	SF	\$5.45	\$16,350.00			\$0.00	\$0.00	\$0.00	0%	\$16,350.00
56	6-Inch Concrete Driveway w/Base	270	SF	\$5.10	\$1,377.00			\$0.00	\$0.00	\$0.00	0%	\$1,377.00
57	4-Inch Concrete Carriage Walk w/Base	215	SF	\$4.85	\$1,042.75			\$0.00	\$0.00	\$0.00	0%	\$1,042.75
58	Detectable Warning Field	14	EA	\$360.00	\$5,040.00			\$0.00	\$0.00	\$0.00	0%	\$5,040.00
59	6-Inch HDPE Underdrain	320	LF	\$8.60	\$2,752.00		3025	\$26,015.00	\$0.00	\$26,015.00	945%	-\$23,263.00
60	Geotextile Fabric Type SAS	8,395	SY	\$2.00	\$16,790.00		8395	\$16,790.00	\$0.00	\$16,790.00	100%	\$0.00
	CHANGE ORDERS/ EXTRAS											
	CHANGE ORDER #1				\$0.00			\$0.00	\$0.00	\$0.00	#####	\$0.00
	TOTAL				\$871,217.95			\$206,164.60	\$0.00	\$518,301.90		\$352,916.05

Contractor's Application For Payment No. 1

To (Owner): City of Abbotsford	Application Period: 8/2/18 - 9/21/18	Application Date: 8/2/18
Project: Abbotsford Schilling Farm	From (Contractor): Haas Sons, Inc.	Notice to Proceed Date: 4/23/18
	Contract:	Via (Engineer): MSA Professional Services, Inc.
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 07681026

Application for Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1		
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS		\$0.00


1. ORIGINAL CONTRACT PRICE	\$	1,151,238.52
2. Net change by Change Orders	\$	0.00
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	\$	1,151,238.52
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Progress Estimate)	\$	146,067.90
5. RETAINAGE:		
a. <u>5</u> % x \$ _____ Work Completed	\$	7,303.40
b. <u>0</u> % x \$ _____ Stored Material	\$	0.00
c. Total Retainage (Line 5a + Line 5b)	\$	7,303.40
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$	138,764.51
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	
8. AMOUNT DUE THIS APPLICATION	\$	138,764.51
9. BALANCE TO FINISH, PLUS RETAINAGE (Column I on Progress Estimate + Line 5 above)	\$	1,012,474.02

Contractor's Certification

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Brandon Haas Date: 9-21-18

Payment of: \$138,764.51
(Line 8 or other - attach explanation of other amount)

is recommended by:  September 25, 2018
(Engineer) (Date)

Payment of: \$138,764.51
(Line 8 or other - attach explanation of other amount)

is approved by: _____ (Date)
(Owner)

Approved by: _____ (Date)
Funding Agency (if applicable)

