

# City of Abbotsford

PO Box 89, 203 N. First Street, Abbotsford, WI 54405

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**ABBOTSFORD CITY COUNCIL**  
**TO BE HELD MONDAY FEBRUARY 3, 2020 at 6:00 P.M.**  
**AT THE ABBOTSFORD COUNCIL CHAMBER**

1. Call the regular meeting to order
  - a. Roll call
  - b. Pledge of Allegiance
2. Establish Order of the Day
3. Communications – Copper Testing Results
4. Comments by the Mayor
5. Administrator’s Update
6. Comments by the Public Pertaining to the Agenda
7. Minutes from the Council held Jan 6, 2019
  - a. Waive the reading and approve the minutes
8. Minutes from the Council held Jan 15, 2019
  - a. Waive the reading and approve the minutes
9. Closed Session Pursuant to Section 19.85(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved (Chelt Development)
10. Employee Handbook
  - a. City Attorney’s review
  - b. Compensatory time for Managers
  - c. A onetime exemption to extend the time period for benefits awarded from last year may be used without forfeiting benefits
  - d. Request to Change how long employees may have to use comp time to – comp time must be used in the year it was earned except for comp time earned in November and December plus 16 hours may be rolled over to the next year.
  - e. Clarification of Sick Time/PTO bank
  - f. Clarification on whether non- working holidays may be used to calculate overtime pay.
11. Building Code/Inspections
12. Municipal Court Update
13. Library Update

14. Approve/Disapprove Lawn mowing Contract
15. MSA Update
16. Convenyence of Rights in Land (SRTS)
17. Temporary Construction Easement (SRTS)
18. Approve/Disapprove Pump Maintenance
19. Approve/Disapprove Abby Fest Street Use Permits
20. Approve/Disapprove Operators Licenses
21. July 4<sup>th</sup> Fireworks
22. Sewer Rates
23. December 2019 Financials
24. Temporary Beer License for Team Totzke
25. Closed Session Pursuant to WI Stats Section 19.85(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. (SRTS)
26. Items for Future Agendas - No Action Will Be Taken
27. Next Meetings: Committee of the Whole – Feb 19, 2020, City Council March 2, 2020
28. Adjourn

**From:** [John Smith](#)  
**To:** ["Dan Greve"](#); ["Dan Grady"](#); [j.soyk@ci.abbotsford.wi.us](mailto:j.soyk@ci.abbotsford.wi.us)  
**Subject:** Copper  
**Date:** Wednesday, January 29, 2020 6:11:03 AM

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Good Morning,

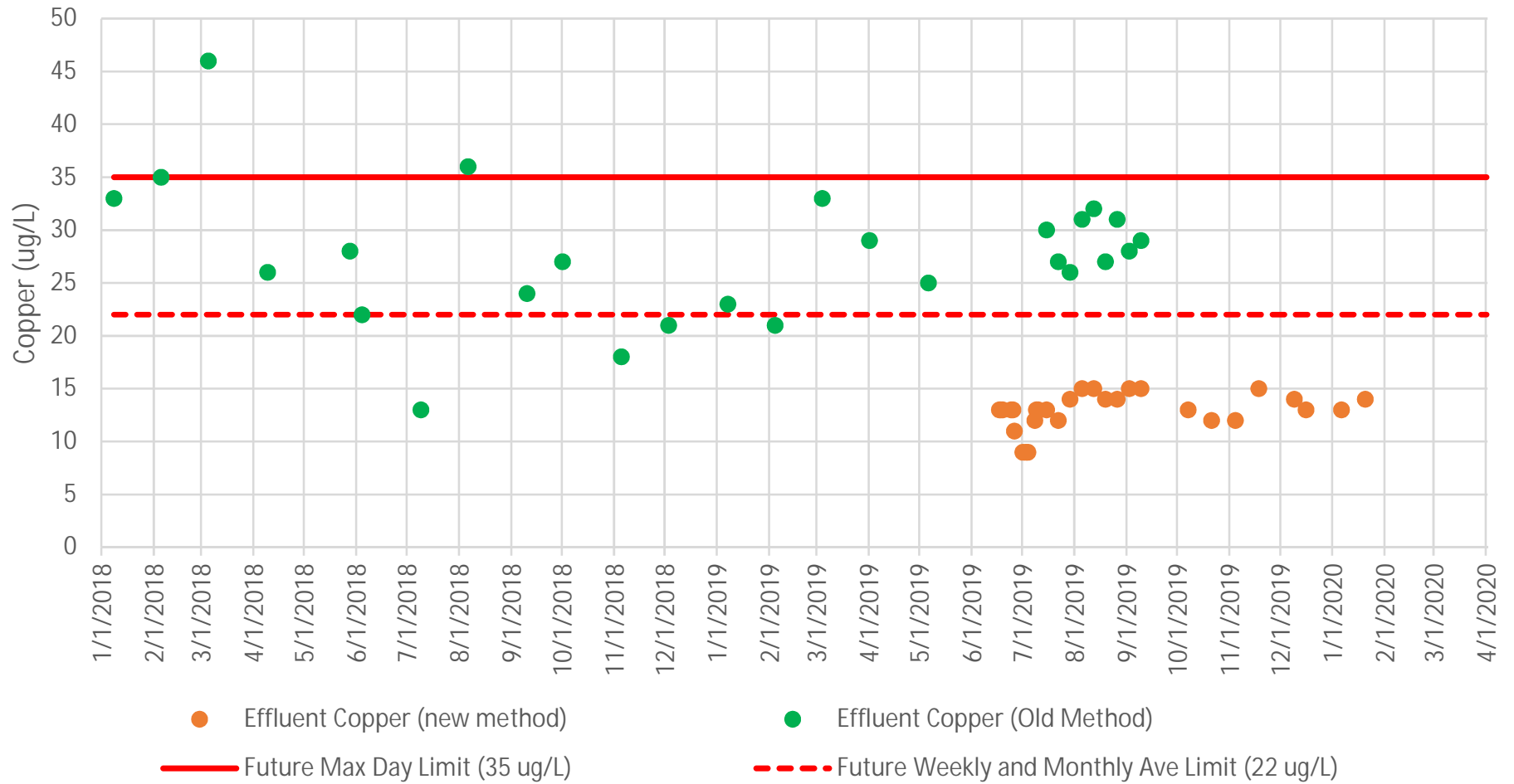
Here are the copper results for January 2020.

1/6/20 – Influent Copper-52 ug/l – Effluent Copper-13 ug/l.

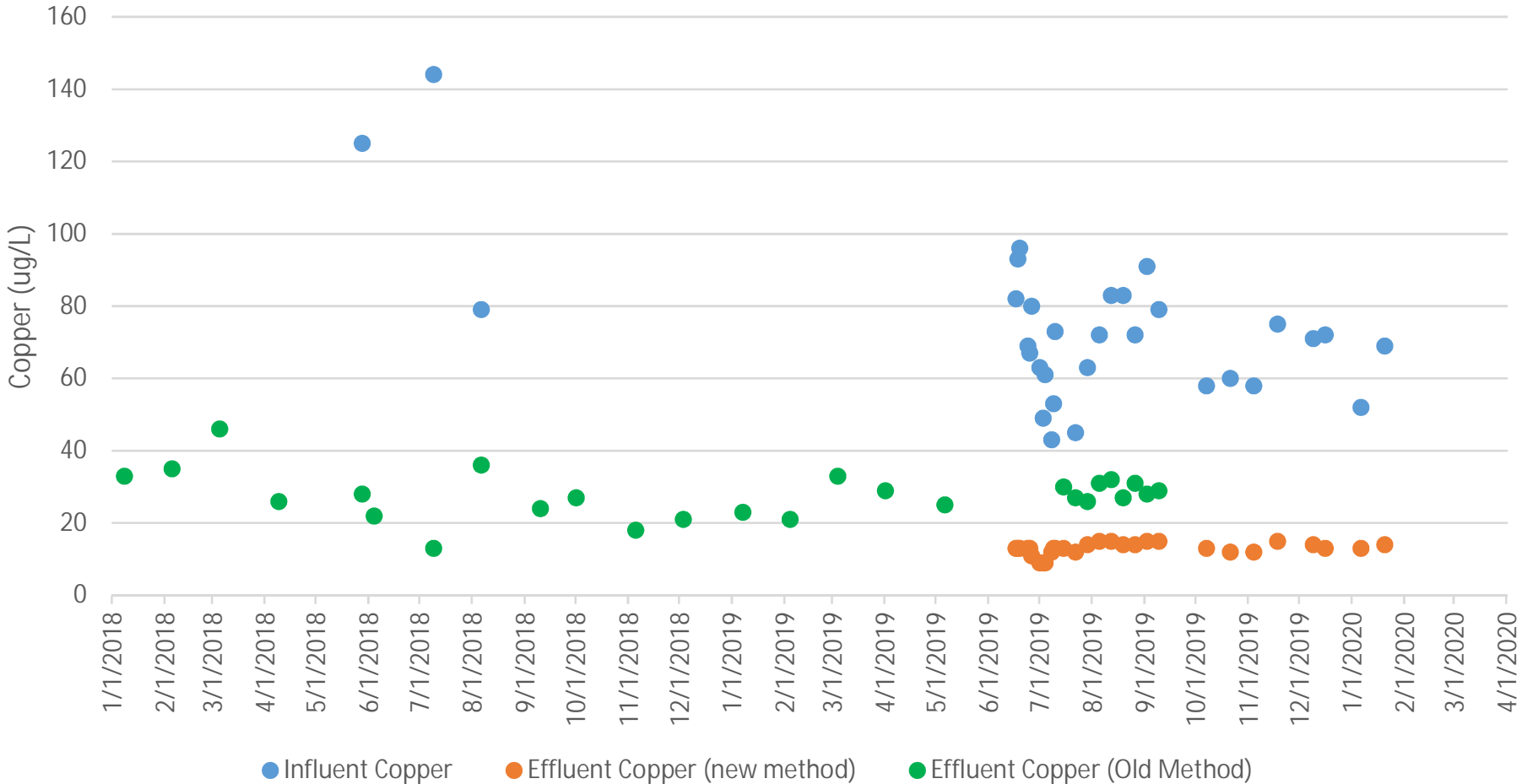
1/20/20 – Influent Copper-69 ug/l – Effluent Copper-14 ug/l.

Thanks, John

# Abbotsford WWTF Effluent Copper 2018-2019



### Abbotsford WWTF Influent and Effluent Copper 2018-2019



## **Minutes from the January 6, 2020 Abbotsford City Council Meeting held in the Abbotsford City Hall Council Chambers.**

**Public Hearing on the Discontinuance of First Street** – Public hearing called to order at 5:45 P.M.. There were no public comments.

**Call meeting to order** – Mayor Voss called the meeting to order at 6:00 P.M.

**Roll Call** – Rachu, Weix, Soto, Huther, Weideman, Kramer, and Mayor Voss. Faber – Absent, 1 seat vacant

**Others Present** – Administrator Grady, Deputy Clerk Luedtke, Dan Borchardt (MSA), and Kevin O’Brien (TP)

**Pledge of Allegiance** – Held

**Establish Order of the Day** – No changes

### **Communications: Latest Copper Test Results**

**Comments from the Mayor** – Mayor Voss stated that there would be a benefit for Jeremy Totzke in February 29<sup>th</sup>.

Mail boxes are not being shoveled causing them to get knocked down when the snow hits them. Residents should be reminded to shovel their mailboxes out.

The next meeting will be a full City Council meeting because the school needs to get a resolution passed allowing someone to sign off for the city. In addition, the Mayor asked what is the definition of salary?

**Comments from the Administrator** – Administrator Grady contacted Clark County Electric regarding the possible cash rebates. Members received cash payments after ~20 years of membership. Every March members receive a letter telling them what their allocation is for the year. Qualified members receive checks toward the end of January. According to Clark County Electric, the City did receive some payments last year. The Council will continue to be updated.

The City received the results of our latest copper tests and we are still well below our permit level. The results are in the packet under Communications.

The City is moving ahead with purchasing the Schmitt property for our new industrial park. The purchase was approved by the City Council a year ago and the purchase price was included in the TIF budget for this year. That deal will, hopefully, close at the end of the month.

The next meeting on Jan 15<sup>th</sup> will be a City Council meeting instead of the Committee of the Whole. The City has a resolution to take up for the school district and it needs passage by the City Council prior to the regular February meeting.

**Public Comments Pertaining to Agenda – None**

**Approve/Disapprove December 2, 2019 City Council Meeting Minutes** – Motion to approve by *Kramer/Huther. Unanimous.*

**Approve/Disapprove December 18, 2019 Committee of the Whole Meeting Minutes** – It was noted that the date should be changed to Dec 18, 2019, and Mr. Soto’s arrival time should be changed to 6:52. Motion to approve the minutes as amended by *Weix/Rachu. Unanimous.*

**December 18, 2019 Plan Commission Meeting Minutes** – Presented to the Council.

**Approve/Disapprove Pay Increase for Lt. Bowman (\$.75/hr)** – The Council discussed the pay raise and questioned the longevity pay portion as this was never brought up at the Police Commission meeting. The Council decided to table the motion until the issue could be cleared up.

**Resolution 2019-8 – Resolution to Discontinue Part of First Street** – Administrator Grady informed the Council that this was the first portion of the discontinuation of First Street. This portion would give the Podelvels the land that their house sits on. The City would have to start the process over for the 2<sup>nd</sup> portion. Motion to approve the discontinuance by *Rachu/Weix. Unanimous.*

**Certified Survey Map for 500 N. 2<sup>nd</sup> Street – Mason Rachu Petitioner** – Mr. Rachu informed the Council that he was purchasing a small parcel of land and wants to join them together so as not to have a lot of smaller separate pieces. *Motion to approve by Kramer/Huther – 6 yes, 0 - no, 1- abstain (Rachu).*

**MSA Update** – Dan Borchardt of MSA Professional Services presented the update in the packet.

**Approve/Disapprove Star Environmental Wetland and Storm Sewer Proposals** – Mr. Borchardt of MSA explained that these were studies were necessary for constructing the new industrial park. Motion to approve the Wetland proposal with \$2500 down payment by *Rachu/Huther. Unanimous.* Motion to approve the Storm Sewer proposal with pre-payment in full by *Weix/Rachu. Unanimous.*

**Approve/Disapprove \$0 Change Order and Melvin Final Pay App – Sportsman’s Addition** – Mr. Borchardt informed the Council that the job came in under budget. Motion approve the \$0 change order by *Huther/Rachu. Unanimous.* Motion to approve final app by *Rachu/Weix. Unanimous.*

**Approve Disapprove Haas Pay App #3 – First Ave** – Mr. Borchardt informed the Council that the job is 99% complete and the remainder will have to wait until the Spring to complete. Motion to approve the payment application by *Rachu/Soto. Unanimous.*

**Ordinance 2020-1 – Exemption From Bond Requirement** – Administrator Grady informed the Council that this ordinance was requested by the Clark County Treasurer. The ordinance guarantees that the city will pay county taxes due from property tax collections in the payments are not made by the City Treasurer. Passing this ordinance allows the City to waive the requirement that a cash bond be posted to guarantee payment. Motion to approve the ordinance by *Kramer/Weix. Unanimous.*

**Approve/Disapprove Class B” Liquor License For Kambary Bar, LLC On the Condition That Chelt Development Returns Their ”Class B” License** – Administrator Grady informed the Council that the petitioners are planning to open a bar/restaurant at the old Hardee’s building in East Towne Mall.

The owner of the mall also owns the Hardee’s building. The owner of the mall, Chelt Development, is currently holding a liquor license in case they get a tenant that needs one. The new tenant, Kambary Bar, LLC, was promised this liquor license pending approval of the City Council. It should be noted that Kambary Bar, LLC. was informed that only the City Council has the power to grant a liquor license; that a landlord may not promise their license.

Motion to approve granting a liquor license to Kambary Bar, LLC on the condition that Chelt Development turns in it’s liquor license; further the Clerk is to not issue Kambary Bar a license until the Chelt license is actually in hand; by *Rachu/Weix. 6 – yes, 1 – no (Soto).*

**Approve/Disapprove Temporary Picnic License for the Chamber of Commerce** – Administrator Grady informed the Council that this license is for the annual Chamber dinner and that historically the City has waived the fee. Motion to approve by *Kramer/Weix. Unanimous.*

**Approve/Disapprove Operator’s Licenses** – Administrator Grady informed the Council the Chief Bauer had no issues with any of the applicants. Motion to approve all except Kyle Puphal and to discuss his application separation by *Weideman/Weix. Unanimous*

The Council discussed the merits of the Puphal application. Some members of the Council had heard from their constituents that they did not want individuals with drug or alcohol records serving alcohol. Others felt that the incident happened years ago and that Mr. Puphal should be given the opportunity to work. It was also noted that it is extremely hard for employers to hire someone in the current environment.