Progress Estimate

Contractor's Application

Project: Abbotsford Schilling Farm						Application Number: 1							
						Application Date: 9/21/18							
A		B1			B2	C	D	E	F	G		H	I
Item		Bid	Unit	Unit	Bid	Work Completed			Materials Pres. Stored	Tot. Completed & Stored to Date		Balance to Finish	
Bid Item #	Description	Qty		Price	Value	From Prev. Application	Qty this Period	Value this Application	not in C or I	\$ (C*B1 + E + F)	% (G / B)	(B - G)	
General													
1	Mobilization, Bonds & Insurance	1	LS	\$22,000.00	\$22,000.00		0.5	\$11,000.00	\$0.00	\$11,000.00	50%	\$11,000.00	
2	Clearing and Grubbing	1	LS	\$10,000.00	\$10,000.00			\$0.00	\$0.00	\$0.00	0%	\$10,000.00	
3	Traffic Control	1	LS	\$1,000.00	\$1,000.00		0.5	\$500.00	\$0.00	\$500.00	50%	\$500.00	
4	Erosion Control	1	LS	\$2,000.00	\$2,000.00		0.25	\$500.00	\$0.00	\$500.00	25%	\$1,500.00	
5	Concrete Quality Control	1	LS	\$1,500.00	\$1,500.00			\$0.00	\$0.00	\$0.00	0%	\$1,500.00	
6	Site Maintenance and Restoration	1	LS	\$6,700.00	\$6,700.00			\$0.00	\$0.00	\$0.00	0%	\$6,700.00	
7	Field Density Testing	7	EA	\$200.00	\$1,400.00			\$0.00	\$0.00	\$0.00	0%	\$1,400.00	
8	Silt Fence	2,000	LF	\$1.40	\$2,800.00			\$0.00	\$0.00	\$0.00	0%	\$2,800.00	
9	Rip Rap	185	CY	\$48.00	\$8,880.00			\$0.00	\$0.00	\$0.00	0%	\$8,880.00	
10	Erosion Mat Class I, Type A	8,006	SY	\$1.60	\$12,809.60			\$0.00	\$0.00	\$0.00	0%	\$12,809.60	
11	Erosion Mat Class III, Type C	52	SY	\$2.00	\$104.00			\$0.00	\$0.00	\$0.00	0%	\$104.00	
12	2-Inch Rigid Polystyrene Insulation	800	SF	\$2.00	\$1,600.00			\$0.00	\$0.00	\$0.00	0%	\$1,600.00	
13	4-Inch Rigid Polystyrene Insulation	800	SF	\$3.00	\$2,400.00			\$0.00	\$0.00	\$0.00	0%	\$2,400.00	
Water Main													
14	6-Inch PVC Water Main	249	LF	\$29.75	\$7,407.75		73	\$2,171.75	\$0.00	\$2,171.75	29%	\$5,236.00	
15	8-Inch PVC Water Main	1,950	LF	\$33.00	\$64,350.00		795	\$26,235.00	\$0.00	\$26,235.00	41%	\$38,115.00	
16	8-Inch Valve and Box	8	EA	\$1,700.00	\$13,600.00		4	\$6,800.00	\$0.00	\$6,800.00	50%	\$6,800.00	
17	6-Inch Valve and Box	7	EA	\$1,350.00	\$9,450.00		3	\$4,050.00	\$0.00	\$4,050.00	43%	\$5,400.00	
18	8-Inch x 8-Inch Cross	3	EA	\$1,200.00	\$3,600.00			\$0.00	\$0.00	\$0.00	0%	\$3,600.00	
19	8-Inch x 8-Inch Tee	1	EA	\$825.00	\$825.00		1	\$825.00	\$0.00	\$825.00	100%	\$0.00	
20	8-Inch x 6-Inch Tee	7	EA	\$675.00	\$4,725.00		4	\$2,700.00	\$0.00	\$2,700.00	57%	\$2,025.00	
21	6-Inch Plug	3	EA	\$140.00	\$420.00		1	\$140.00	\$0.00	\$140.00	33%	\$280.00	
22	8-Inch Plug	2	EA	\$185.00	\$370.00			\$0.00	\$0.00	\$0.00	0%	\$370.00	
23	1-Inch HDPE Water Service	296	LF	\$23.50	\$6,956.00		116	\$2,726.00	\$0.00	\$2,726.00	39%	\$4,230.00	
24	1-Inch Corporation, Curb Stop & Box (Saddle)	10	EA	\$375.00	\$3,750.00		2	\$750.00	\$0.00	\$750.00	20%	\$3,000.00	
25	2-Inch HDPE Water Service	7	LF	\$24.50	\$171.50		10	\$245.00	\$0.00	\$245.00	143%	-\$73.50	
26	2-Inch Corporation, Curb Stop & Box (Saddle)	1	EA	\$925.00	\$925.00		1	\$925.00	\$0.00	\$925.00	100%	\$0.00	
27	Connect to Existing Water Main	2	EA	\$850.00	\$1,700.00		1	\$850.00	\$0.00	\$850.00	50%	\$850.00	
28	Fire Hydrant complete	4	EA	\$3,750.00	\$15,000.00		2	\$7,500.00	\$0.00	\$7,500.00	50%	\$7,500.00	
29	Remove, Salvage and Reinstall Existing Valve	1	EA	\$1,200.00	\$1,200.00			\$0.00	\$0.00	\$0.00	0%	\$1,200.00	
30	Remove and Salvage Existing Tee	2	EA	\$505.00	\$1,010.00			\$0.00	\$0.00	\$0.00	0%	\$1,010.00	
Sanitary Sewer				\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	#####	\$0.00	
31	Sanitary Manhole, 4-Foot Diameter, Complete	4	EA	\$4,400.00	\$17,600.00		2	\$8,800.00	\$0.00	\$8,800.00	50%	\$8,800.00	
32	Sanitary Manhole w/ Outside Drop, 4-Foot Dia	1	EA	\$5,900.00	\$5,900.00		1	\$5,900.00	\$0.00	\$5,900.00	100%	\$0.00	
33	8-Inch PVC Sanitary Sewer	1,613	LF	\$48.80	\$78,714.40		483	\$23,570.40	\$0.00	\$23,570.40	30%	\$55,144.00	

Item		Bid	Unit	Unit	Bid	Work Completed			Materials Pres.	Tot. Completed & Stored to Date		Balance to Finish
Bid Item #	Description	Qty		Price	Value	From Prev. Application	Qty this Period	Value this Application	Stored not in C or I	\$ (C*B1 + E + F)	% (G / B)	(B - G)
34	6-Inch PVC Sanitary Sewer Lateral	463	LF	\$29.75	\$13,774.25		152	\$4,522.00	\$0.00	\$4,522.00	33%	\$9,252.25
35	8-Inch x 6-Inch Sewer Wye	14	EA	\$200.00	\$2,800.00		4	\$800.00	\$0.00	\$800.00	29%	\$2,000.00
36	Connect to Existing Sanitary Sewer	1	EA	\$650.00	\$650.00			\$0.00	\$0.00	\$0.00	0%	\$650.00
Storm Sewer												
37	12-Inch HDPE Storm Sewer	453	LF	\$29.75	\$13,476.75		345	\$10,263.75	\$0.00	\$10,263.75	76%	\$3,213.00
38	15-Inch HDPE Storm Sewer	24	LF	\$31.75	\$762.00			\$0.00	\$0.00	\$0.00	0%	\$762.00
39	18-Inch HDPE Storm Sewer	425	LF	\$34.00	\$14,450.00		36	\$1,224.00	\$0.00	\$1,224.00	8%	\$13,226.00
40	24-Inch HDPE Storm Sewer	59	LF	\$49.50	\$2,920.50			\$0.00	\$0.00	\$0.00	0%	\$2,920.50
41	30-Inch HDPE Storm Sewer	253	LF	\$55.25	\$13,978.25			\$0.00	\$0.00	\$0.00	0%	\$13,978.25
42	21-Inch Class III RCP Storm Sewer	140	LF	\$56.00	\$7,840.00			\$0.00	\$0.00	\$0.00	0%	\$7,840.00
43	36-Inch Class III RCP Storm Sewer	50	LF	\$93.00	\$4,650.00			\$0.00	\$0.00	\$0.00	0%	\$4,650.00
44	36-Inch Class III RCP Apron Endwall	1	EA	\$2,325.00	\$2,325.00			\$0.00	\$0.00	\$0.00	0%	\$2,325.00
45	Nyoplast 2-Ft x 3-Ft curb Inlet (24-Inch)	13	EA	\$3,400.00	\$44,200.00		6	\$20,400.00	\$0.00	\$20,400.00	46%	\$23,800.00
46	4-Foot Diameter Storm Manhole	1	EA	\$2,670.00	\$2,670.00		1	\$2,670.00	\$0.00	\$2,670.00	100%	\$0.00
47	5-Foot Diameter Storm Manhole	1	EA	\$4,850.00	\$4,850.00			\$0.00	\$0.00	\$0.00	0%	\$4,850.00
48	6-Foot Diameter Storm Manhole	1	EA	\$5,200.00	\$5,200.00			\$0.00	\$0.00	\$0.00	0%	\$5,200.00
49	Connect to Existing Storm Sewer/Manhole	4	EA	\$850.00	\$3,400.00			\$0.00	\$0.00	\$0.00	0%	\$3,400.00
50	Wet Detention Basin Excavation and Grading	1	LS	\$54,000.00	\$54,000.00			\$0.00	\$0.00	\$0.00	0%	\$54,000.00
51	Pond Outlet Structure (4-Foot) w/ Grate	1	LS	\$5,500.00	\$5,500.00			\$0.00	\$0.00	\$0.00	0%	\$5,500.00
Roadway												
52	Unclassified Excavation and Grading (Road and	1	LS	\$25,000.00	\$25,000.00			\$0.00	\$0.00	\$0.00	0%	\$25,000.00
53	Excavation Below subgrade (EBS)	150	CY	\$6.00	\$900.00			\$0.00	\$0.00	\$0.00	0%	\$900.00
54	2.25-Inch Lower Layer Asphaltic Concrete Pave	4,744	SY	\$9.20	\$43,644.80			\$0.00	\$0.00	\$0.00	0%	\$43,644.80
55	1.75-Inch Upper Layer Asphaltic Concrete Pave	4,744	SY	\$8.10	\$38,426.40			\$0.00	\$0.00	\$0.00	0%	\$38,426.40
56	30-Inch Curb and Gutter, Type HM	2,392	LF	\$12.50	\$29,900.00			\$0.00	\$0.00	\$0.00	0%	\$29,900.00
57	1 1/4 Inch Dense Graded Base (8-Inch Depth)	4,917	SY	\$5.11	\$25,125.87			\$0.00	\$0.00	\$0.00	0%	\$25,125.87
58	Select Crush Material (16-Inch Depth)	4,917	SY	\$8.86	\$43,564.62			\$0.00	\$0.00	\$0.00	0%	\$43,564.62
59	4-Inch Reinforced Concrete Sidewalk w/ Base	3,800	SF	\$0.50	\$1,900.00			\$0.00	\$0.00	\$0.00	0%	\$1,900.00
60	6-Inch Reinforced Concrete Sidewalk w/ Base	240	SF	\$6.40	\$1,536.00			\$0.00	\$0.00	\$0.00	0%	\$1,536.00
61	6-Inch Concrete Driveway w/ Base	486	SF	\$6.00	\$2,916.00			\$0.00	\$0.00	\$0.00	0%	\$2,916.00
62	6-Inch HDPE Underdrain	2,359	LF	\$8.10	\$19,107.90			\$0.00	\$0.00	\$0.00	0%	\$19,107.90
63	Geotextile Fabric Type SAS	4,917	SY	\$2.00	\$9,834.00			\$0.00	\$0.00	\$0.00	0%	\$9,834.00
Additive Alternate A												
General												
1	Mobilization, Bonds & Insurance	1	LS	\$2,500.00	\$2,500.00			\$0.00	\$0.00	\$0.00	0%	\$2,500.00
2	Traffic Control	1	LS	\$100.00	\$100.00			\$0.00	\$0.00	\$0.00	0%	\$100.00
3	Erosion Control	1	LS	\$500.00	\$500.00			\$0.00	\$0.00	\$0.00	0%	\$500.00
4	Concrete Quality Control	1	LS	\$500.00	\$500.00			\$0.00	\$0.00	\$0.00	0%	\$500.00
5	Site Maintenance and Restoration	1	LS	\$2,000.00	\$2,000.00			\$0.00	\$0.00	\$0.00	0%	\$2,000.00
6	Field Density Testing	3	EA	\$200.00	760 600.00			\$0.00	\$0.00	\$0.00	0%	2 of 4 \$600.00