Motion to approve the Puphal license by *Rachu/Kramer. Roll call vote. Rachu – yes, Weix – no, Soto – no, Huther – yes, Weideman - , Kramer – yes. Vote ties at 3-3. Mayor Voss – no. Kyle Puphal’s license is denied. The Council states that Mr. Puphal can apply again in 6 months.*



**Approve/Disapprove Allowing Hotels to Keep an Administrative Fee from the Room Tax –** Administrator Grady informed the Council that the owner of the hotels was requesting being allowed to keep an administrative fee of 1% or 2% to offset the cost of preparing the room tax reports. It is practiced in many other communities. Motion to allow the hotels to keep 1% of the room tax collected as an administrative fee by *Weix/Weideman. Unanimous.*

**Financials for November 2019 –** The financials were presented.

**Items for Future Agendas (No Action Will be Taken) –** Lt. Bowman’s raise, storm shelter resolution for the school district, sewer, and employee handbook.

**Next Meetings: City Council January 15, 2020; City Council February 3, 2020**

Motion to adjourn by *Weix/Huther. The City Council adjourned at 7:00 P.M.*

## **Minutes from the January 15, 2020 Abbotsford City Council Meeting held in the Abbotsford City Hall Council Chambers.**

Call meeting to order – Mayor Voss called the meeting to order at 6:00 P.M.

**Roll Call:** Rachu, Weix, Soto, Huther, Faber, Weideman, Kramer, and Mayor Voss. One vacant seat

**Also in Attendance:** Administrator Grady, Public Works Director Stuttgen, Water/Waste Water Supervisor Soyk, Deputy Clerk Luedtke, Jim Colby, and Kevin O’Brien (Tribune Phonograph)

**Pledge of Allegiance** - Held

**Establish Order of the Day** – Item 15 will be moved up to immediately following public comments.

**Comments from the Mayor** – Mayor Voss told the Council that she will be out of town for a week. The Mayor also stated that mailboxes are still not being shoveled.

Comments from the Administrator – Administrator Grady informed the Council that losing on the new business park should occur by next week or as early as the end of the week. In addition, our attorney is getting annexation documents ready for the 5 acre parcel that we are purchasing from Ms. Schmitt. That parcel is currently in the Town of Colby. The total purchase price all of the land we are purchasing from Ms. Schmitt is \$170,000 plus closing costs.

The Nikolay Trust recently donated \$8500 to the Shortner Park fund.

New trash can should start being delivered next week. Everyone will be getting 2 new cans. Residents can leave their ones at the curb for pick up.

Administrator Grady and Deputy Clerk Luedtke will both be attending Election Equipment training at the end of the month. Deputy Clerk Luedtke will attend on the afternoon of the 29<sup>th</sup> and Administrator Grady will attend on the afternoon of the 30<sup>th</sup> so two people are always in the office.

Next meeting we will be bringing some changes to the employee handbook requested by the employees: These include:

- Changing how long employees have to use comp time to comp time has to be used within the year it was earned except comp time earned in Nov and Dec. In addition, 16 hours can be rolled over
- A carry over exemption for benefits earned last year.
- Holiday pay be counted as eligible time for overtime.
- Sick time bank clarification

**Public Comments Pertaining to Agenda – None**

**Employee Handbook: Comp Time/Vacation Time for Managers** – The Council discussed what kind of compensatory time should be afforded to managers for time periods when excessive hours are worked. The Council discussed various options from simply expecting managers to work the hours without additional compensation to providing some sort of time off whether it is structured, unstructured, or otherwise. The Council discussed whether or not a written policy was needed. The topic was tabled until the next meeting.

**Police Department Update and Bills** – Alder Kramer presented the Police Department update. Mr. Kramer explained the longevity pay issue. Officers are an additional \$5.00/month based upon the number of service. For example, an officer working on the force for 10 years would receive an extra \$50/month in pay. That extra pay is figured into their hourly rate which is what led to the confusion at the last meeting. Motion to approve the bills in the amount of \$42,040.23 by *Weideman/Weix. Unanimous.*

**Approve/Disapprove \$.75/hr. Pay Raise for Lt. Bowman** – Motion to approve the pay raise by *Rachu/Huther. Unanimous.*

**Fire Department Update** – Alder Weideman presented the Fire Department Update.

**Operator’s License** – Motion to approve by *Weix/Rachu. Unanimous.*

**January Bills** – Administrator Grady informed the Council that the bills are in 2 parts in order to make end of the year easier. The first section is for December bills only and the 2<sup>nd</sup> section is for January bills. It was also noted that the payments to the County treasurer are the payments that the City promised to pay with the ordinance passed at the previous meeting. Motion approve the December bills in the amount of \$150,673.92 by *Kramer/Weix. Unanimous.* Motion to approve the January bills in the amount of \$756,164.58 by *Weix/Faber. Unanimous.*

**Resolution 2020-2 – Authorize the Mayor or City Alder to Sign FEMA Grant Application for a Storm Shelter** – Mayor Voss informed the Council that the Abbotsford School District is applying for a grant to build a storm shelter and that the grant required a signature from the City approving it. The resolution authorizes the Mayor or Alder Rachu to sign on behalf of the City. Motion to approve the resolution by *Huther/Faber. Unanimous.*

**Resolution 2020-3 – Authorize the Mayor or City Administrator to Sign Closing Documents to Purchase Land for New Business Park** – Administrator Grady informed that this resolution would allow the City to close on the Schmitt property if the Mayor were unavailable.

Alder Weideman offered an amendment. In the title strike “Mayor or” and replace it with “City Council President and”. In the final paragraph (the Therefore it be resolved paragraph) strike

“Mayor Lori Voss or” and replace with “City Council President Brent Faber and.” Motion seconded by *Weix. Unanimous.*

Motion to approve the resolution as amended by *Weix/Kramer. Unanimous.*

**City Building Code – Jim Colby** – Mr. Colby came in to discuss changes to the City building code. In 2011, the City Council decided to exempt house built prior to 1980 from UDC inspections when remodeling is undertaken. The reason for the 1980 cutoff is that 1980 is when the state enacted uniform building codes and this would be the minimum standards required by the state.

At the time, the code attorney working for the city recommended stricter standards that included all residences in the city; not just those built after 1980. The City Council rejected that and opted for the state minimum standards.

In 2014, the City commissioned a new code of ordinances for the same code attorney. In that set of ordinances was the stricter standard rejected by the City council a couple of years earlier. When the City Council adopted the new set of ordinances the stricter standard became part of the ordinances.

While acknowledging that there is a problems with some of the construction occurring in the City, Mr. Colby asked that the City Council revisit the issue so that who are building correctly are not faced with an addition cost burden.

Mr. Colby also spoke on condemnation. He feels that if the City is going to condemn a building that the owner should be given the opportunity to repair the structure instead of just razing it. Mr. Colby stated, as a building contractor, that he has repaired several buildings instead of the structure being razed.

The City Council discussed the issue and decided to look at the issue in upcoming meetings. The City Council also would like to know whether an ordinance change is actually necessary to address Mr. Colby’s concerns.

**Future Agenda Items – No Action Will Be Taken** – UDC/Building Permits, Employee Handbook

**Next Meeting Dates: City Council- February 3, 2020 – Committee of the Whole February 19, 2020**

Motion to adjourn by *Huther/Weix. The City Council adjourned at 7:29 PM*



***CITY OF ABBOTSFORD***

**EMPLOYEE HANDBOOK**

Approved: FINAL November 2019

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## INTRODUCTION

Welcome to the City of Abbotsford. We are excited to have you join our team. The citizens of Abbotsford depend upon dedicated, skilled, and courteous employees to fulfill our mission.

This handbook is designed to acquaint you with the City of Abbotsford's employment policies and procedures. If you have questions regarding any of the content of this handbook please see you immediate supervisor or the City Administrator.

Please note, this handbook is meant as a guide for employees and does not constitute a contract of any sorts.



## DEFINITIONS

In these City Personnel Policies, certain terms are used with a city-wide perspective. Definitions are provided for these terms.

**APPOINTED OFFICIAL:** Those persons appointed by the Mayor and confirmed by the City Council.

**CITY COUNCIL:** The City Council shall consist of the Mayor and eight (8) members who are elected by a majority vote of the electors of the city for a two (2) year term. They are the policy-making organization of the city.

**COMMISSION/BOARDS:** Those persons appointed by the Mayor and confirmed by the Council who may or may not receive compensation on a “per meeting” basis. Such compensation is subject to Social Security.

**COMMITTEES:** Those Council members appointed by the Mayor, with confirmation by the City Council to service on the various sub-committees, including ad hoc committees.

**COMPENSATORY TIME:** is defined as time worked by an employee outside of their “normal work day”. Temporary and part-time employees are not eligible for compensatory time.

**DEPARTMENT:** An established and recognized city division staffed by employees who is organized and structured to provide a particular type of municipal service.

**DEPARTMENT HEAD:** Employees who are responsible for the operation of the city departments. These include City Administrator/Clerk/Treasurer, Water and Waste Water Supervisor, and Department of Public Works Manager.

**EMPLOYEE:** An individual who has been engaged to provide personal services to the city for wages or salary and details of work the city has the right to control.

**EXEMPT EMPLOYEE:** An employee who is paid at least \$455/week, is paid on a salary basis and performs managerial tasks (supervises more than 2 people, primary duty is management of people or projects, and has genuine input into employee job status). Currently, the City Administrator and Department Heads are considered exempt under the FLSA. They are expected to work the hours necessary to adequately perform their job. Often times, this means more than 40 hours. Occasionally, exempt employees may take time off to compensate for extra hours worked.

**HIRING AUTHORITY:** Authority to appoint, promote, transfer, demote, suspend, and discharge personnel other than Department Heads shall be vested in the City Administrator. Department Heads shall be subject to approval of the Mayor and majority of the City Council. Part-time employees shall be selected, retained, and discharged by the City Administrator and respective Department Head.

**HOURLY PERSONNEL:** Those persons who receive compensation based on an hourly rate. They may or may not be eligible for overtime compensation.

**IMMEDIATE FAMILY:** Is defined and shall include all the following persons: Husband, wife, son, daughter, father, mother, sister, brother, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, foster child, step child, step parent, step sibling and any person whom such employee stood in mutually acknowledged relation of parent for child.

**MANAGEMENT PERSONNEL:** Those employees charged with the responsibility of recommending hiring, recommending discipline, and recommending separation, providing work direction, training, performance evaluations, and other duties as directed by the City Administrator. These employees are considered exempt.

**NON-EXEMPT EMPLOYEES:** Those city employees whose primary duties do not include management or are paid by the hour.

**NORMAL WORK DAY:** This is defined as the typical day worked by that department, set by their Supervisor.

**OTHER FAMILY:** Brother-in-law, sister-in-law, half-sister, half-brother, aunt and uncle.

**PAID TIME OFF (PTO):** See section 4.6.

**PAY PERIOD:** The pay period is every two (2) weeks. The work week is seven (7) consecutive days starting Saturday and ending on Friday with pay day the following Friday.

**PERMANENT EMPLOYEES:** A permanent employee is one who has successfully completed the initial training period of 90 days and who has advanced to permanent status.

**PERMANENT FULL-TIME:** Those employees who work a regularly scheduled eight (8) hour day, forty (40) hour week for fifty-two (52) weeks per year and occupy positions defined as such. They are eligible for fringe benefits.

**PERMANENT PART-TIME:** Those employees who work a regularly scheduled partial week (less than 40 hours). They are not eligible for fringe benefits.

**RETIREMENT:** When an employee leaves employment and is eligible for the Wisconsin Retirement System benefits.

**SALARIED PERSONNEL:** Those persons who receive an annual salary for a given position, and whose workweek is not necessarily limited to 40 hours.

**SEPARATION:** To end employment with or to no longer have a position with the City. See section 2.9.

**TEMPORARY:** A temporary employee is one who is employed for a specified short-term period, for work on a specific project until its completion, or are employed in a position defined as part-time. These employees are not eligible for fringe benefits.

**TEMPORARY PART-TIME:** Those employees who work a regularly scheduled partial day and are employed in a position defined as such. These employees are not eligible for fringe benefits.

SECTION 1  
GENERAL POLICIES AND PRACTICES

1.1 GENERAL PURPOSE. The general purpose of this policy is to establish a system of personnel administration that creates just and equitable conditions of employment as well as to promote efficiency and economy in the operation of the city.

1.2 PRINCIPLES: The system herein established shall be consistent with the following principles:

1. Recruiting, selecting and advancing of employees on the basis of their relative ability, knowledge and skills is from within before open competition.
2. Establishing wage/salary rates consistent with the principle of providing comparable pay for comparable work duties.
3. Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, creed, national origin, sex or age and with proper regard to their rights as citizens.
4. Equal Employment Opportunity shall be adhered to in administration of city policies and practices. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration because of political beliefs, and opinions or affiliations, or because of race, national origin or other non-merit factors is hereby prohibited. All advertisement for employment will contain the statement "Equal Opportunity Employer".
5. Discrimination on the basis of age, sex, or physical disability will be prohibited except where specific age, sex, or physical requirements constitute a bona-fide occupational qualification necessary to proper and efficient administration.
6. Any employee who believes he or she has been the subject of sexual or other types of harassment is encouraged to promptly notify the City Administrator. Every reported incident of employee harassment will be thoroughly investigated, with respect for confidences and sensitivities of the situation. If it is determined that harassment has occurred, appropriate disciplinary action, up to and including involuntary separation will be taken.

The City of Abbotsford will not retaliate against any employee who makes a good faith report of alleged harassment, even if the employee was in error. However, if after investigating any complaint of harassment it is determined that the complaint was not bona fide, or that an employee provided false information regarding the complaint, disciplinary action (including but not limited to suspension and/or separation of employment) may be taken against the individual who filed the complaint, or gave the false information.

The City of Abbotsford accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens, or in any way harasses another employee is personally liable for such actions and their consequences. The City of Abbotsford will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

7. Any grievance arising under this section will be handled through the grievance procedures in this policy.

1.3 POLITICAL ACTIVITY. No employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performances, is not conducted during normal working hours and does not involve the use of city equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or purpose.

1.4 GIFTS AND GRATUITIES. It shall be unlawful for any city employee to receive or offer to receive, either directly or indirectly, a gift, gratuity, or anything of value which they are not authorized to receive from any person if such person; has or is seeking to obtain contractual or other business or financial relationships with the City of Abbotsford; conducts operation or activities of the City of Abbotsford. The receipt or offer to receive any gift, gratuity or anything of value from a person stated above, is contrary to the public policy of the city irrespective to whether any action of the employee is affected thereby.

1.5 OUTSIDE EMPLOYMENT. Outside employment is defined as any paid employment performed by an employee in addition to their job with the city. Outside employment for all employees will be allowed provided that:

1. Such employment does not interfere with the efficient performance of the employee's duties.
2. Such employment does not involve a conflict of interest or conflict with the employee's duties.
3. Such employment does not involve the performance of duties, which the employee should perform as part of their employment with the City of Abbotsford.
4. Such employment does not occur during the employee's regular or assigned working hours, unless the employee, during the work day on which such employment occurs, is either on vacation leave, or leave without pay.

1.6 WORKING HOURS, ATTENDANCE REGULATIONS.

1. Basic working hours for all full-time employees is set by the Department Head.
2. One-half to one hour shall be allowed for lunch break as long as the employee logs a "normal" workday.
3. The office will be attended during regular office hours.
4. The Public Works work week will be limited to forty (40) hours unless authorized by the Department of Public Works Manager.

City Administrator and the Deputy Clerk/Deputy Treasurer will work the normal week plus meetings they are required to attend.

5. Rotation: Employees required to work on a weekend (Saturday and Sunday) will be excused from the following Thursday and Friday to keep within the forty (40) hour week.

1.7 ATTENDANCE AND ABSENTEEISM.

1. Inability to report to work. If an employee is unable to report to work, the employee will notify his immediate supervisor within thirty (30) minutes before the start of the normal workday. Failure to give such notices may result in leave-without-pay as circumstances warrant.
2. Unauthorized absence for (3) consecutive working days shall be considered a resignation or just cause for dismissal.
3. Tardiness may be excused at the discretion of a supervisor for such reasons, including but not limited to, as road conditions, to donate blood, vehicle trouble or accidents.
4. Excessive absenteeism without proper notice to supervisor shall be reason for disciplinary action. Within a thirty (30) day period one (1) to two (2) days of absenteeism will constitute a verbal warning, three (3) days of absenteeism will constitute a written warning, and four (4) days or more of absenteeism will constitute separation.