Item		Bid	Unit	Unit	Bid	Work Completed			Materials	Tot. Completed & Stored to		Balance to Finish
Bid	Description	Qty		Price	Value	From Prev.	Qty this	Value this	Pres.	\$	%	
Item #						Application	Period	Application	Stored	(C*B1 + E + F)	(G / B)	(B - G)
Storm Sewer												
7	12-Inch HDPE Storm Sewer	91	LF	\$29.75	\$2,707.25			\$0.00	\$0.00	\$0.00	0%	\$2,707.25
8	15-Inch HDPE Storm Sewer	661	LF	\$31.75	\$20,986.75			\$0.00	\$0.00	\$0.00	0%	\$20,986.75
9	18-Inch HDPE Storm Sewer	37	LF	\$34.00	\$1,258.00			\$0.00	\$0.00	\$0.00	0%	\$1,258.00
10	21-Inch Class III RCP Storm Sewer	177	LF	\$56.00	\$9,912.00			\$0.00	\$0.00	\$0.00	0%	\$9,912.00
11	21-Inch Class III RCP Apron Endwall	1	EA	\$815.00	\$815.00			\$0.00	\$0.00	\$0.00	0%	\$815.00
12	Nyoplast 2-Ft x 3-Ft curb Inlet (24-Inch)	7	EA	\$4,400.00	\$30,800.00			\$0.00	\$0.00	\$0.00	0%	\$30,800.00
13	4-Foot Diameter Inlet Manhole	3	EA	\$2,750.00	\$8,250.00			\$0.00	\$0.00	\$0.00	0%	\$8,250.00
	Roadway			\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	#####	\$0.00
14	Unclassified Excavation and Grading (Road and	1	LS	\$12,000.00	\$12,000.00			\$0.00	\$0.00	\$0.00	0%	\$12,000.00
15	Excavation Below subgrade (EBS)	50	CY	\$6.00	\$300.00			\$0.00	\$0.00	\$0.00	0%	\$300.00
16	2.25-Inch Lower Layer Asphaltic Concrete Pave	2,184	SY	\$9.20	\$20,092.80			\$0.00	\$0.00	\$0.00	0%	\$20,092.80
17	1.75-Inch Upper Layer Asphaltic Concrete Pave	2,184	SY	\$8.20	\$17,908.80			\$0.00	\$0.00	\$0.00	0%	\$17,908.80
18	30-Inch Curb and Gutter, Type HM	1,228	LF	\$12.50	\$15,350.00			\$0.00	\$0.00	\$0.00	0%	\$15,350.00
19	1 1/4 Inch Dense Graded Base (8-Inch Depth)	2,797	SY	\$5.11	\$14,292.67			\$0.00	\$0.00	\$0.00	0%	\$14,292.67
20	Select Crush Material (16-Inch Depth)	2,797	SY	\$8.86	\$24,781.42			\$0.00	\$0.00	\$0.00	0%	\$24,781.42
21	6-Inch HDPE Underdrain	1,222	LF	\$8.10	\$9,898.20			\$0.00	\$0.00	\$0.00	0%	\$9,898.20
22	Geotextile Fabric Type SAS	2,797	SY	\$2.00	\$5,594.00			\$0.00	\$0.00	\$0.00	0%	\$5,594.00
Additive Alternate B												
General												
1	Mobilization, Bonds & Insurance	1	LS	\$2,000.00	\$2,000.00			\$0.00	\$0.00	\$0.00	0%	\$2,000.00
2	Traffic Control	1	LS	\$100.00	\$100.00			\$0.00	\$0.00	\$0.00	0%	\$100.00
3	Erosion Control	1	LS	\$500.00	\$500.00			\$0.00	\$0.00	\$0.00	0%	\$500.00
4	Concrete Quality Control	1	LS	\$500.00	\$500.00			\$0.00	\$0.00	\$0.00	0%	\$500.00
5	Site Maintenance and Restoration	1	LS	\$2,000.00	\$2,000.00			\$0.00	\$0.00	\$0.00	0%	\$2,000.00
6	Field Density Testing	3	EA	\$200.00	\$600.00			\$0.00	\$0.00	\$0.00	0%	\$600.00
Water Main												
7	6-Inch PVC Water Main	22	LF	\$34.75	\$764.50			\$0.00	\$0.00	\$0.00	0%	\$764.50
8	8-Inch PVC Water Main	597	LF	\$33.00	\$19,701.00			\$0.00	\$0.00	\$0.00	0%	\$19,701.00
9	6-Inch Valve and Box	1	EA	\$1,350.00	\$1,350.00			\$0.00	\$0.00	\$0.00	0%	\$1,350.00
10	8-Inch x 6-Inch Tee	1	EA	\$675.00	\$675.00			\$0.00	\$0.00	\$0.00	0%	\$675.00
11	1-Inch HDPE Water Service	164	LF	\$23.50	\$3,854.00			\$0.00	\$0.00	\$0.00	0%	\$3,854.00
12	1-Inch Corporation, Curb Stop & Box (Saddle)	6	EA	\$375.00	\$2,250.00			\$0.00	\$0.00	\$0.00	0%	\$2,250.00
13	Connect to Existing Water Main	1	EA	\$850.00	\$850.00			\$0.00	\$0.00	\$0.00	0%	\$850.00
14	Fire Hydrant Complete	1	EA	\$3,750.00	\$3,750.00			\$0.00	\$0.00	\$0.00	0%	\$3,750.00
Sanitary Sewer												
15	Sanitary Manhole w/ Outside Drop, 4-Foot Dia	1	EA	\$5,350.00	\$5,350.00			\$0.00	\$0.00	\$0.00	0%	\$5,350.00
16	8-Inch PVC Sanitary Sewer	613	LF	\$43.75	\$26,818.75			\$0.00	\$0.00	\$0.00	0%	\$26,818.75