1.8 COMPENSATORY TIME.

1. Compensatory time can only be earned or taken upon authorization by an employee's immediate supervisor.
2. Compensatory time is computed at a rate of one and one-half hours of compensatory time per hour of overtime work performed. Hours worked in excess of forty (40) hours a week will be compensated at the rate of time-and-a-half for hourly employees. Compensatory time can be taken in lieu of over-time pay.
3. Compensatory time must be used within 12 months of the pay period in which it is earned. Compensatory time not used within 6 months of when it was earned will be paid out at one and a half times the original number of hours in excess of 40 hours a week.

1.9 CALL IN PAY

If an employee is called in during off-hours, the minimum paid time shall be for a two-hour period and the maximum paid time shall be for the actual hours worked.

1.10 EMPLOYEES UNIONS. City employees, other than elected officials, department heads, managerial, supervisory, have the right to organize, join, participate, or refuse to organize, join, or participate in any employee organization freely and without fear of penalty or reprisal as provided in Wisconsin Statute 111.70, which includes provision for the resolution of impasses.

1.11 EMPLOYEE CONDUCT. Employees are expected to conduct themselves at all times in a manner befitting their status as an employee of the City of Abbotsford. Employees shall refrain from any action or public pronouncement, which reflects adversely upon the city. An employee should

exercise discretion in regards to matters of official business and records. If any information has been received by an employee on a confidential basis, that confidence must be maintained.

- 1.12 PUBLIC APPEARANCE. Any employee representing the city, asked by an outside agency or organization to appear as a guest speaker of invited program participant, must obtain prior approval from the City Administrator.

## SECTION 2 RECRUITMENT AND EMPLOYMENT

- 2.1 JOB ANNOUNCEMENTS. Recruitment notices to publicize vacancies and to provide candidates for a vacant position shall be prepared by the City Administrator and the appropriate Department Head. The notice shall be tailored to the position to be filled and directed to sources likely to yield qualified candidates. Individuals shall be recruited from a geographic area as wide as necessary to assure well-qualified candidates for the various types of positions. Job announcements shall include the job title or classification, summary of duties, qualifications required, where to apply, and application deadline. Notices of vacancies shall be given to staff personnel by posting notices on the appropriate bulletin boards.

- 2.2 SCREENING OF CANDIDATES/HIRING PROCEDURES. The following shall be used in determining the screening, interviewing and hiring procedures:

1. PERMANENT FULL-TIME, PERMANENT PART TIME & SALARIED EMPLOYMENT.
  - a. The City Administrator shall screen all applications to determine a reasonable number of candidates to be interviewed.
  - b. The Mayor (or designee), City Administrator, and Department Head shall conduct the interviews, determine the most qualified candidate(s), and hire the qualified candidate(s)
  - c. Department Heads shall participate in the above process, when it involves their department.
  - d. Department Head hires shall be approved by a simple majority vote of the City Council prior to assuming their office.
  - e. TEMPORARY & TEMPORARY PART-TIME.: Part-time employees shall be selected, hired, and involuntarily separated by the City Administrator..

- 2.3 NOTIFICATION.

All persons selected will receive written notification of their appointment. Such notification will include position, title, starting salary, job description, immediate supervisor, reporting date and location, schedule of working hours, and fringe benefits.

Notification of those not selected. Candidates not selected will be notified that the position has been filled. Candidates may be asked to leave their application on file with the City future employment activities.

- 2.4 EMPLOYEE ORIENTATION. On the first day of work, the employee will be informed by their immediate supervisor of all city policies and practices, (See New Employee Orientation Form Attached), receive printed material on policies and fringe benefits and complete a variety of payroll and fringe benefit forms. They will then be directed to their work site.

NEW EMPLOYEE ORIENTATION MEETING

Employee name \_\_\_\_\_

Employees first work day \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Job Description Reviewed   | <input type="checkbox"/> Separation Policy           |
| <input type="checkbox"/> Hours, Work Week, Weekends | <input type="checkbox"/> Policies, Employee Handbook |
| <input type="checkbox"/> Overtime Requirements      | <input type="checkbox"/> Attendance, Punctuality     |
| <input type="checkbox"/> Job Evaluations            | <input type="checkbox"/> Dress Code                  |
| <input type="checkbox"/> Pay Period, First Payday   | <input type="checkbox"/> Organizational Structure    |
| <input type="checkbox"/> Pay Increase, Promotions   | <input type="checkbox"/> Introduction to Staff       |
| <input type="checkbox"/> Vacations, Holidays        | <input type="checkbox"/> Tour of Facility            |
| <input type="checkbox"/> Medical Plan Eligibility   | <input type="checkbox"/> Parking Information         |
| <input type="checkbox"/> Unpaid/Emergency Leave     | <input type="checkbox"/> Lunch Areas                 |
| <input type="checkbox"/> Benefit Programs           | <input type="checkbox"/> Telephone Calls in/out      |
| <input type="checkbox"/> Rest Periods               | <input type="checkbox"/> Training Period             |
| <input type="checkbox"/> Work Rules/Regulations     | <input type="checkbox"/> Co-Worker Assigned          |
| <input type="checkbox"/> Disciplinary Procedures    | <input type="checkbox"/> Grievance Procedures        |
| <input type="checkbox"/> Sexual Harassment Policy   | <input type="checkbox"/> Right-To-Know Law           |
| <input type="checkbox"/> Safety Rules & Regulations |  |

Special Notes: \_\_\_\_\_

\_\_\_\_\_

I understand the above are general management guidelines and may be changed as business necessity requires. The above does not constitute a written contract and I understand my employment is “at will” and is for no definite period and may be terminated according to City Policy.

I acknowledge that we have discussed all of the above.

_____	_____	_____	_____
Employee	Date	Supervisor	Date



2.6 TRAINING PERIOD.

1. Each employee's first 90 days of employment in a specific position constitutes a formal training period. The City Administrator may extend the training period for an additional period as deemed necessary by the City Administrator and Department Head. During the training period, an employee may be discharged from the employment without cause by the City Administrator after consulting the Department Head.
2. If mitigating or unusual circumstances occur during the training period, with proper advance approval, employees may be granted leave without pay or arrange to make up the lost hours during the next two (2) consecutive pay periods. Authority to grant this shall be the City Administrator and Department Head..
3. Paid Time Off (PTO) shall be granted to an employee after completion of the training period. The training period will be used to calculate paid time off.

2.7 POSITION CLASSIFICATION.

1. Purpose/Establishment. Full-time employees and salaried employees will be evaluated sixty (60) days prior to the end of their training period. Each position shall have a job description consisting of statements listing the duties, responsibilities, and qualifications for that position. Every employee will be given a copy of his or her individual job description and a copy will be made part of the employee's personnel file.
2. Maintenance/Review. The City Administrator may periodically make investigations of any and all positions and report its recommendation to the City Council.

2.8 TRAINING DEVELOPMENT & EVALUATION.

1. Training, Career Development Policy.
  - a. The city will provide its employees with opportunities for career advancement. Attendance at seminars, conventions, conferences, meetings, and schooling is recognized as an important means for staff development. Within budget limitations, expenses may be paid by the City for such meetings, conventions and conferences. Attendance and completion of seminars and schooling at formal education institutions, where such attendance contributes to increased job capabilities, may be arranged by an employee and may be paid by the City. Employees will be allowed to fail one test per license at the cost of the City. A contract will be presented to the employee showing the costs of the classes for obtaining the license. The employee must sign a contract agreeing that if they terminate their employment before two (2) years have elapsed after completing their city-paid education, they will be responsible to pay back all costs of the education to the City. These costs will be deducted from their last paycheck.
  - b. Notice of job openings within the city will be circulated among staff first. The opening may be filled by a current employee without further recruitment for applicants, or the current employee may be considered along with other applicants.
  - c. Certification – Employees hired without the required certification may be given up to two (2) years after the date of hire to obtain the necessary certification. If an employee does not obtain the required certification within two (2) years of

hire, the employee is subject to dismissal without recourse to the grievance procedure.

## 2.9 SEPARATION FROM EMPLOYMENT

### 1. Voluntary Separation

An employee who voluntarily resigns is required to submit a written notice two (2) weeks prior to the separation date. Notice of separation will be addressed to the City Administrator via the Immediate Supervisor. The City Administrator can determine the terms of acceptance of the resignation.

### 2. City Initiated Separation.

- a. Employees may be involuntarily separated. In the event of a serious infraction, immediate separation will follow with concurrence of the Mayor, the City Administrator and the appropriate Department Head(s).
- b. If an immediate separation is made, a written summary of the circumstances and facts leading to the dismissal will be prepared and filed in the employee's personnel folder, and one copy will be delivered to the employee.

### 3. Disability.

- a. An employee may be involuntarily separated for disability when they cannot perform the required duties because of a physical or mental impairment. Action may be initiated by the employee or the City, but in all cases, it must be documented in writing by a competent licensed physician. Employees with work-related disabilities will be entitled to all accrued fringe benefits.
- b. The City may require an examination at its expense by a physician of their choice. Before an employee is separated for disability, a reasonable effort shall be made to locate alternative positions within the city's service for which the employee may be suited.

### 4. Death. Separation will be effective as of the date of death. Unpaid annual leave, compensation, pay and other accrued fringe benefits will be paid to the estate of the employee. Any paid time off or vacation time taken, but not earned, will be deducted from the aforementioned payment to the employee's estate.

### 5. Reduction in Force/Lay-Off.

In the event that a reduction in work force becomes necessary in the interest of economy or because the position no longer is needed, the city council may abolish any position. Any employee holding such an abolished position shall be laid off and shall be placed on the re-employment list. If several employees hold comparable positions and one of these positions is eliminated, consideration will be given to the quality level of each permanent or salaried employee's past performance, the need for their service and seniority in determining those employees to be retained.

- a. Employees who are laid off because of a reduction in work force will be given at least two weeks' notice of any anticipated lay-off.
  - b. Separating employees are entitled to compensatory time off only if it is taken before the separation of employment. Separating employees shall not be reimbursed for accrued compensatory time, and they will be assessed for paid time off taken but not earned.
  - c. Separating employees shall be paid for annual vacation accrued but not used and assessed for annual vacation taken but not earned.
6. Demotions.
- a. An employee may be demoted to a position of lower grade for which they are qualified for any of the following reasons:
    - 1) When an employee would otherwise be laid off because their position is being abolished.
    - 2) Their position is being reclassified to a higher grade for which they do not possess the necessary required qualifications.
    - 3) Lack of work.
    - 4) Lack of funds.
    - 5) When an employee does not possess the necessary qualifications to render satisfactory service in the position they hold.
    - 6) When removed during the training period.
    - 7) Voluntary request for said demotion.
  - b. All demotions must receive the approval of the City Administrator. If the employee is demoted against their will, he/she may appeal to the City Council who shall carefully consider the appeal and communicate its decision to the employee at the earliest practical date.
7. Suspension.
- a. All suspensions shall be recommended to the City Administrator from the Immediate Supervisor.
  - b. Suspension with loss of pay for up to thirty (30) days may be levied as a disciplinary measure by the Mayor or City Administrator.
  - c. An employee is subject to suspension when there exists a question regarding either 1) a violation of written city policy, or 2) activity in opposition to the stated goals and objectives of the city. All suspensions must be in writing with a copy given to the employee.
  - d. An employee on suspension is to leave work and not report to work until instructed to do so in writing.

8. Reinstatement.
  - a. An employee who resigns while in good standing or who is dismissed because of reduction in work force may be reinstated within one (1) year of the date of the separation, with the approval of the City Administrator.
  - b. An employee who enters extended active service with the Armed Forces of the United States will be granted reinstatement rights commensurate with Chapter 43 of Public Law 93-508.
  - c. An employee who is reinstated resulting from a lay-off will be credited with previous service and previously accrued PTO and will receive benefits provided in accordance with this policy and under supplementary rules and regulations.

2.10 EMPLOYEE DISCIPLINE.

1. Policy. As the basic standard of justice, employees are to be informed in writing of the behavior expected of them and the rules, regulations, policies, procedures, and practices contained in the employee handbook by which they must abide. Disciplinary action may result from failure to abide by such notification and information. All new employees will be oriented to such information at the start of their employment.
2. Progressive Disciplinary Action. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The City reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.
3. Cause for Disciplinary Action. Reasonable standards of employee conduct are necessary in order to provide the best possible atmosphere and service for city residents and others. Conclusive evidence of any of the following non-exhaustive list will constitute a violation of these standards and may result in disciplinary action up to and including separation.
  - a. Failure to comply with explicit requirements of personnel policies.
  - b. Substantiated failure to perform according to the job description and requirements of one's position.
  - c. Insubordination.
  - d. Falsification of employment application or city records.
  - e. Willful conduct endangering the welfare of a resident or fellow employee.
  - f. Absence from duty without notice.
  - g. Willful damage to city property.
  - h. Work dysfunction due to the use of alcohol or controlled substances.
  - i. Theft of property belonging to the city, a city resident or fellow employee.
  - j. False claims for salary and/or other reimbursement for job expenses.
  - k. Disclosure of confidential information regarding the city without proper authorization.
  - l. Use of city equipment and/or supplies without prior approval from the immediate supervisor, City Administrator, City Council, or Mayor.
  - m. Refusal to report for physical examination, laboratory test or x-rays when authorized by the City Administrator.
  - n. Unauthorized possession of a dangerous weapon on City property.

- o. Sleeping on duty.
- p. Use of the employee's position to plan, initiate, or participate in or otherwise aid or assist in the conduct of any unlawful demonstration, rioting or civil disturbance.
- q. Participation in connection with the performances of job duties, in the form of picketing, protest or other direct action which is in violation of any law.

Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis. Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City.

## 2.11 GRIEVANCES AND APPEALS.

### DISCIPLINE AND GRIEVANCE PROCEDURE

**Discipline.** Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City of Abbotsford. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or separation of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or separation of employment without going through progressive discipline steps. The City of Abbotsford reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

**Grievances.** This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and separation. This policy applies to all employees covered under Section 66.0509, Wis. Stats., An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, "workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. **Step 1 – Written Grievance Filed with City of Abbotsford City Administrator.** The employee must prepare and file a written grievance with the City Administrator within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee's steps to orally review the matter with the employee's supervisor and the employee's signature and the date. The City of Abbotsford City Administrator or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his or her decision, if possible within ten (10) business days of receipt of the grievance.

2. Step 2– Impartial Hearing Officer. If the grievance is not settled at the first step, the employee may request in writing, within five (5) business days following receipt of the City Administrator decision, a request for written review by an impartial hearing officer. The City of Abbotsford shall select the impartial hearing officer. The hearing officer shall not be a City of Abbotsford employee. The impartial hearing officer will determine whether the City of Abbotsford acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision. The impartial hearing officer shall be appointed by the Mayor.
  
3. Step 3 – Review by the Governing Body If the grievance is not resolved after Step 2, the employee or the City of Abbotsford Mayor/Council President shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employee, the appeal shall be filed with the City Council. The City Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the City Council’s next regular meeting. The City Council will inform the employee of its findings and decision in writing within ten (10) business days of the City Council meeting. The City Council shall decide the matter by majority vote and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.

#### 2.12 PERSONNEL RECORDS.

RECORDS RETAINED. Copies of important papers relating to your employment are kept in a central file by the City, called your “personnel file”. An example of the type of information that is kept includes your employment application, insurance enrollment forms, annual performance reviews, disciplinary actions, if any, and any relevant employment test scores. You have the right to review your file during normal business hours, but on unpaid time. If you wish to do so, you should inform your supervisor in writing, and arrangements will be made within seven business days for you to review the non-confidential parts of your personnel file. You may supplement any papers in the file with a written statement.

PUBLIC RECORDS REQUESTS. The City will comply with the provisions of the Wisconsin Public Records law. Direct any specific questions to the City Administrator.

### SECTION 3 COMPENSATION

- 3.1 POLICY. It shall be the policy of the City of Abbotsford to compensate its employees in a manner that is equitable and commensurate to the degree of responsibilities carried by that position.
  1. Determination of rates. Salary and hourly wages will be reviewed annually, unless otherwise agreed upon by the City Council or Committee

of the Whole at budget time taking into consideration the degree of responsibility, level of training required, complexity of work relationships, attitude, supervisory responsibility, necessity for exercising independent judgment, and performance evaluations for the year.

2. Class Salary Range. Salary ranges will be determined for each job title by the City Administrator for review by the City Council annually. Changes in salary ranges or creation of salary ranges will be recommended by the City Administrator for final approval by the City Council.
3. Hiring Range. In accordance with funding source requirements, at least the Federal minimum wage, unless state minimum wage is higher, will be paid to all employees. Wages and salaries will be reviewed annually to ensure that they reflect local and national trends.
4. Certification Pay: \$.50/hr per license.

### 3.2 PAYROLL PERIOD & PAYDAY.

1. City employees are paid on a bi-weekly payroll system. Each period covers fourteen (14) calendar days beginning on a Saturday and ending the Friday the following week. The paychecks will be distributed to each department every two weeks on Friday. If the payday falls on an official holiday; checks will be issued the preceding workday.
2. All paychecks shall be paid via direct deposit.
3. City Council members are paid monthly on the day of the City Council meeting for the previous month's meetings.
4. Payroll Advance. Requests for pay advances are discouraged. In an extreme emergency, and with approval of the Mayor and City Administrator, a pay advance may be made to the extent of wages earned up to the time of request.
5. Release of a paycheck to someone other than the employee requires written authorization from the employee.
6. Separation Payments.
  - Annual Leave (Vacation) In the event of separation for any reason, accrued (up to and including the day of separation) annual leave (vacation) shall first be reviewed by the City Council or Committee of the Whole and will be paid out on the next bi-weekly payroll following the meeting of the City Council or Committee of the Whole.
  - Paid Time Off: Benefit full-time employees.
    - Separating employees will forfeit all unused accrued PTO.
    - Retiring employees will receive 100% of unused accrued PTO accumulated through the date of retirement up to the maximum limit.
    - Resigning employees will forfeit all unused accrued PTO.

### 3.3 REIMBURSEMENT FOR JOB-RELATED EXPENSES.

#### 1. Transportation.

- Prior to travel, a training request form must be approved by a Department Head and City Administrator. Employees engaged in previously approved City business will receive reimbursement at the rate established by the City Council. When more than one staff member is going to the same destination, they are expected to travel in the same vehicle if reimbursement is to be paid. This can be reviewed on a case by case basis and exceptions can be considered by the Department Head and the City Administrator. A city owned vehicle must be used if one is available. Reimbursement for use of a personal vehicle will be paid over the shortest route possible. Transportation shall be of the most economical type route and class, with a starting point being measured beginning at the Abbotsford City Hall. Reimbursement will be paid at the IRS Rate for a use of personal vehicle.
- Transportation to and from work is the responsibility and sole cost of the employee.
- Parking fees are reimbursable upon approval by the City Administrator.

#### 2. Meals and Lodging.

- When the employee is required to travel out of town by the Employer, the Employer shall provide a suitable vehicle. If the Employer does not have a suitable vehicle available to use, the employee may use their private vehicle to be compensated by odometer mileage for use by the Employer at the current IRS rate allowed. All expenses incurred in regard to tolls, parking fees, or garage charges are to be reimbursed by the Employer, upon presenting of receipts.
- When the Employer requires an employee to attend an overnight out-of-town function, the Employer will reimburse the employee for lodging and meal expenses, upon presenting of receipts. If a guest accompanies an employee, the Employer will reimburse the employee for the single rate of lodging, and the employee will be required to pay the difference.
- The Employer will reimburse the employee for up to
  - \$8.00 for breakfast,
  - \$12.00 for lunch
  - \$17.00 for dinner.
- The Employer will also reimburse the employee for any registration fees or other materials required for the function.
- Employees will be paid for time actually worked at the employee's regular rate of pay for job-related meetings, seminars, and schooling.

- #### 3. Elected officials lost wage reimbursement. Each elected official who is required to be absent from his regular place of employment for a period of one working day or longer because of official city business shall be reimbursed for each day absent from his regular place of employment at his or her regular daily pay rate. The regular daily pay rate must be provided in writing by the elected official's employer.

- #### 4. Payment for licenses. Water and Wastewater licenses will be paid by the City.

### 3.4 OVERTIME.

- #### 1. Any non-exempt employee that is required to perform work in excess of forty (40)



hours per week, shall be compensated at the rate of time and one-half his/her regular hourly rate.

2. Overtime will not be authorized unless the immediate supervisor determines and funds are available for payment.
3. Overtime payments will be made in the pay period during which the overtime was performed. Holiday, Vacation, (Annual Leave), and PTO are not used to determine or calculate overtime; only actual hours worked are used in the determination and calculation of overtime.

3.5 HOLIDAY PAY. Hourly or salaried non-supervisory employees who are called because of extreme emergency conditions by the Immediate Supervisor, to perform work on an official holiday, shall receive compensation as follows:

1. Employees shall be paid at their straight time rate for each holiday. Employees required to work a holiday will be paid two times (2) their regular hourly rate of pay for hours on the holiday.
2. Authorization for payment shall be made a part of record on the employees time sheet with a description of the job(s) performed and shall be submitted to the City Administrator or his/her designee by the individual who made the determination to call the aforementioned employee.
3. Employees must be actively at work the last scheduled workday prior to and the next scheduled workday immediately following a holiday to qualify for holiday pay. An employee may be off from work on one or both qualifying days for one of the following reasons and qualify for holiday pay: Vacation, paid non-occupational illness/injury leave, occupational illness/injury, jury duty, permission from the City Administrator, and funeral leave.

3.6 RECORDING OF TIME. Time sheets for all employees must be completed and submitted to the City Treasurer by 10:00 a.m. the Monday prior to Payday. Time must be entered to the nearest quarter (1/4) hour.

3.7 MEETING ATTENDANCE. If the employee is required to attend meetings, they will receive their regular pay rate, minimum of 2 hours and maximum of actual time worked. If the employee is attending wage and benefit negotiation meetings, no pay will be given.

#### SECTION 4

##### PERMANENT FULL-TIME & SALARIED EMPLOYEE BENEFITS, HOLIDAYS & LEAVES OF ABSENCE.

4.1 RETIREMENT & SOCIAL SECURITY. The City of Abbotsford shall abide by Federal and Wisconsin Statutes and all applicable laws and regulations regarding participating contributions to the Wisconsin Retirement Fund and Social Security. The City will pay the employer contribution to the Wisconsin Retirement System Fund.

4.2 HEALTH INSURANCE.

1. The City will provide health and welfare benefits to eligible employees beginning the first day of the month following the date of employment. The City will pay 80% of the

health insurance premium cost for eligible employees.

2. No employee shall make any claim against the City for additional compensation in lieu of or in addition to the cost of the health and welfare plan because he or she does not qualify for coverage under the plan.
3. The City reserves the right to review and change the insurance carrier, or self-fund health care benefits, so long as the benefits provided are substantially similar to those provided. In the event the City elects to change health insurance, it shall only be obligated to provide health insurance benefits substantially similar to those provided in the health insurance plan that is currently in effect.
4. If an employee is absent due to an injury on the job of this Employer, the Employer shall continue the required contributions until such employee returns to work up to five (5) months beyond the month of the injury. If an employee is absent because of layoff, the Employer shall continue the required contribution for one (1) month following layoff.
5. The City will pay an employee a total of \$4,200.00 per year to employees who opt out of the City's health care plan. The payout shall occur on a monthly basis and in equal sums.

4.3 ANNUAL LEAVE (VACATION).

1. A written request for an annual leave is required from all permanent full-time and salaried employees. Annual leave credits are earned by permanent full-time and salaried employees as a fringe benefit, but is a matter for administrative determination when an employee may be granted leave and in what amount. Work requirements as well as reasonable and considerate treatment of an employee are determining factors. . All absences from work not covered by compensatory time or PTO will be charged against annual leave or leave pay.
2. Annual leave shall be accrued by each permanent full-time employee from the first day of employment, and may be used after the completion of the employee's training period or with the permission of the City Administrator. Leave of absence without pay or benefits for a maximum of one-hundred-eighty (180) days may be granted to permanent full-time and salaried employees of the City of Abbotsford with the approval of the City Administrator and the City Council. Vacation leave will be credited on a bi-weekly basis at the following rates beginning on the employee's anniversary date:

<u>Continuous Years Of Service</u>	<u>Credited Vacation Leave</u>	<u>Hours Per Pay Period</u>
Less than 2 Years	5 Days	~1.538
2 through 6 Years	10 Days	~3.077
7 through 9 Years	12 Days	~2.038
10 through 14 Years	15 Days	~4.615
15 or more years	20 Days	~6.154

3. If a city non-work day or recognized holiday falls within the vacation period, that day shall not be deducted from the annual credited leave balance of the vacationing employee.
4. In the case of death of a Permanent full-time or salaried employee, unused accrued annual

leave shall be paid to the employee's estate.

5. Separating employees shall be paid for annual leave accrued but not taken; they will be assessed for annual leave taken but not earned.
6. No Accumulation: Vacations shall not accumulate from year to year. Vacation earned in the year prior to an employee's anniversary date must be used within 6 months after their anniversary date unless an exception is made by the City Council. In the event an employee has unused vacation time from the previous year, 6 months after their anniversary date, the City will pay out unused vacation time with a maximum payout of 40 hours. Any remaining time will be forfeited. Schedule: All vacation usage must be approved. Requests for vacation usage must be approved in advance by the employee's immediate supervisor. Written requests for vacation in excess of (8) hours must be submitted to the employee's immediate supervisor at least five (5) working days before the first day of requested vacation. Written requests for vacation in excess of two (2) weeks must be submitted to the employee's immediate supervisor at least ten (10) working days before the first day of requested vacation.
7. Vacation Increments: Employees shall take vacation in increments to be approved by the supervisor.
8. Annual leave will not be used to determine or calculate overtime pay.

#### 4.4 OFFICIAL CITY HOLIDAYS.

1. The following days will be paid holidays for benefit eligible employees:
  - a. New Year's Day
  - b. Memorial Day (Federally designated Monday)
  - c. Independence Day
  - d. Labor Day
  - e. Thanksgiving Day
  - f. Christmas Day
2. Employees must be actively at work the last scheduled workday prior to and the next scheduled workday immediately following a holiday to qualify for holiday pay. An employee may be off from work on one or both qualifying day for one of the following reasons and qualify for holiday pay:
  - a. Vacation
  - b. Paid non-occupational illness/injury
  - c. Occupational illness/injury
  - d. Jury Duty
  - e. Funeral Leave
  - f. Prior Approval of the Mayor or City Administrator
3. In the event a paid holiday falls within a vacation period, such day shall not count as a vacation day taken. (see 4.03 (4)). When any such holiday falls on Sunday, the following Monday shall be considered the paid holiday. When any such holiday falls on a Saturday, the preceding Friday shall be considered the paid holiday. Payment for holidays shall be computed based upon eight (8) hours at the employee's regular hourly rate of pay.
4. Holiday pay will not be used to determine or calculate overtime pay.

4.5 RELIGIOUS OBSERVANCES. The City will endeavor to make reasonable accommodations for employees required observances due to conscientious religious beliefs. Department Heads must be consulted at least seven (7) days in advance of such a religious observance in order to ensure the employee's duties are covered. Any such day taken shall be without pay unless covered by compensatory time or annual leave.

4.6 PAID TIME OFF (PTO)

1. Paid Time Off (PTO) Accrual and Use:

- a. Permanent full-time employees shall accrue 3.7 hours of PTO accrual per each 2-week pay period, prorated for any pay period less than two (2) weeks.
- b. Paid Time Off (PTO) may be used for any purpose. However, the use of PTO is subject to the approval of the immediate supervisor. When such leave extends beyond three (3) consecutive working days without prior approval from the supervisor, a statement from the attending physician or other qualified medical professional, certifying to the nature and seriousness of the illness/injury shall be furnished to the immediate supervisor, with the exception of an employee who is hospitalized do to the illness/injury. In the event of illness, the employee shall notify their immediate supervisor of their intent to take PTO thirty (30) minutes before the start of the regular workday, if at all possible. Failure to give notice within this time period may result in leave without pay as circumstances warrant.
- c. PTO will be used when, through exposure to a contagious disease, the presence of the employee at their place of duty jeopardizes the health of others.
- d. When illness/injury occurs prior to or within a period of a scheduled annual leave, the period of illness may be charged as PTO at the discretion of the immediate supervisor upon written request by the employee accompanied by a doctors certificate.
- e. When accrued PTO is exhausted, or when PTO is requested in excess of accrued PTO, accrued annual leave may be used in lieu of PTO at the discretion of the City Council.

Maximum accumulation. Unused PTO will be credited to each employee's reserve, which may accumulate to a maximum of two-hundred-40(240) hours. Separation from employment for any reason other than retirement shall result in the forfeiture of all unused accumulated PTO allowance. Retiring employees will receive 100% of their unused accumulated PTO.

- f. For the purposes of a PTO payout, a retiring employee is defined as employee who has filed for retirement with the State of Wisconsin Retirement System and has worked for the City of Abbotsford for at least 15 year. An employee who is not eligible to file for retirement due to state age restrictions, but has

work for the city for at least 30 years is also eligible for a PTO payout.

- g. Employees who have already accrued more than the maximum reserve limit of 240 hours shall have their PTO hours capped at the number of hours they have accrued at the time of adoption of this manual.
- h. PTO will not be used to determine or calculate overtime pay.
- i. All full time employees may choose to transfer their unused PTO and accumulate up to a ceiling of 240 hours of PTO.
- j. Retirement Payout: When an employee retires by applying for benefits from the Wisconsin Retirement System and before becoming eligible for Medicare, the total amount of their PTO remaining in their bank may be applied to pay for the employee's health insurance premiums, or paid to the employee in cash at the employee's pay rate at retirement.
- k. Employees shall be grandfathered in cases where a higher maximum threshold was reached prior to the enactment of this employee manual.
- l.

4.7 EMERGENCY LEAVE. At the discretion of the City Administrator leave may be granted to employees, with or without pay, for emergency and personal reasons.

4.8 LEAVE OF ABSENCE.

1. Unpaid Leave of Absence:
2. In order to qualify for an unpaid leave of absence, an employee must have worked for one (1) continuous year prior to the request. For requests for an unpaid leave of absence not to exceed two (2) working days, the employee must submit a written request to his immediate supervisor at least five (5) working days in advance. Requests for unpaid leaves of absence exceeding two (2) working days must be submitted in writing to the City Administrator via the employee's immediate supervisor at least five (5) working days in advance of the City Council meeting for approval by the City Council. An unpaid leave of absence shall not exceed six (6) months. Unpaid leaves of absence requested as an extension of PTO must be accompanied by a doctor's certificate. If an employee does not return to work and an extension to the leave of absence has not been granted, the employee will be considered to have resigned his employment with the City.
3. At the expiration of the unpaid leave of absence, the employee shall be reinstated to the position vacated or an equivalent position. If a suitable vacancy is not available, the employee's name shall be placed on the reinstatement list.
4. Employees do not earn vacation or paid time off while on an unpaid leave of absence. Insurance may be retained if the entire monthly premium is paid by the employee during the calendar months that the employee is off the payroll for the entire month. If the employee is on the payroll as of the first day of the month, the Employer will pay the employee's portion of the insurance premium for that month.
5. Unpaid leaves of absence shall not be granted unless an employee has exhausted all paid time off and vacation.

6. Employees shall not be employed elsewhere during unpaid leaves of absence.
7. Military Leave: All military leaves shall be granted in accordance with state and federal law. Any rights accrued will not be interrupted by absence while on military leave. If reemployed, time spent in military service may be counted in computing years of service for vacation.
8. Emergency Leave: Emergency leave, with or without pay, may be granted to employees for emergency and personal reasons at the discretion of the Mayor and City Administrator.
9. Civil Leave: Employees shall be given time off without loss of pay when performing jury duty or when subpoenaed to appear before a court, public body, or commission. The employee will be reimbursed for the difference in wages lost due to the performance of jury duty.

4.9 MATERNITY/PATERNITY LEAVE.

1. A maternity/paternity leave shall be granted, not to exceed (10) weeks. An employee is expected to return to work eight (8) weeks after the delivery date. A doctor's statement must be submitted approving an employee's return to work.
2. In all other aspects, a maternity/paternity leave shall be administered under the provisions of Section 4.04.

4.10 ADMINISTRATIVE LEAVE. Employees may be granted a leave of absence with pay to attend professional conferences, participate in training sessions and courses that are specific to their work and engage in other similar job-related activities provided such leave shall be approved if the employee is not to be compensated from any other source during the period of absence. Traveling expenses, lodging, conference fees, tuition, and similar expenses incurred during such leave may be paid in whole or in part as set down in Section 3.03 of this handbook.

4.11 CIVIL LEAVE. An employee shall be given time off without loss of pay when performing jury duty, when subpoenaed to appear before a court, public body or commission. The employee will be reimbursed for the difference in wages lost due to the performance of jury duty.

4.12 MILITARY LEAVE.

1. Employees on two (2) week annual training will be paid the difference between the military pay and their normal pay.
2. Employees returning from service in the Armed Forces of the United States will be entitled to re-employment rights as required by State and Federal Law. Upon their honorable discharge from military service, they shall be entitled to be restored in the same position or to a position equally acceptable to them for which they are qualified, provided they reapply for employment within ninety (90) days after discharge or before expiration of any statutory right to employment, and provided circumstances have not changed making it impossible or unreasonable for restoration of employment. Any rights accrued will not be interrupted by absence while on military leave. If re-employed, time spent in military service may be counted in computing years of service for annual leave.