Item		Bid	Unit	Unit	Bid	Work Completed			Materials	Tot. Completed & Stored to		Balance to Finish
Bid	Description	Qty		Price	Value	From Prev.	Qty this	Value this	Pres.	Date		
Item #						Application	Period	Application	Stored	\$	%	(B - G)
									not in C or F	(C*B1 + E + F)	(G / B)	
17	6-Inch PVC Sanitary Sewer Lateral	180	LF	\$27.50	\$4,950.00			\$0.00	\$0.00	\$0.00	0%	\$4,950.00
18	8-Inch x 6-Inch Sewer Wye	6	EA	\$200.00	\$1,200.00			\$0.00	\$0.00	\$0.00	0%	\$1,200.00
19	Connect to Existing Sanitary Sewer	1	EA	\$550.00	\$550.00			\$0.00	\$0.00	\$0.00	0%	\$550.00
Roadway												
20	Unclassified Excavation and Grading (Road and	1	LS	\$12,000.00	\$12,000.00			\$0.00	\$0.00	\$0.00	0%	\$12,000.00
21	Excavation Below subgrade (EBS)	50	CY	\$6.00	\$300.00			\$0.00	\$0.00	\$0.00	0%	\$300.00
22	2.25-Inch Lower Layer Asphaltic Concrete Pave	2,342	SY	\$9.20	\$21,546.40			\$0.00	\$0.00	\$0.00	0%	\$21,546.40
23	1.75-Inch Upper Layer Asphaltic Concrete Pave	2,342	SY	\$8.20	\$19,204.40			\$0.00	\$0.00	\$0.00	0%	\$19,204.40
24	30-Inch Curb and Gutter, Type HM	1,243	LF	\$12.50	\$15,537.50			\$0.00	\$0.00	\$0.00	0%	\$15,537.50
25	1 1/4 Inch Dense Graded Base (8-Inch Depth)	2,817	SY	\$5.11	\$14,394.87			\$0.00	\$0.00	\$0.00	0%	\$14,394.87
26	Select Crush Material (16-Inch Depth)	2,817	SY	\$8.86	\$24,958.62			\$0.00	\$0.00	\$0.00	0%	\$24,958.62
27	6-Inch HDPE Underdrain	1,226	LF	\$7.00	\$8,582.00			\$0.00	\$0.00	\$0.00	0%	\$8,582.00
28	Geotextile Fabric Type SAS	2,817	SY	\$2.00	\$5,634.00			\$0.00	\$0.00	\$0.00	0%	\$5,634.00
CHANGE ORDERS/ EXTRAS												
CHANGE ORDER #1												
					\$0.00			\$0.00	\$0.00	\$0.00	#####	\$0.00
TOTAL					\$1,151,238.52			\$146,067.90	\$0.00	\$146,067.90		\$1,005,170.62