4.13 UNEMPLOYMENT COMPENSATION. City employment is covered by Wisconsin Unemployment Compensation laws.

4.14 WORKERS COMPENSATION PAY.

1 In the event that an employee of the city is injured while at work and as a consequence to said injury receives worker's compensation disability pay, said employee shall be paid directly from the Workers Compensation insurance company for any time not worked, as Workers Compensation is a non-taxable benefit to the employee.

2. The employee shall not earn PTO, holiday or vacation accruals during periods of disability under the Worker's Compensation Act beyond the initial one-hundred-eighty (180) calendar day period.

4.15 CLOTHING REIMBURSEMENT – Footwear, coveralls, uniforms, and/or jackets will be reimbursed in the amount of \$200.00 per year

4.16 SAFETY GLASSES. The following procedure is to be followed concerning the eye safety program.

1. Each employee may go to the eye doctor of his or her choice.
2. Each employee is responsible for his or her own eye examination and subsequent services; including complete frame measurements, verification of prescription, and dispensing.
3. The City of Abbotsford will pay for any frame included in the basic standard package. Any approved safety frame stocked may be used; however, upgraded frame styles will be at employee's expense. All frames must have side shields; clip-on side shield safety glasses are acceptable.
4. For the protection of our employees, polycarbonate lenses are recommended. The City of Abbotsford will pay for single vision and standard (lined) multifocals, tinting, and scratch resistance. Progressive power lenses are available at an additional charge to the employee.
5. All safety eyewear materials (lenses and frames) must meet all specifications of ANSI Z.87.1 (1968/69) and OSHA standards.
6. Options that will not be paid by the City include UV coating, no-line bifocals and no-line trifocals.
7. A receipt of purchase is necessary for reimbursement.
8. When glasses are ready for pickup, your chosen provider will contact you for a fitting appointment; you will be responsible for the fitting fee.
9. If the employee is not in need of prescription eyewear, the City of Abbotsford will provide, at no charge, safety glasses that will be worn by the employee. Cost is not to exceed \$100.00 for each pair.

10. Reimbursements for safety glasses, up to \$100.00 per pair with any excess paid by the employee. Employees are to turn safety glass receipts in to their supervisor. Reimbursement will be issued following the next scheduled council meeting.
11. Employees are required to wear the protection eyewear immediately upon receipt of the safety glasses.
12. Eligibility for a new pair of prescription safety glasses will be every two years; a second pair will be purchased in a calendar year, if approved by the City Administrator.

## SECTION 5

### HARRASSMENT

The City of Abbotsford is an equal opportunity employer and is committed to providing you with a work environment that is free from discrimination and harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all City of Abbotsford employees, customers, guests, vendors and persons doing business with The City of Abbotsford.

Prohibited harassment may occur between persons of the same or opposite gender, of the same or differing race, of the same or differing religion, of the same or differing disability status, etc. The City will not tolerate discrimination, sexual harassment or other inappropriate actions by, or of, any of its employees. All employees are required to abide by this policy and all State and Federal statutes relating to equal opportunity.

**SEXUAL HARASSMENT.** Sexual harassment has been defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when...

Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;

Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include sexual propositions, sexual innuendos, suggestive comments, sexually orientated "jokes" or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing against another's body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, name calling, or communications containing any of the above.

Sexual harassment is measured from the viewpoint of a reasonable woman if the victim is a woman, or a reasonable man if the victim is a man. It is not the intent of the person engaging in the activity that determines what constitutes sexual harassment, but rather, the effect the activity has on the victim.



Thus, well-intentioned compliments may be considered sexual harassment if a reasonable person of the same sex as the recipient would perceive it to be harassing, whether or not the compliment-giver intended to harass.

**DESIGNATED CONTACT PERSONS.** Any employee who believes they have been subject to discrimination or harassment, including sexual harassment, should immediately report the matter to their supervisor, the City Administrator, or the Mayor (whichever the employee is most comfortable with). If for any reason, the complainant is uncomfortable reporting the action to any of these representatives, they may report it to the City Attorney. If any member of management receives a complaint, or is aware of a situation that may constitute discrimination or harassment, they should immediately notify the appropriate committee chairperson.

**INVESTIGATION/RESOLUTION OF A COMPLAINT.** Every reported incident of employee harassment will be thoroughly and promptly investigated. The City will, to the extent possible, maintain the confidentiality of those involved in the complaint and investigation. If the investigation confirms that harassment or discrimination has occurred, the City will take appropriate corrective action including, but not limited to, formal disciplinary action. The employee filing the complaint will be notified of the final determination prior to the closure of the complaint.

The City of Abbotsford forbids intimidation of or retaliation against anyone for reporting harassment or discrimination, or otherwise assisting the investigation of the complaint.

## SECTION 6

### ELECTRONIC MAIL, INTERNET, PHONE, AND COMPUTER POLICY

The City of Abbotsford's electronic mail, computer, Internet, and phone systems are company property. These systems are in place to help you be more productive. These systems are for business purposes, and any personal use is to be limited. The City of Abbotsford reserves the right to intercept, monitor, copy, review and download any communications or files you create or maintain on its systems.

Electronic mail, computer, Internet, and phone communications will be held to the same standards as all other business communications, including compliance with the City of Abbotsford's anti-discrimination and anti-harassment policies. We expect you to use good judgment in your use of our company's system. Management should be notified of unsolicited, and/or offensive materials received by any employee on any of these systems.

Your consent and compliance with e-mail, computer, Internet, and Phone policies is a term and condition of your employment. Failure to abide by these rules or failure to consent to interception, monitoring, copying, reviewing, and downloading of any communications or files is grounds for discipline, up to and including separation.

#### **Computer usage**

1. All computer equipment and related resources are to be used for business purposes associated with the performance of each employee's job.
2. Computer-related resources include, but are not limited to: computer equipment, printers, systems, terminals, networks, programs, software, data, files and documentation.

3. Each of the City of Abbotsford's personal computers has been customized to the individual user's job description.
4. Employees should not password protect any data, unless authorized to do so. All passwords for protected files must be given to the employee's supervisor. The City of Abbotsford reserves the right to change employees' computer passwords.
5. If your computer comes with factory installed computer games, it is up to the discretion of your supervisor whether or not you can play them on your authorized break times.
6. The City of Abbotsford licenses computer software for use by its employees on company owned personal computers.
7. Intentional destruction or damage of the City of Abbotsford's computer-related resources may result in separation and civil and/or criminal liability under Wisconsin law.

### **Phone System**

The phone system is one of the essential tools we use to enhance the City of Abbotsford and to maintain "high quality" customer service.

Any use of the phone system for non-work related purposes beyond occasional and incidental use, is prohibited. The City of Abbotsford, in its sole discretion, shall determine what constitutes occasional and incidental use. You are permitted to make limited local area calls on company telephones for essential personal business during lunch or "break" periods only. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

### **E-mail and Internet Usage**

1. Internet access and electronic mail is provided for the City of Abbotsford for official business use only.
2. When using the Internet, do not send sensitive or confidential information without prior approval from the department's manager. To protect from viewing by unauthorized parties, these files should be encrypted with a password, unless transferred within a secure site.
3. Electronic communications are generally confidential. However, users should not expect confidentiality on the Internet. The electronic mail system hardware is city property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the company. They are not the private property of any employee. Employees should be aware that technologies exist that makes the recovery of deleted messages possible. When sending e-mail messages, employees should therefore treat each message as if it were a permanent hard copy. Electronic mail and internet site access may be monitored by the City of Abbotsford to ensure compliance with this policy.
4. Misuse of the Internet can result in disciplinary action, up to and including dismissal. Although this list is not all inclusive, here are some examples of behavior that could result in disciplinary action:
  - o Illegally down-loading electronic files.
  - o Sending threatening or harassing messages/files.

- Sending racially or sexually harassing messages/files.
  - Sending chain letters through e-mail.
  - Attempting to access any computer system without proper authorization.
  - Sending or posting confidential information.
  - Refusing to cooperate with management concerning Internet access.
  - Using company time and resources for personal gain.
5. The electronic mail systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
  6. The City of Abbotsford reserves the right to retrieve and read any electronic messages. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them.
  7. Employees shall not use a password, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. If a file is encrypted with a password, the password must be given to the employee's supervisor.
  8. Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without the express approval of their Supervisor.
  9. The City of Abbotsford prohibits hacking, which includes gaining, or attempting to gain unauthorized access to any computers, computer networks, databases, or electronically stored information.
  10. Since storage is limited, employees should maintain e-mail in such a way as to require minimal storage space, deleting unwanted or unnecessary communications on a regular basis. E-mail messages should be retrieved and managed regularly. However, employees should be mindful of state open records and retention laws. No work related email should be deleted.

SECTION 7  
ALCOHOL AND CONTROLLED SUBSTANCE  
POLICY

- 7.1 GENERAL PURPOSE. The City of Abbotsford (City) recognizes the problem of alcohol and controlled substance abuse in today's society. This substance abuse policy has been established to help keep our employees healthy, productive, and free of injury. The City also recognizes that the abuse of alcohol and controlled substances is a treatable illness and will make reasonable efforts to provide assistance to associates seeking treatment for alcohol or drug abuse problems.

This policy demonstrates the City's commitment to its employees and the belief that drug or alcohol abuses poses a serious risk, not only to the individual directly involved, but also to other employees, City equipment and the City's financial future. It is the intention of the City to provide a work place that is safe and free from any exposure to the manufacture, distribution, dispensing, possession or use, by any employee, of any alcohol or controlled substance.

- 7.2 EMPLOYEEES SUBJECT TO POLICY. All employees, including employees with CDL's, of the City of Abbotsford are subject to this policy.
- 7.3 PROHIBITED EMPLOYEE CONDUCT. No employee shall report for or remain on duty while having a blood alcohol concentration of 0.02 or greater. No employee shall possess or use alcohol or controlled substances while on duty on City premises. The term "City premises" includes, but is not limited to, City offices, City shops and warehouses, City vehicles and equipment, City work sites, City owned lots, and other locations where City employees have to perform job related duties. Additionally no employee shall possess or use alcohol or controlled substances while on or off duty in or on a City vehicle, trailer or other equipment. No employee shall refuse to submit to alcohol or controlled substance testing as required by this policy.
- 7.4 PRE-EMPLOYMENT TESTING. Upon the conditional offer for employment by the City, at the City's discretion, all prospective employees will be required to take a drug test. If the test results are positive, the prospective employee will not be considered for employment. Employees who are subject to the random testing selection while on lay-off status will not have to submit to pre-employment testing upon returning to work.
- 7.5 POST ACCIDENT TESTING. As soon as practical, any employee who creates or suffers a job-related injury or accident will be required to undergo a test for alcohol and controlled substances. Any employee subject to post-accident testing must remain readily available for such testing.
- 7.6 RANDOM TESTING. All employees will be required to undergo random alcohol and/or controlled substance testing. This random testing for alcohol and controlled substances will be done periodically. Alcohol tests must be performed just before an employee is to report for duty or while on duty. Controlled substance testing may be performed at anytime the employee is at work for the City. The testing will be unannounced and will be dispersed throughout the calendar year. Each employee will have an equal chance of being tested under the random selection process.
- 7.7 REASONABLE SUSPICION TESTING. An employee may be required to undergo alcohol and/or controlled substance testing if the City has reasonable suspicion that an individual violated the rules concerning alcohol or controlled substance use. Reasonable suspicion means that the City believes that the employee's appearance or conduct is indicative of the use of alcohol and/or drugs. The actions or observations of the employee must occur while on duty or just preceding the work period.
- 7.8 DRUG TESTING PROCEDURES. Employees will be directed to a designated provider of testing services in conformance with procedures as defined. The testing program for drugs is limited to five (5) drug types. All drug testing is done from urine specimens collected under highly controlled conditions. The five (5) classes of drugs being tested are: Marijuana, Cocaine, Opiates (morphine/codeine), Phencyclidine and Amphetamines. If the results of the test are positive, that is, if the results exceed the test levels for any of the five(5) drug classes, the associate will be subject to the City's disciplinary actions.
- 7.9 ALCOHOL TESTING PROCEDURES. Alcohol testing is done by breath, at designated collection site. Breath is the most easily obtained bodily substance and the results will be displayed and printed in terms of grams of alcohol per 210 liters of breath. The testing device is an Evidential Breath Testing device (EBT). The EBT will print three (3) copies of each test result and the test results will be numbered. If the initial test result is 0.02% or

greater a confirmation test will be done. Before a confirmation test, a 15-minute waiting period will be observed. If the initial test result shows a reading of less than 0.02% the test is recorded as “negative”. If the test result is 0.02% or greater the test is recorded as “positive” and the employee will be subject to the City’s disciplinary actions.

7.10 REFUSAL OF TESTING. This policy prohibits employees, as a condition of their employment, from refusing to submit to any required tests. A refusal to submit to testing is considered a positive test, and is grounds for disciplinary action, including suspension or separation.

7.11 DISCIPLINARY GUIDELINES. The City of Abbotsford, through this policy, demonstrates its intention to maintain a drug-free work place. Violations of this policy and/or any federal, state, county or local laws or statutes dealing with controlled substances will not be tolerated. The City forbids any employee or non-employee to enter upon “City premises”, as defined above, with controlled substances or to report for work with levels of drugs or alcohol that are detectable through observation, conduct, or testing.

Prohibited controlled substances will be confiscated and turned over to law enforcement officials when appropriate. Any employee found in possession of any substances prohibited by this policy will be removed from “City premises”, as defined above, and will be subject to the City’s disciplinary actions. Employees are not allowed to drink alcoholic beverages while commuting to and from work sites or driving or riding in or on City vehicles or equipment. Any employee who refuses to comply with a search or investigation on “City premises”, as defined above, will also be subject to disciplinary actions.

7.12 EMPLOYEE ASSISTANCE PROGRAM. Creating a healthy and safe work environment is a top priority of the City of Abbotsford. The City does not have an in-house treatment center therefore employees are advised to seek assistance through the City’s employee assistance program, if any, and/or the resources offered through the employee’s health insurance policy.

7.13 DISCIPLINARY ACTION PROCEDURES. In the event an employee violates any part or parts of this policy the following series of events will be followed:

1. The employee and their supervisor(s) will jointly discuss the situation to ensure there is mutual understanding of the issue. The essence of the discussion will be documented in writing and maintained in the employee’s personnel file. The written documentation will include the agreed upon disciplinary actions, which may also include possible suspension without pay for a period of time, and a plan to avoid any recurrence of the problem. At the discretion of the supervisor(s), if the situation warrants, the employee may be terminated immediately (see Section 2.09).
2. If an employee violates any part or parts of this policy a second time, the employee will be terminated immediately (see Section 2.09).

7.14 MANAGEMENT RIGHTS. The policies set forth herein do not in any way limit what personnel actions the City may take under its independent authority with respect to an individual who is under the influence or in the possession of drugs or alcohol or who tests positive for drug or alcohol use.

**ACKNOWLEDGEMENT**

I have received a copy of the City of Abbotsford’s Employee Handbook, which describes the City’s policies and rules. I agree to read and become familiar with these rules and policies and abide by them during my employment.

I understand that the Employee Handbook contains management guidelines only and is in no way to be interpreted as a contract between the City of Abbotsford and any employee.