EJCDC No. C-620 (2007 Edition)

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

Minutes from the City of Abbotsford Finance Committee meeting held Wednesday August 22, 2018 in the Abbotsford City Council Chambers.

The meeting was called to order at 5:00 p.m.

Roll Call: Anders, Faber, Horacek, and Mayor Voss. Absent Kramer

Also present: Interim Administrator Gau, & Deputy Clerk/Treasurer Luedtke, PW Director Stuttgen, Water/Wastewater Manager Medenwaldt & Adm. Assist. Kalepp.

Pledge of Allegiance: Held

Comments by the Chair: Chair Anders present the new organizational chart for Interim Administrator. All manager and staff issues pertaining to City business are to go through Administrator before going directly to the Council, Council members or Committees. Unless Administrator has assigned the staff to take matters to the elected official.

Comments by the Public – Paula Ruesch provide information on the Aby Festival and their willing to pay for electricity used.

Discuss/approve June/July bills –

Regular expenditures. Motion by *Anders/Horacek* to approve bills in the amount of \$110,118.81. *Motion carried unanimously.*

TIF expenditures - was part of the action above.

USDA expenditures. Motion *Anders/Horacek* to approve USDA payments of \$51,475.60. *Motion carried unanimously.*

Review Budget Comparison Reports – Interim Administrator Gau went over the report and identified a few expense accounts that are over budget or under budget.

Overtime Report. – Report was reviewed by committee.

Incidents/Accidents/Training. – None

Discuss/recommend New Office Procedures & Policies. Interim Administrator stated the following office procedures & polices are being recommended.

- Close out receivables & cash draw before shift change of limited temporary or part time employees. *Committee concurred.*
- Abolish the debit care system and implement credit card system to track Department (individual's) transaction with bank reconciliation. *Committee concurred.*
- Establish new time sheets to be able to code employee's time correctly. *Committee concurred.*
- Establish a drop off box for utility payments for non-office hours. *Committee stated this was discussed before and felt we have a high volume of cash processing that a drop dox would not be feasible.*
- Establish weekend key disruption for weekend rentals. *Committee concurred.*
- Establish new rental rates for City Hall rentals. *Committee recommend holding on this for review at budget process.*
- Establish account number system for: Room Tax, TIF 5, 6, & 7. *Committee concurred.*

Discuss/recommend

Cities Checking and Saving Accounts Interest Changes. Motion *Anders/Faber* to recommend to the Council to move the City's Saving Account with Abby bank to higher interest rate using the Banks Public Fund Savings. *Motion carried unanimously.*

Collection Agency request \$20.00 which represents UW Extension for past Deputy Clerk/Treasure for non-payment of a workshop that the person signed up 2015. Motion *Anders/Faber* to recommend to the Council to make payment of \$20.00 to the collection agency. *Motion carried unanimously.*

Manufacturing Personal Property Assessment Appeal. Motion *Anders/Faber* to recommend that Interim Administrator to look into this change and if it would affect the Cities Manufacturing Personal Property Assessment. *Motion carried unanimously.*

Hiring New Administrative Assistance – Account Clerk. *No Action Taken.*

Updates to the Employee Manuel. *Committee recommended that an Ad-Hoc Committee be formed to take on this project. Mayor will need to appoint Committee Members.*

Adapting a Charter Ordinance Abolishing the City Clerk-Treasurer Position and Creation a Consolidated City Administrator-Clerk-Treasurer Position. Motion by *Faber/ Horacek* to recommend to the Council to consider adapting Charter Ordinance Abolishing the City Clerk-Treasurer Position and Creation a Consolidated City Administrator-Clerk-Treasurer Position with the changes. *Motion carried unanimously.*

Ground Lease US Cellular Project-122 Sycamore Street Center Field. Motion *Horacek/Anders* to recommend to the Council to consider entering a Ground Lease with US Cellular. *Motion carried unanimously.*

Sending out "Request for Proposal" of a forensic audit of Abbotsford's Financial Accounting for the years 2016 and 2017, and all payroll records of former City Clerk/Treasurer for 2008 to 2018. Additionally all payroll, WRS contributions in 2008 and 2009 for all city hall employees, especially Miriam Carino's records. Chair Anders explain the reason why he felt the City should consider RFP. Motion by *Anders/Horacek* to recommend to the Council to consider Request for Proposal for a forensic audit. *Motion carried unanimously.*