I understand that neither this handbook nor any other communication by a management representative is intended to, in any way, create a contract of employment. Similarly, I understand that my employment is “at will” and is for no definite period of time and may be terminated for just cause.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

Approved: October 7, 2019

# Abbotsford Municipal Court

Total Clerk of Court Hours 25.25

## Cases Disposed - December

### Clark and Marathon

	Parking	Traffic	OWI/BAC	Adult Non-Traffic	Juv Non-Traffic	Total Cases Processed
Found guilty by default, plea of guilty plea of no contest		31	0	5	1	37
By Dismissal		0	0	0	0	0
By plea of not guilty		0	0	0	0	0
					Total	37

## December Financial Report

	December	YTD
Total Received	\$5,284.36	\$41,446.52
<b>Disbursements</b>		
State	\$1,361.18	\$10,737.99
County	\$416.80	\$4,150.20
Municipality	\$3,506.38	\$25,558.33

## TRIP/SDC Received

	YTD	December
Total TRIP	\$246.94	\$0.00
Total SDC	\$3,713.68	\$315.10

## Annual Statistics

2017 Total Cases Processed	236	Jan-Dec
2018 Total Cased Processed	436	Jan-Dec
2019 Total Cases Processed	417	Jan-Dec

## Abbotsford Public Library

REGULAR MONTHLY MEETING: Meeting called to order Jan. 8<sup>th</sup> 2020 / 5:02 PM / Conference Room

### ATTENDEES

Braun, Jochimsen, Giffin, Dukelow, Writz, Suttner, Hinrichsen,

Members absent: Bittner

### AGENDA

**Previous minutes:** Read and approved. Motion to approve by Writz, seconded by Giffin, motion passed.

**Public Comment:** Mason R.

### Old Business

- Magazine Provider: The library switched magazine providers from Ebsco to Rivistas. Magazines are \$2 cheaper and the Rivistas website is easier to use. Service was recommended by Erica Brewster, Director of the Edward U. Demmer Memorial Library. <http://www.rivistas.com/> Update: Magazines have not yet arrived from the new seller, Director will call provider and check order progress.
- Receipt Examples: A recent update to the library's circulation software will allow the price of items checked-out to be listed at the bottom of a patron's due back slip. The wording thanks the patron for using the library and lists how much they saved using the library. Different examples were shown and the board chose items from each example that they would like to see at Abbotsford. The director will inform staff at WVLS of the recommendations of the board and have the changes made. Update: staff at WVLS will change over receipts after the annual reports have been finished.
- Printer/Copier: Although the library planned to use the equipment budget on two new staff computers, staff changes at WVLS have caused a delay and it is unsure if the computers would still come in the 2019 budget year. The library's printer/fax machine had a lease that would be up in 2020. The board reviewed a quote by its current provider (Bauernfeind) and a competitor (Marco). Although the Marco deal was very comparable the library has not had an issue with Bauernfeind's service and the staff are familiar with the machine. The director will ask if Bauernfeind if they would add some color copies into the new lease. It was also asked if there would be a way to determine how many prints are made by library staff vs. patrons. The Board gave the director approval to purchase a new printer/copier through Bauernfeind. Update: new printer has arrived. There are no issues with the new printer.

### New Business

- This year the library will update the two staff computers and three of the public computers. The orders are in for the computers with WVLS.
- Possible Future programs:
  - Human Trafficking: The director will contact Abiding Care of Medford to see if they have and willing to do an education presentation on Human Trafficking.
  - Abe Lincoln impersonator: Educational/historical/entertainment presentation. This year the performer received a grant which will allow him to do discounted shows in the Wisconsin area. <http://www.livetribe productions.com/2019-line-up.html>
  - Strong Bodies collaboration with Dorchester. The StrongWomen™ training programs are designed to help women become or stay fit, strong, and healthy. This would require use of the public room, paid training of the director, weights purchased for the program. This program idea is still in the talking stage with Dorchester. If attempted Dorchester would hold one class a week and Abbotsford would hold a class on a different day of the week. <https://fyi.extension.wisc.edu/strongwomenwisconsin/>

**Treasurer's Report:** 93% spent, there a small number of invoices still pending.

### Circulation Report:

- Total Circulation:  
**Nov: 1914      Dec: 2037**
- Nov. 2018: 2518      Nov. 2017: 2,399      Nov 2016: 2,427      Nov. 2015: 1948      Nov. 2014: 2042
- Dec 2018: 2,478      Dec 2017: 2,229      Dec 2016: 2,273      Dec 2015:1966      Dec 2014: 1954

-Circulation Break-down: November=

Books: 773, DVD: 523, Spoken Record: 52, Large Print: 44, Magazines: 28, Other: 31

-Circulation Break-down: December=

Books: 848, DVD: 486, Spoken Record: 55, Large Print: 27, Magazines: 50, Other: 55

### Other Usage Report:



- **Wireless Sessions:** Dec: 121 Nov: 184 233 Oct: 269 Sept: 290 Aug: 338 July: 168 June: 186 May: 188 April: 299 March: 146 Feb: 32 Jan: 313
- **Overdrive E-material Checkout:** Dec:177 Nov: Oct: 242 Sept: 243 Aug: 212 July: 111 June: 188 May: 166 April: 210 March: 203 Feb: 195 Jan: 188
- **Monthly Reference:**  
Dec.:73 Nov.: 58
- **Patron Count:**  
Nov.:2019: 866                      2018: 934                      2017: 950  
Dec.:2019: 1208                      2018: 1090                      2017: 958

**Policy Review:** Study room policy to be looked at in the future.

**WVLS report:** Next meeting February 6<sup>th</sup>.

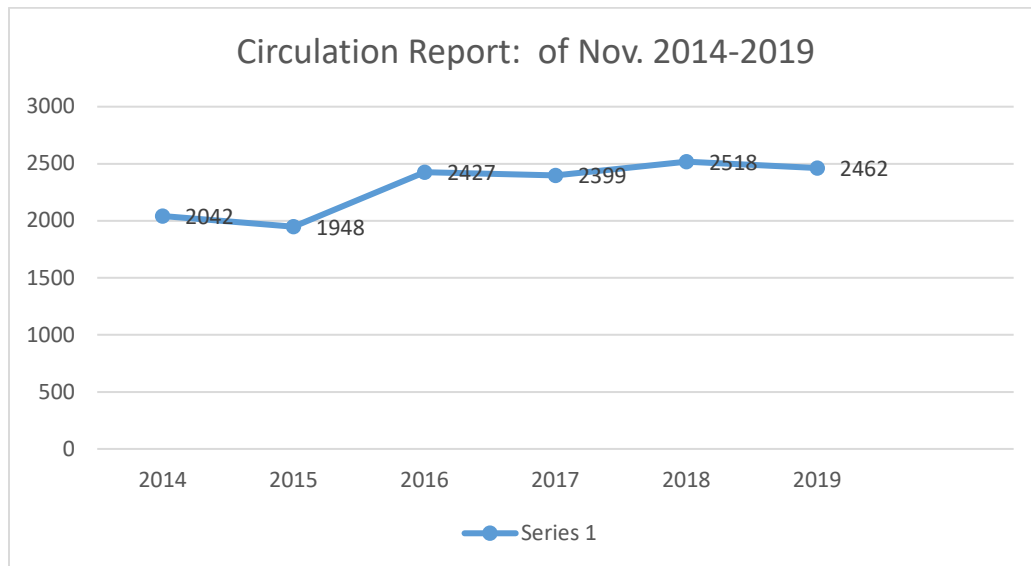
**Director Report**

- Last Month Program Count:  
Nov: Monthly Program total: 8 programs, 135 attendance  
Dec: Monthly Program total: 12 programs, 263 attendance  
Highlights: Christmas Eve Movie showing – repeat next year! Possible field trip opportunity next year for Life Size Candyland.
- Future Programs: See handout
- Director asked about changing future meetings to the third Wednesday of the month. Board was agreed to try this change.

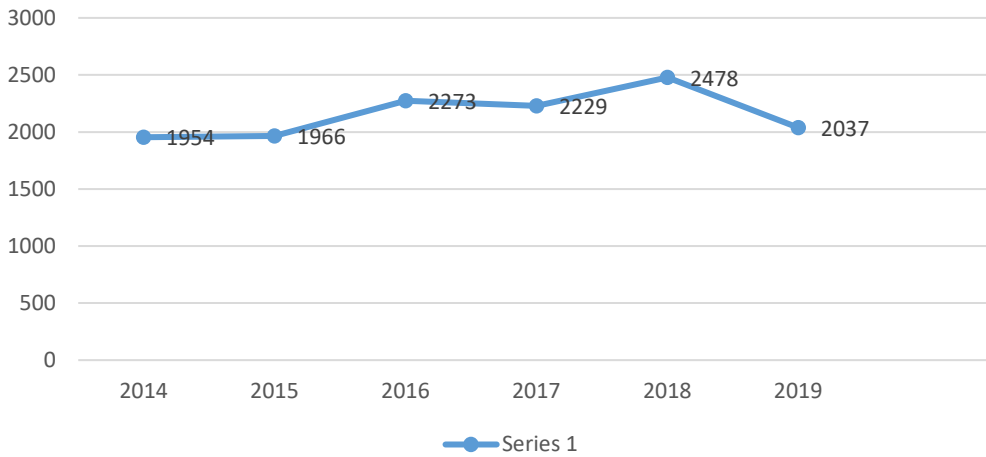
**Staffing/Operating Issues:** none

**Next meeting:** Feb. Wed. Feb. 12<sup>th</sup> at 5:00pm

**Adjourn:** Adjourned at 5:49pm, Writz/Dukelow, motion passed



## Circulation Report: of Dec. 2014-2019



Date	Dec. Program Type			Purple=teen White = youth Blue=adult		kids	teens	adults
	Other	Reading	Drop In					
12/4/2019	1					79	3	17
12/6/2019		1				7	5	2
12/10/2019		1				6		6
12/13/2019	1					23	13	10
12/13/2019	1					15	9	6
	1					20	2	1
12/20/2019		1				7	5	2
12/23/2019	1	1				31	18	2
12/24/2019	1					33	23	10
12/24 & 12/31		1				15	7	2
	1					23	18	5
12/30/2019						4	3	1
						263		
Monthly Program Total: 12								

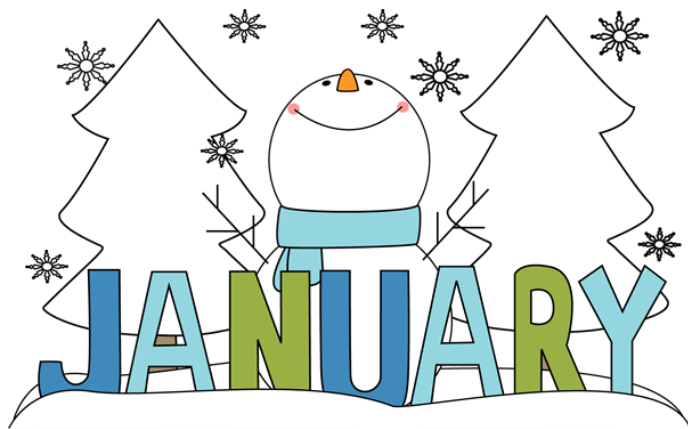
  

Date	Nov. Program Type			Purple=teen White = youth Blue=adult		kids	teens	adults
	Other	Reading	Drop In					
11/1/2019		1				7	6	1
11/14/2019	1					25	18	7
11/15/2019		1				15	10	5
						17	8	5
						24	17	7
11/21/2019	1					12		2
11/12/2019			1			8		8
	1					27		27
						135		
Monthly Program Total: 8								

## ABBOTSFORD LIBRARY EVENTS

### **Winter Reading Bingo: Snow is Falling and Books are Calling!**

*Through the end of February.* Fill out a winter reading bingo card for a chance to win prizes. **All Ages**



**Judge a Book by its Cover:** *All Month.* Vote on the best book cover art of 2019 to help determine the most visually appealing book of the previous year.

Walk in activity. **All Ages**

**Story Time:** *Friday, Jan. 3rd at 10:30am.* No registration required. **Youth**

**Family Movie:** *Friday, Jan. 10th at 7:00pm.* Showing *Abominable*, Rated PG **All Ages**

**Wild Cookies Book Club:** *Tuesday, Jan. 14th, at 7:00pm.* Discussing, *The Life We Bury* by Allen Eskens. Ask at desk for a copy of book.

**Adult**

**Adult Craft Night:** *Thursday, Jan. 16th at 6:30 pm.* Repeat of the Snowman with mitten hat. **Registration Required. 16 or older, 12 and older if with an Adult.**

**Story Time:** *Friday, Jan 17th at 10:30am.* No registration required.

**Youth**



**Read Away Library Fines!:** *All month.* Do you have overdue fines on your library card? Now you can read those fines away and start the new year with a clean slate.

#### **How do I read down my fines?**

- Go the librarian and tell them you want to read down your fines.
- The librarian will sign you in and mark down your start time. (In order to be eligible, you must be signed in and complete your reading in the library.)
- When you're done reading, stop by the desk again and sign out. The librarian will adjust your fines. All reading must be completed thirty minutes before the library closes.

#### **How much of my fines can I read down?**

- Every 15 minutes of reading is worth \$.25. You can only read down your overdue fees on Abbotsford items.
- Replacement charges for lost items are not eligible.
- Reading time cannot be applied to future fines.

#### **Who can participate in Read Away Library Fines?**

- Abbotsford public library patrons of all ages can participate. You can only read down fines on your own library card. If a child is too young to read alone, a parent or sibling may sit and read to him/her.



**ABBOTSFORD  
PUBLIC LIBRARY  
FEBRUARY EVENTS**

# February

**STORY TIME:** Friday, Feb. 7th at 10:30am. No registration required. **Youth**

**BLIND DATE WITH A BOOK:** Feb. 1st through Feb. 15th. **All ages**

Check out a “mystery” book and take it on a reading date. Bring back a review of your book and receive a small chocolate prize!

**WINTER LUAU:** Friday, Feb. 14th at 6:00pm. Wear your Hawaiian best and take part in summer games and activities. Family Movie to follow at 7:00 pm.

**FAMILY MOVIE:** Friday, Feb. 14th at 7:00pm.

Watching The Addams Family. **All Ages**

**WILD COOKIES BOOKCLUB:** Tuesday, Feb. 12th at 7:00 pm. **Adult** Discussing *Carnegie’s Maid* by Marie Benedict Ask the librarian for a copy of the book to check-out.

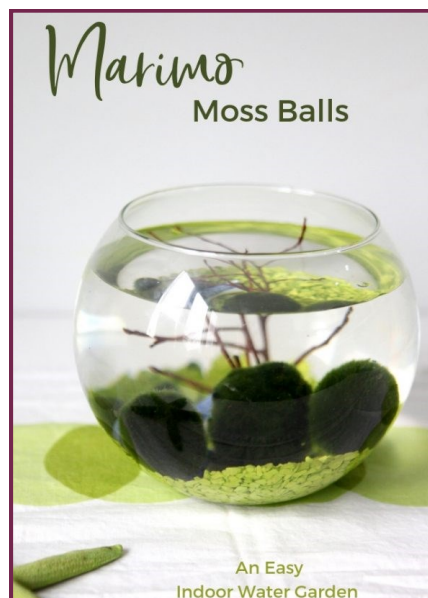
**CRAFT NIGHT:** Thursday, Feb. 20th At 6:30 pm. Marimo moss ball terrariums. **Registration Required. 16 or older, 12 and older if with an Adult.**

**STORY TIME:** Friday, Feb. 21st at 10:30am. No registration required. **Youth**

**PANCAKE ART:** Friday, Feb. 28th, at 12:00pm. Now you can make art and eat it too! 12 or older, registration required. **(hot griddles will be used)**

**LEAP YEAR DAY:** Saturday, Feb. 29th, 11:00 am to Noon. Celebrate Leap Day with us! Join us for a froggy craft and hoppin’ good snacks.

**All Ages**



**Abbotsford Public Library,**

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

## Town & Country Lawn & Landscape

*You'll like the way it looks...guaranteed.*

Stan Troyer

Jay Troyer

W1683 Starks Road • Unity, WI 54488 • 715-897-0535

*Insured*

### Lawn Care & Landscape Management Proposal

**Property: City Of Abottsford**

**Contact: Craig**

Town & Country has provided the following proposal for a landscape maintenance program for the 2020 & 2021 season. If you have any questions, please feel free to contact us at the number above.

#### GROUNDS MAINTENANCE

##### 1. Turf Mowing/Trimming:

All turf areas will be mowed an average of every seven (7) days during the season.

In conjunction with each mowing, trimming shall be performed around all buildings, structures, and other obstacles within the turf areas. All debris will be removed from the turf areas prior to mowing. Excess grass clippings will be raked or bagged as needed to maintain a neat appearance.

*All sidewalks, streets, and patio areas will be cleared of dirt and debris resulting from any contracted services.*

##### 2. Weed Control:

The Baseball Field will be managed for weeds through chemical or manual control as needed in the gravel areas.

MOWING MONTHLY CHARGE : \$2400.00 PER MONTH ( April through October) Includes Shortner South

HOURLY RATE (BUSHOGGING): \$50.00 PER HOUR

##### 3. Edging:

All sidewalks, driveway areas, and curbs will be edged as needed per season to maintain a neat appearance. Special care and attention will be taken to avoid sidewalk damage.

INVESTMENT: (OPTIONAL)

**4. Pruning**

All ornamental shrubs, bushes, and evergreens will be pruned or sheared up to two (2) times during the contract period to ensure a professionally maintained appearance.

Tree suckers, shoot growth, and tree limbs impeding walkways and parking areas will be pruned as needed.

INVESTMENT: (OPTIONAL)

**5. Fertilizing**

All turf areas will be fertilized four times per year. All fertilizing will be done with the optimal ingredients specific to your turf.

INVESTMENT: (OPTIONAL)

**SPRING & FALL CLEAN-UP**

All leaves and miscellaneous debris will be collected and removed from the entire property as part of the spring and fall clean-up.

INVESTMENT: Fall Cleanup Included In Monthly Price (for Red Arrow)

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*The above proposal is agreed to and signed by:*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# CONVEYANCE OF RIGHTS IN LAND

## (Non-Fee Land Interests)

Exempt from filing transfer form s.77.21(1) Wis. Stats.  
Locals 04/2019 City Projects s 62.22 Wis. Stats.

City of Abbotsford, GRANTOR, for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, grants and conveys any and all rights and interest which, by virtue of prior title, easement, license, or other legal devices, GRANTOR holds in the land described below to the City of Abbotsford, GRANTEE, for the purposes of constructing, operating, and maintaining a public highway and appurtenant facilities on, over, under, or across the said land; provided, however that GRANTOR reserves to itself the subordinate right to cross, traverse, or otherwise occupy said land with its present and future overhead or underground transmission lines, appurtenant facilities, and supporting structures in a manner consistent with the purposes of this conveyance and in a manner which will not interfere with normal roadway maintenance and operation; provided, further, that the costs of any relocation or alteration, now or in the future, of the transmission lines, appurtenant facilities, or supporting structures when required by the GRANTEE for any reason, including accommodating future expanded or additional highway facilities on, over, under or across said land, will be paid by the GRANTEE; provided, however, that the costs of such relocation or alteration, or of the installation of new or additional facilities when done at the instance of and for the purposes of the GRANTOR, will be defrayed by the GRANTOR.

This conveyance shall be binding on the GRANTOR, GRANTEE, and their respective successors and assigns.

Other persons having an interest in record in the property:  
None

This space is reserved for recording data

Return to  
MSA Professional Services, Inc.  
Attn: Beth Steinhauer  
1702 Pankratz Street  
Madison, WI 53704

Parcel Identification Number/Tax Key Number  
201.0761.000

### Legal Description

All that part of the lands subject to Grantor's easements or interest included in lands acquired for the improvement of East Spruce Street a.k.a. Business Highway 29 by the Grantee in:

Parcel 18 of Transportation Project Plat 8880-00-01-4.04, Amendment 1, recorded in Cabinet 2, Page 253, as Document No. 631389, recorded in Clark County, Wisconsin.

The undersigned certify that this instrument is executed pursuant to a resolution of the Board of Directors (or shareholders, stockholders, or members, if authorized by law) of GRANTOR corporation or cooperative.

### Acknowledgment

**City of Abbotsford**

\_\_\_\_\_  
(Grantor Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

State of \_\_\_\_\_ )

) ss.

\_\_\_\_\_ County )

On the above date, this instrument was acknowledged before me by the named person(s).

\_\_\_\_\_  
(Signature, Notary Public)

\_\_\_\_\_  
(Print or Type Name, Notary Public)

\_\_\_\_\_  
(Date Commission Expires)

# TEMPORARY CONSTRUCTION EASEMENT

Wisconsin Department of Transportation  
Locals 8/2018 City Projects s 62.22 Wis. Stats.

City of Abbotsford, Grantor, which has an interest in the lands described below, grants to the City of Abbotsford, Grantee the right and permission to occupy Grantor's easement area for highway improvement purposes, which may include but are not limited to: 1) Constructing slopes and drainage facilities on the following described lands, including the right to operate necessary equipment thereon; 2) The right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation that the highway authorities may deem desirable to prevent erosion of the soil, provided such activities are consistent with the rights held by the Grantor under its easement.

### Legal Description:

All that part of the lands subject to Grantor's easements or interest included in lands acquired for the improvement of East Spruce Street a.k.a. Business Highway 29 by the Grantee in: Parcel 18 of Transportation Project Plat 8880-00-01-4.04, Amendment 1, recorded in Cabinet 2, Page 253, as Document No. 631389, recorded in Clark County, Wisconsin.

This Temporary Construction Easement establishes the right of Grantee to occupy lands on which Grantor has easement interests. However, Grantor reserves to itself the right to continue to use said easement area with its present and future overhead and/or underground facilities in a manner which is consistent with this grant, and further, that the costs of any relocation or alteration of any facilities of Grantor required by Grantee to accomplish its work, now or in the future, will be paid by Grantee.

This Temporary Construction Easement shall terminate upon completion of Construction Project No. 8880-00-71 for which this instrument is given.

The Grantor has an easement or prescriptive right and therefore grants this Temporary Construction Easement as a holder of a property interest and not as a property owner.

The Grantor's easement is recorded as Document No. 433866, 600507 in the Clark County Register of Deeds Office or exists by prescriptive rights as defined by Section 893.28 Wisconsin Statutes.

The undersigned certify that this instrument is executed with the full right, power and authority to do so on behalf of GRANTOR.

\_\_\_\_\_  
City of Abbotsford  
(Company Name)

\_\_\_\_\_  
(Authorized Signature) (Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
City of Abbotsford  
(Authorized Signature) (Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Print Name)



## Josh Soyk

---

**From:** Brad Parkhurst <bparkhurst@sabelmechanical.com>  
**Sent:** Wednesday, January 29, 2020 9:36 AM  
**To:** Josh Soyk  
**Subject:** Re: Pump Maintenance

Josh,

If we can pull the pump with one of our boom trucks then it would be about \$2,500 for two guys for a day onsite. I would recommend doing this on a T&M then if it takes less time to pull the pump it will cost you less.

Call me if you have any questions.

Thanks,

Brad Parkhurst  
Project Manager  
Sabel Mechanical  
920-579-2731  
bparkhurst@sabelmechanical.com

On 1/28/2020 6:58:24 AM, Josh Soyk <j.soyk@ci.abbotsford.wi.us> wrote:

Good Morning Brad,

I am looking at getting a pump pulled at one of my water plants. I just want it pulled and inspected. The pump is 10-12 ft deep and can be pulled inside of the water plant. Could you give me a quote for this? Crane Eng. just quoted it as one day of labor. Let me know. Thanks.

Josh Soyk

City of Abbotsford

**Sabel Mechanical LLC**  
W3150 County Rd H  
Fond du Lac, WI 54937

DISCLAIMER: This e-mail and any files transmitted with it are private and confidential and are solely for the use of the addressee. It may contain material which is legally privileged. If you are not the addressee or the person responsible for delivering to the addressee, be advised that you have received this e-mail in error and that any use of it is strictly prohibited.



# QUOTE

**Headquarters**  
 707 Ford Street, Kimberly, WI 54136  
 t. 920-733-4425 f. 920-733-0211

**R.D. Smith, A Crane Company**  
 2665 Fortune Drive, Eau Claire, WI 54703  
 t. 715-832-3479

**Number** CESQ19289  
**Date** Dec 16, 2019  
**Expires** Jan 15, 2020

### Sold To

**Abbotsford, City of**  
 Josh Soyk  
 P.O. Box 589  
 504 East Linden Street  
 Abbotsford, WI 54405

**j.soyk@ci.abbotsford.wi.us**  
**Phone** 715-223-3444  
**Fax**

### Ship To

**Abbotsford, City of**  
 Josh Soyk  
 P.O. Box 589  
 504 East Linden Street  
 Abbotsford, WI 54405

**j.soyk@ci.abbotsford.wi.us**  
**Phone** 715-223-3444  
**Fax**

### Sales Rep

**Fluid Technology Sales**  
 Travis Walker 920-219-1090  
 t.walker@craneengineering.net

**Application Engineer**  
 Mitch Strand 920-257-0114  
 m.strand@craneengineering.net

Terms	RFQ	Ship Via	FOB	Crane Order#
n15		Best Way	Warehouse	

Line	Qty	Product	Lead Time	Unit Price	Ext. Price
1	1	<b>Vertical Turbine Inspection</b> Remove motor and pull vertical turbine pump for inspection. Fill out an inspection report of findings and discuss. Includes travel and labor - no materials.		\$1,874.00	\$1,874.00

**Total \$1,874.00**

### CRANE'S ONLINE STORE IS NOW OPEN!

*Approve purchases for your team  
 Assign your own part numbers  
 24/7 Access to pricing*

*Visit  
[shop.craneengineering.net](http://shop.craneengineering.net)*

## STREET USE PERMIT REQUEST

**Name:** Abby Festival / Paula Ruesch

**Address:** 231198 Pickard Avenue  
Abbotsford, WI 54405

**Telephone:** 715-302-1177

**Date of Event:** Friday, May 29, 2020 starting at 5:00 pm thru Sunday, May 31, 2020 ending at 5:00 pm.

**Duration:** This event will be a three day event, but set-up will run from Monday, May 25, 2019 and be complete by 4:00 pm on Friday, May 29, 2020. They will be bringing in the equipment and trailers starting on Monday and parking them in the legal parking spaces and start set-up on Tuesday, May 26, 2020. The rides will be torn down starting on Sunday, May 31, 2020 after 5:00 pm and be completed or in legal parking spots by Monday, June 1, at 5:00 pm or sooner. They try to open all the roads by Monday, at 10:00 am or earlier. All building that are effected by these closures have different areas to use for their access. All sidewalks are open and not blocked.

### Description of Street

**To b closed:** 1) The 200 block thru the 300 block of First Street from Birch Street thru Cedar Street will be closing from City hall to Cedar Street with the exception of Christensen Feed Mill, they will have access to Oak Street and right in from of their loading docks. We will need road blocks to be put up by the feed mill towards City Hall and on First street by Oak Street and at just before Cedar Street on First Street. They will be putting up rides from 8:00 am Tuesday, May 26, 2020 thru 4:00 pm, Friday, May 29, 2020. We will also need to hook up to the electric to the RV trailers for the Carnival on Tuesday when they get in. All road blocks can be set on the corners and we will put out as needed if that works best for city crew. We need three road blocks for each street.( 9 sets of 3 = 27 road blocks) (Cedar – 3, Spruce – 3, First & Oak – 6, Birch – 6, Alleys on Birch – 6, and First at City Hall – 3.)

2) Thursday, May 28, 2020 starting at 4:00 pm our vendors and the rest of the carnival rides will be setting up from City Hall South to Spruce Street. We will need road blocks at the end of First Street and Spruce street. We will also be setting up the beer tent at that time and the alley will no longer be available. These roads will be opened by Sunday night at 10:00 pm when the vendors leave and the beer tent is torn down.

3) The semi-trailers will be coming in on Thursday morning starting at 9:00 am. In the library parking lot, so they will have to park else were at that time. We have two trailers, one from Badger State for the cooler and one from Roehl Trucking for the band. These will be out of the Library parking by Monday Afternoon or sooner. We will also need the snow fencing and poles to be brought down and put by the Electric pole

4) We will need all the picnic table to be from outside Red Arrow Park to be brought down to the city hall brick area to be used for the beer tent and food vendors. We will

also like our water barrels to be filled on Friday morning for our fencing and where they hold up the tents.

5) We will be renting the Abby HS Softball field and will need that to be raked. And if available at the time the Soccer field in the new sub-division to use. Both tournaments will start on Friday and go thru Saturday night. We would like at least 5-6 tables at the Softball field left and are there going to be any tables at the soccer field?

6) We are going to have our 6<sup>th</sup> Annual Abby Festival parade in the same route we have had it. It will stage on 2<sup>nd</sup> Avenue by St. Bernard's Church and go from there down Cedar Street to Second Street to end at Spruce Street. The floats will then either go back to the Church or go home from there. Our event ends at 5:00 pm on Sunday, May 31, 2020 and all tear down will start then and be cleaned out as fast as possible.

**Approximate number of**

**People:** We expect some where between 2,000 to 4,000 people during the week-end

**Purpose of request:** This is our 6<sup>th</sup> annual Abby Festival to help to unite our community together. We have multiple cultures and nationalities that participate in this event. This is a community event everyone is welcome!

## **STREET USE PERMIT REQUEST**

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### **Description of Street**

**To b closed:** The 200 block of Birch Street from First street thru 200 block to Second Street. Once they start to put up the rides the two alley entrances and street entrances on Birch will not be evadible for public use, although both alleys are able to be used on the other end of each alley.

### **Approximate number of**

**People:** We expect some where between 2,000 to 4,000 people during the week-end

**Purpose of request:** This is our 6<sup>th</sup> annual Abby Festival to help to unite our community together. We have multiple cultures and nationalities that participate in this event. This is a community event everyone is welcome!

PETITION FOR STREET USE PERMIT

We, the undersigned residents of the **100 block of First street thru 300 block of First Street** in the City of Abbotsford, herby consent to the closing of **First Street from Monday, May 25, 2020 to Monday, June 1, 2020**, for the purpose of **the Abby Festival** and do herby consent to the City of Abbotsford to grant a Street Use Permit for the use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use as the City of Abbotsford shall attach to the granting of the requested Street Use Permit. We further understand that the permit will not be granted for longer than the hours on the date(s) hereinabove specified, and agree to remove from the street prior to the end of said period all equipment, vehicles and other personal property placed or driven thereon during the event for which a permit is granted.

We designate **Paula Ruesch & Ana Garcia** as the responsible person or persons who shall apply for an application for a Street Use Permit.

ANA MONICA GARCIA A.  
chad m...

Isabel Miranda  
Co...

Ron K  
Jeffrey Aguirre B.

...  
...



## APPLICATION FOR BEVERAGE OPERATOR'S LICENSE

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

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

Renewal License \_\_\_\_\_ Fee \$25.00 **Abbottsford, WI 54405**

I, the undersigned, do hereby make application to the local governing body of the City of Abbotsford, Wisconsin for a license to serve, from **June 30, 2019 to June 30, 2020** inclusive (unless sooner revoked), fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations; federal, state or local, affecting the sale of such beverages and liquors if a license be granted to me.

  Seller                          Sandra                          J                          Safemaster    
Last Name                      First Name                      Middle Initial                      Maiden Name

[Redacted Address Block]

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Phone Number \_\_\_\_\_

[Redacted Date of Birth]                      [Redacted Sex]                      [Redacted Race]                        The Corral Bar  

Social Security Number \_\_\_\_\_ Business License will be used \_\_\_\_\_

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

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

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

[Redacted Signature Block]  
Applicant's Signature

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_



## APPLICATION FOR BEVERAGE OPERATOR'S LICENSE

Provisional License  Fee \$15.00 City of Abbotsford

Original License  Fee \$25.00 PO Box 589

Renewal License  Fee \$25.00 Abbotsford, WI 54405

I, the undersigned, do hereby make application to the local governing body of the City of Abbotsford, Wisconsin for a license to serve, from **June 30, 2019 to June 30, 2020** inclusive (unless sooner revoked), fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations; federal, state or local, affecting the sale of such beverages and liquors if a license be granted to me.