Alternatives for consideration of a consortium for health insurance program. *No Action Taken.*

Closed Session

Consideration of motion to adjourn into closed session pursuant to Section 19.85(1) (c) and (g), Wis. Stats. for the purpose of considering compensation of a public employee over which the City exercises responsibility and conferring with legal counsel regarding potential litigation that the City may become involved in, including discussion regarding request for additional compensation by former City employee. And to convene into closed session per State Stats 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the performance evaluation of Water/Wastewater Manager. Motion by *Faber/ Horacek* to go into Close Session to include Mayor and Todd Medenwaldt. Row Call: Anders yes, Faber yes, and Horacek yes. *Motion carried unanimously.*

Convene to open session. Motion by *Faber/ Horacek* to convene to open session. *Motion carried*

unanimously.

Discuss/approve items, if any, from closed session. Committee provide a performance evaluation that Interim Administrator Gau and Water/Wastewater Manager Medenwaldt will conduct and then be taken to Council.

Motion by *Anders/Horacek* to defer the request for additional compensation by former City employee to City Attorney. *Motion carried.*

Adjourn. Motion by *Faber/Anders* to adjourn at 7:33 p.m. Motion carried unanimously.

Minutes prepared by Interim Administrator Gau

Minutes from the City of Abbotsford Finance Committee meeting held Wednesday September 25, 2018 in the Abbotsford City Council Chambers.

The meeting was called to order at 5:30 p.m.

Roll Call: Anders, Faber, Horacek, and Mayor Voss. Kramer by Phone 5:33pm – 6:05 pm

Also present: Interim Administrator Gau, & Deputy Clerk/Treasurer Luedtke, and PW Director Stuttgart

Pledge of Allegiance: Held

Comments by the Chair: None

Comments by the Public: None

Minutes: Finance & Personnel Committee September 16, 2018. Motion by *Horacek /Faber* to approve minutes with correction of Date change from September 15 to 16, 2018. *Motion carried unanimously.*

Discuss/approve August Bills –

Regular expenditures. Motion by *Faber/Horacek* to approve 1st bills run in the amount of \$82,233.21. *Motion carried unanimously.* Motion by *Horacek /Faber* to approve 2st bills run in the amount of \$49,050.22. *Motion carried unanimously.*

TIF expenditures. Interim Administrator Gau went over each TIF Accounts 5-6-7 starting from January 2018. There has been professional service booked to TIF 5 or TIF 6 that should be booked to TIF 7. When we close out 2017 audit all TIF expense was booked in TIF 5, requiring journal entries to allocate to the other TIF. In 2018 accounting staff is trying to book expenses in each TIF District in the accounting system to follow the TIF 6 Amendment and to eliminate after fact Journal Entries. This also needs to be corrected for 2019 budget.

USDA expenditures. Interim Administrator Gau went over the USDA Account starting from January 2018. DPW Stuttgart went over the cost of the project (Seymour Street) and stated the project will go over because of Change order approved a few months ago. This would be est. at \$60,000 that will be in 2019.

The conversation turned to 2018 CDBC (Cedar & 2nd St.) DPW Stuttgart stated this project is estimated to be \$1,000,000 project including Engineering. An Est. of \$500,000 of the project cost will be under the general fund and should use the \$500,000 CDBG grant to cover the general fund. The remainder of the project should be split est. \$ 250,000 to Water and \$250,000 to Sewer Funds. However Sewer Fund will be paying \$50,000 over five years starting 2018 to 2022. Stuttgart stated only about \$60,000 of work will be done in 2019. It was planned to take out a short term loan for general fund (CDBG Grant) \$500,000 and \$500,000 5 year Water-Sewer Loan.

Review Budget Comparison Reports – Chair Anders went over the major revenue line items and noted there has not been any Revenues booked to date. Deputy Clerk/Treasurer Luedtke stated we are now recognizing the bank statement and large revenues deposits have not been booked yet. She would review all the bank statement and capture the large revenues deposits and record them in the accounting system. The Committee then reviewed the expenses.

Overtime Report. – Report was reviewed by committee.

Incidents/Accidents/Training. – None

Discuss/recommend:

City Owned Property North 1st Street & Cedar. Soccer Field. Committee reviewed a requested from Paula Ruesch requesting that the City Of Abby build a new soccer field south of the old AMPI building on the intersection of 1st Street and Cedar. This request was made through DPW Stuttgen. Stuttgen stated the land is too small to fill and build a soccer field. Majority of the land is owned by Railroad, thereby not conducive for a soccer field. Mayor Voss would notify Paula Ruesch of the limitations.

Budget Transfer from 2017 Reserves -2018 Other Revenues to PW Machinery-Equipment-Vehicles. Interim Administrator Gau went over a budget transfer for an \$110,000 truck purchase planned for 2018. In review the 2018 budget Gau stated that \$92,000 would have to come from the 2017 Undesignated Funds because the chart of accounts do not show the movement of the funds during the 2018 budget process. Committee stated that the general fund has \$92,000 loan repayment from Water Utility that was to use as revenues to offset levy. Gau question if there was a loan transaction drafted to reflect the General Fund Loan to Water Utility. In 2013 the Council established a repayment schedule. Gau stated that staff will have to see if JE were made to reflect the Council action for the 2018 budget action. No Action Taken

Public Works Committee recommendation of a Transfer (Rollover) of \$50,000 of 2018 PW Capitol Improvement Expense to 2019 PW Capitol Improvement Expense for 4th Street Chang Order. DPW stated he had \$50,000 left in his budget line idem Capitol Improvement Expense.

Motion by *Faber*/ to recommend to council to Transfer (Rollover) of \$50,000 of 2018 PW Capitol Improvement Expense to 2019 PW Capitol Improvement Expense for 4th Street Chang Order. Interim Administrator Gau stated that there may be fund remaining this line item for 2018. However other line items in Public Works budget is \$51,000 in the negative. There was not budget amount for line item for Safe Routs to School which has been booked over 51K for Engineering. *Faber* with draw his motion. No Action Taken.

Public Works Committee recommendation for 2019 Capital Road Projects.

- Safe Routs to School (SRTS) 80% Fed. /State 10% School 10% City-Update: 2020 Bus 29 west from 13 to curve. Project will be expensive. State will pay 80%, State 10%, School 10%. 2018 Budget \$0.00. Expense to date \$51,987.43 MSA Engineering. *(No Action by PW Committee)* Interim Administrator Gau explained this item above. He furthermore stated that this type of project will go over 3-4 years and the WisDOT program requires that communities pay the cost up front for SRTS (project was approved in 2016) and then request for reimbursement. Therefore budgeting for these types of project will cover a few years 2018-19-20-21. The actual construction is planned for 2020.
- 1st Ave Project (Linden to Elm): Est. Project Cost \$380,910.00 DPW Stuttgen stated he can get the est. project cost down. Recommended to budget over 2 years. No Action Taken. *Chair Anders stated all these request & matters will need to go through the budget process.*

Discussion 2018 water & sewer budget - Faber. Committee member Faber stated he requested on the agenda because Water/Sewer Manager is concerned that the Water Fund wages line item is depleted very fast and will be over budget. Gau & Luedtke reviewed the two Water Wages line item and notice Adm. Wages is very low and they must have been booked to just Water Wages. Luedtke will review the two line item and make corrects where needed.

Discussion on TIF. – Faber. Committee member Faber stated he requested this item to be on the agenda. He then turned the issue over to DPW Stuttgen. Stuttgen stated he contacted MSA pertaining to Administrative Cost being allocated to TIF and started to read from an email from David Rasmussen (MSA). Interim Administrator Gau question Stuttgen why he was not part of the email matter. Stuttgen stated that he had brought up the matter to me and Mayor Voss and did want to see the City make mistakes they have made in the past.

Stuttgen then explained that by TIF law that wages (administrator) can't be considered as Administrative Cost. Gau then tried to explain that professional contract services such as; Engineering, Planning, Auditor, Attorney and part of Interim Administrator cost can be part of Administrative Cost.

Stuttgen continuing to state if wages like his or Administrator are planned or placed in the budget, he will make sure that the TIF Review Board (School Dist.) will be notified.

Gau stated Stuttgen is correct on some type of wages and will review the City's TIF Plan on what is defined as Administrative Cost.

Adjourn. Motion by *Faber/Horacek* to adjourn at 7:28 p.m. Motion carried unanimously.

Minutes prepared by Interim Administrator Gau

COLBY ABBOTSFORD POLICE
COMMISSION

2018 BUDGET

OCTOBER

\$35,997.83

TOTAL BUDGET = \$798,529

ABBOTSFORD PORTION OF BUDGET = \$431,974

$1/12 = \$35,997.83$

9/28/2018 11:37 AM

Check Register - Full Report - ALL

Page: 1

ALL Checks

ACCT

COMBINED CHECKING ACCOUNT

Dated From: 9/28/2018 From Account:
 Thru: 9/28/2018 Thru Account:

Check Nbr	Check Date	Payee	Amount
27596	9/28/2018	COLBY ABBOTSFORD POLICE COMMISSION OCTOBER 2018	
100-00-52100-013-000		LAW ENFORCEMNT-PLAN,MAINT,OPER OCTOBER 2018 BUDGET	35,997.83
		Total	35,997.83
		Grand Total	35,997.83