Lauersdorf James R  
Last First MI Maiden Name

[Redacted Address] \_\_\_\_\_  
[Redacted Phone Number] \_\_\_\_\_  
[Redacted Business License] \_\_\_\_\_

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

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

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

[Redacted Signature] \_\_\_\_\_  
Applicant's Signature

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF

\_\_\_\_\_  
\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_

pd 840

## Report Criteria:

Print FUND Titles  
 Page and Total by FUND  
 Print SOURCE Titles  
 Total by SOURCE  
 Print COST CATEGORY Titles  
 Total by COST CATEGORY  
 All Segments Tested for Total Breaks

Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
<b>GENERAL FUND</b>					
<b>TAX &amp; TAX EQUIVALENTS</b>					
100-41110	GENERAL PROPERTY TAXES	873,664.99	891,906.42	907,637.79	905,285.02-
100-41115	EXEMPT COMPUTER AID	4,299.28	1,150.00	4,403.32	4,403.32-
100-41140	MOBILE HOME TAXES	27,952.57	12,000.00	18,096.98	12,000.00-
100-41200	ROOM TAX	22,645.48	30,000.00	26,702.53	50,000.00-
100-41310	UTILITY PAYMENT LIEU OF TAXES	160,910.00	137,000.00	.00	161,000.00-
100-41312	PILOT - IMPACT SEVEN	.00	3,000.00	.00	.00
100-41320	HOUS AUTH PAYMENT LIEU TAXES	11,606.55	11,000.00	.00	11,600.00-
100-41330	FRANCHISE FEES - CABLE	12,503.39	13,000.00	9,615.29	2,083.90-
100-41800	INTEREST ON TAXES	.00	.00	.00	.00
100-41810	INTEREST ON A/R	88.48	.00	.39-	.00
Total TAX & TAX EQUIVALENTS:		1,113,670.74	1,099,056.42	966,455.52	1,146,372.24-
<b>SPECIAL ASSESSMENTS</b>					
100-42102	SPECIAL ASSESSMENT CURB/GUTTE	.00	.00	.00	.00
Total SPECIAL ASSESSMENTS:		.00	.00	.00	.00
<b>STATE &amp; LOCAL AID</b>					
100-43310	STATE SHARED REVENUE	466,009.19	454,360.69	454,262.46	455,888.23-
100-43311	PERSONAL PROPERTY AID - STATE	.00	.00	11,541.67	11,541.67-
100-43420	2% FIRE INSURANCE TAX	5,592.69	5,300.00	5,972.36	5,300.00-
100-43531	TRANSPORTATION AID	148,842.48	145,170.64	145,104.02	166,869.62-
100-43590	STATE RECYCLING RECEIPTS	7,790.94	7,800.00	.00	7,800.00-
100-43610	PYMT MUNICIPAL SERVICES	2,373.64	2,373.64	.00	2,400.00-
100-43650	CDBG GRANT REVENUE	346,548.57	.00	.00	.00
100-43690	OTHER STATE PAYMENTS	4,523.00	4,523.00	4,523.00	4,523.00-
Total STATE & LOCAL AID:		981,680.51	619,527.97	621,403.51	654,322.52-
<b>LICENSES &amp; PERMITS</b>					
100-44100	LICEN	8,237.00	8,300.00	7,405.44	8,300.00-
100-44101	LICENSES - CIGARETTES	.00	.00	.00	.00
100-44200	LICENSES - DOG	326.76	400.00	601.26	400.00-
100-44300	BUILDING PERMITS	10,776.49	6,000.00	23,042.16	6,000.00-
Total LICENSES & PERMITS:		19,340.25	14,700.00	31,048.86	14,700.00-
<b>FINES &amp; FORFEITURES</b>					
100-45100	LAW & ORDINANCE VIOL MUNI CT	30,437.83	26,000.00	27,474.75	26,000.00-
100-45102	PARKING VIOLATIONS	575.00	600.00	735.00	600.00-
Total FINES & FORFEITURES:		31,012.83	26,600.00	28,209.75	26,600.00-

Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
<b>CHARGES TO THE PUBLIC</b>					
100-46100	PUB CHGES FOR SERVICES GEN GO	25.50	600.00	.00	600.00-
100-46310	STREET MAINTENANCE & CONSTRU	365.00	500.00	.00	500.00-
100-46430	SOLID WASTE DISPOSAL	.00	.00	.00	.00
100-46433	GARBAGE COLLECTION REVENUE	77,775.48	70,000.00	84,449.57	116,325.00-
100-46440	MOWING	2,010.00	2,000.00	1,806.25	2,000.00-
100-46900	OTHER PUB CHGES FOR SERVICES	.30-	.00	130.35	.00
Total CHARGES TO THE PUBLIC:		80,175.68	73,100.00	86,386.17	119,425.00-
<b>SOURCE: 47</b>					
100-47331	INTERGOV'T CHGES HWY	.00	.00	.00	.00
Total SOURCE: 47:		.00	.00	.00	.00
<b>INTEREST &amp; DONATIONS</b>					
100-48111	INTEREST INCOME	23,585.62	2,000.00	37,067.33	.00
100-48130	INTEREST ON SPEC ASSESSMENTS	.00	400.00	.00	400.00-
100-48150	MUNICIPAL BLDG FND INT	62.91	.00	.00	.00
100-48201	RENT OF CITY BUILDINGS	12,195.00	9,000.00	6,432.95	9,000.00-
100-48203	POLICE DEPT REV - MAINTENANCE	.00	.00	.00	.00
100-48205	LEASE INCOME - CELL TOWERS	6,564.63	6,600.00	12,744.63	10,000.00-
100-48206	DB COMMUNICATIONS - LEASE	.00	.00	.00	.00
100-48225	RENT OF CITY EQUIPMENT	595.50	.00	150.00	.00
100-48250	ADMIN LIBRARY	10,000.00	10,000.00	7,499.97	10,000.00-
100-48306	SALE/RENT OF CITY PROPERTY	2,600.00	4,100.00	16,596.00	5,000.00-
100-48307	CEMETARY - SALE OF PLOTS	.00	.00	1,200.00	1,350.00-
100-48500	DONATIONS	.00	.00	99,422.00	.00
100-48501	MUNICIPAL BUILDING DONATIONS	.00	.00	.00	.00
100-48502	CEMETARY - SERVICE FEE	1,570.68	1,350.00	.00	.00
100-48503	VENDING MACHINE	2,001.96	3,000.00	1,488.09	2,000.00-
100-48900	BLDG DONATIONS APPLIED	.00	.00	.00	.00
100-48901	15 YR REPMT FROM WTR UTILITY	.00	95,000.00	.00	95,000.00-
100-48902	PROCEEDS FROM LONG-TERM DEBT	.00	.00	.00	1,300,000.00-
100-48903	SALES - PUBLIC WORKS	.00	40,000.00	40,603.00	.00
100-48904	SAFE ROADS TO SCHOOL	.00	63,585.00	.00	.00
100-48906	FIRE DEPT RENT	.00	1,000.00	.00	.00
100-48907	INSURANCE REIMBURSE - FIRE	.00	2,800.00	.00	.00
100-48908	OTHER MISCELLANEOUS REVENUE	40,386.28	66,945.75	30,605.13	112,300.00-
100-48909	OTHER MISC REVENUE - PW EQUIP	.00	.00	42.00	.00
100-48999	PY ROLL OVERS	.00	.00	.00	.00
Total INTEREST & DONATIONS:		99,562.58	305,780.75	253,851.10	1,545,050.00-
<b>GENERAL ADMINISTRATION</b>					
100-51100-120	CITY COUNCIL-WAGES	19,372.86	19,000.00	12,125.00	19,000.00
100-51100-123	CITY COUNCIL-HEALTH REIMBURSE	.00	.00	.00	.00
100-51100-151	CITY COUNCIL - FICA/MED	1,467.41	1,453.50	927.69	1,425.00
100-51100-319	CITY COUNCIL-SUPP & EQUIP	6,365.55	500.00	78.29	500.00
100-51100-324	CITY COUNCIL-DUES	125.00	850.00	125.00	850.00
100-51100-332	CITY COUNCIL-MEAL/MILE/SCHOOL	753.00	500.00	47.56	500.00
100-51200-120	JUDICIAL - COURT CLERK WAGES	6,074.72	4,367.20	4,546.75	4,367.20
100-51200-121	JUDICIAL-PLAN, MAINT, & OPER	3,986.17	4,500.00	3,642.82	4,619.00
100-51200-122	JUDICIAL-WAGES	1,500.00	3,000.00	3,000.00	3,000.00
100-51200-123	JUDICIAL HEALTH REIMBURSEMENT	.00	.00	.00	.00
100-51200-151	JUDICIAL - FICA/MED	577.54	709.50	577.56	552.54

Account Number	Account Title	2018-18	2019-19	2019-19	2020-20
		Prior year Actual	Current year Budget	Current year Actual	Future year Budget
100-51200-152	JUDICIAL - RETIREMENT	121.90	.00	270.00-	.00
100-51200-398	BAD DEBT EXPENSE -MUNI COURT	.00	.00	98.80	.00
100-51300-216	GENERAL ADMINISTRATION-LEGAL	15,835.65	6,000.00	18,323.66	6,000.00
100-51300-217	GEN ADMIN LEGAL- CITY ATTORNEY	7,595.41	.00	5,452.75	10,000.00
100-51350-218	GENERAL ADMIN-CODIFICATION	2,490.00	2,500.00	4,142.53	5,000.00
100-51400-120	CITY CLERK-WAGES	44,673.51	10,608.00	25,318.64	10,926.24
100-51400-123	CITY CLERK-HEALTH REIMBURSEME	.00	.00	459.11	.00
100-51400-151	CLERK - FICA/MED	2,027.59	811.51	1,936.15	835.36
100-51400-152	CLERK - RETIREMENT	1,528.96	694.82	1,206.46	715.67
100-51400-154	CLERK - HEALTH INSURANCE	409.29	1,050.00	673.78	1,050.00
100-51400-156	CITY HALL WORKERS COMP	.00	.00	2,878.00	.00
100-51401-319	CITY HALL - OFFICE SUPPLIES	10,207.78	6,100.00	11,773.26	5,000.00
100-51401-320	CITY CLERK-COMP SUP/EQUIP	5,513.58	6,000.00	20,525.95	14,000.00
100-51401-330	CITY CLERK-PRINTING	900.64	4,200.00	1,295.95	5,000.00
100-51401-332	CITY HALL - MEAL/MILE/SCHOOL	566.12	3,000.00	2,049.70	5,000.00
100-51401-399	CITY CLERK - PTY CSH OVR/UNDER	3.16	.00	.00	.00
100-51403-120	CITY ADMINISTRATOR - WAGES	.00	14,000.00	11,911.96	14,280.00
100-51403-123	CITY ADMIN HEALTH REIMBURSEMEN	.00	.00	.00	.00
100-51403-151	CITY ADMINISTRATOR - FICA	.00	1,071.00	851.85	1,092.42
100-51403-152	CITY ADMINISTRATOR - RETIREMEN	.00	917.00	779.44	935.34
100-51403-154	CITY ADMINISTRATOR - HEALTH IN	403.33	3,923.25	2,815.68	4,680.00
100-51404-120	ADMIN ASST - WAGES	.00	5,516.16	2,555.55	6,032.00
100-51404-123	ADMIN ASST - HEALTH REIMBURSEM	.00	.00	69.98	.00
100-51404-151	ADMIN ASST - FICA	.00	421.99	200.92	461.45
100-51404-152	ADMIN ASST - RETIREMENT	.00	361.31	165.11	395.10
100-51404-154	ADMIN ASST - HEALTH INS	.00	840.00	.00	840.00
100-51405-120	MAYOR-WAGES	8,178.57	6,550.00	7,150.00	7,050.00
100-51405-123	MAYOR-HEALTH REIMBURSEMENT	.00	.00	.00	.00
100-51405-151	MAYOR - FICA/MED	615.87	501.08	547.01	528.75
100-51405-300	MAYOR-EXPENSE	145.55	300.00	.00	300.00
100-51410-120	ELECTION-WAGES	6,601.90	4,000.00	1,348.48	7,000.00
100-51410-300	ELECTION-EXPENSES	4,662.50	1,000.00	308.78	3,000.00
100-51432-154	GENERAL ADMIN-PREM HEALTH	4,656.58	.00	29,013.18	.00
100-51432-212	GENERAL ADMIN-PHYS/DRUG TESTS	277.00	500.00	481.25	500.00
100-51500-218	GENERAL ADMIN-AUDITOR	8,055.34	15,000.00	5,701.66	5,000.00
100-51510-215	GENERAL ADMIN-ASSESSOR	12,997.17	16,225.00	16,209.68	17,000.00
100-51520-219	GENERAL ADMIN-PROF RECRUITMEN	6,665.50	.00	.00	1,000.00
100-51600-120	CITY HALL-CLEANING WAGES	8,892.85	10,850.00	9,406.44	12,000.00
100-51600-123	CITY HALL-HEALTH REIMBURSEMENT	.00	.00	.00	.00
100-51600-151	CITY HALL-CLEANING - FICA/MED	1,270.53	830.03	1,190.02	900.00
100-51600-152	CITY HALL-RETIREMENT	.00	.00	145.66	.00
100-51600-220	CITY HALL-UTILITIES	8,250.52	9,000.00	9,793.95	9,000.00
100-51600-240	CITY -BLDG MAINT	18,468.52	30,000.00	45,176.06	30,000.00
100-51601-120	CHAMBER OF COM - WAGES	.00	.00	.00	.00
100-51601-123	CHAMBER OF COM - HEALTH REIMB	.00	.00	.00	.00
100-51601-151	CHAMBER OF COM - FICA	.00	.00	.00	.00
100-51620-220	GENERAL ADMIN-TELEPHONE	3,291.60	3,000.00	7,153.96	3,000.00
100-51910-730	ILLEGAL TAXES	1,477.40	.00	.00	.00
100-51938-156	WORKERS COMP ADMIN	.00	4,471.00	.00	14,775.00
100-51938-510	GENERAL ADMIN-PROP & LIAB INS	41,215.50	59,341.00	23,722.50	30,500.00
100-51940-151	SS/MED MATCH EXPENSE	47.36	.00	.00	.00
Total GENERAL ADMINISTRATION:		268,269.43	264,463.35	297,634.53	268,611.07
<b>PUBLIC SAFETY</b>					
100-52100-120	SCHOOL CROSS GUARD-WAGES	898.16	500.00	2,265.75	2,100.00

Account Number	Account Title	2018-18	2019-19	2019-19	2020-20
		Prior year Actual	Current year Budget	Current year Actual	Future year Budget
100-52100-121	LAW ENFORCEMNT-PLAN,MAINT,OPE	431,973.96	441,299.00	441,299.04	446,635.00
100-52100-151	SCHOOL CROSSING GUARD FICA/ME	65.89	38.25	173.33	160.65
100-52200-121	FIRE PROTECT-PLAN,MAINT,OPER	101,158.96	96,000.00	100,291.00	103,274.40
100-52200-218	FIRE/AMB AUDIT EXP	.00	.00	.00	.00
100-52200-590	FIRE PROTECTION	98,759.67	89,783.00	89,783.00	89,783.00
100-52200-591	FIRE PROTECTN-2% FIRE INS TAX	5,592.69	5,325.00	5,972.36	5,325.00
100-52200-810	FIRE CAP IMP FUND HELD BY CITY	.00	.00	.00	.00
100-52300-121	AMBULANCE-PLAN,MAINT,OPER	.00	.00	.00	.00
100-52400-398	BAD DEBT EXPENSE	.00	.00	213.30	.00
100-52400-399	MISC EXPENSE	.00	.00	770.08	.00
Total PUBLIC SAFETY:		638,449.33	632,945.25	640,767.86	647,278.05
<b>PUBLIC WORKS</b>					
100-53100-230	MACH/EQUIP/VEHICLES	139,590.50	50,000.00	.00	50,000.00
100-53310-120	PUBLIC WORKS-WAGES	182,897.02	191,173.96	176,633.44	218,159.92
100-53310-123	PUBLIC WORKS-HEALTH REIMBURSE	.00	.00	2,606.47	.00
100-53310-151	PUBLIC WORKS - FICA/MED	.00	.00	3,726.81	.00
100-53310-152	PUBLIC WORKS - RETIREMENT	.00	.00	2,865.16	.00
100-53310-154	PUBLIC WORKS - ADMIN HEALTH IN	.00	6,149.25	.00	.00
100-53311-121	PUBLIC WORKS-PLAN,MAINT,OPER	45,712.46	9,000.00	25,607.70	20,000.00
100-53311-151	PUBLIC WORKS - FICA/MED	12,586.13	14,624.81	9,913.78	16,689.24
100-53311-152	PUBLIC WORKS - RETIREMENT	9,751.62	12,521.90	7,623.77	14,410.06
100-53311-154	PUBLIC WORKS - HEALTH INS.	805.18	12,936.00	3,436.67	22,316.00
100-53311-156	PUBLIC WORKS - WORKERS COMP	.00	.00	.00	.00
100-53311-190	PUBLIC WORKS - UNIFORMS CLOTHI	2,272.78	2,000.00	2,409.30	2,500.00
100-53311-219	CDBG - PROFESSIONAL SERVICES	129,583.15	.00	3,000.00	.00
100-53311-220	PUBLIC WORKS - UTILITIES	34,669.77	18,000.00	40,205.88	40,000.00
100-53311-230	PUBLIC WORKS - VEHICLE MNTCE	10,805.74	20,000.00	10,946.34	20,000.00
100-53311-231	STREET MAINT & SIDEWALK	1,483.76	.00	2,689.75	.00
100-53311-332	PUBLIC WORKS - FUEL	16,477.67	12,000.00	15,229.09	20,000.00
100-53311-370	PUBLIC WORKS - SALT	.00	15,000.00	8,885.96	15,000.00
100-53311-371	PUBLIC WORKS - CRACK FILLING	.00	10,000.00	10,000.00	10,000.00
100-53311-372	PUBLIC WORKS - STREET SWEEPING	.00	7,500.00	3,800.00	7,700.00
100-53311-399	SAFE ROUTE TO SCHOOL	41,759.69	73,891.50	63,110.00	785,000.00
100-53311-657	CDBG - 2018	531,856.16	.00	.00	.00
100-53311-810	PUBLIC WORKS-CAP IMPROVEMENT	100,266.90	180,000.00	200,230.92	625,000.00
100-53311-811	CAP IMP - ENG/RPR	36,860.27	.00	10,440.00	.00
100-53312-120	PUBLIC WORKS - BRUSH WAGES	3,126.74	7,099.93	4,191.94	7,314.15
100-53312-123	PUBLIC WORKS BRUSH HLTH REIMB	.00	.00	.00	.00
100-53312-151	PUBLIC WORKS - BRUSH FICA/MED	292.91	543.14	320.69	559.53
100-53312-152	PUBLIC WORKS - BRUSH RET	256.52	465.05	274.57	479.08
100-53312-154	PUBLIC WORKS - BRUSH HEALTH IN	.00	630.00	.00	630.00
100-53313-120	PUBLIC WORKS - SNOW WAGES	16,392.60	18,459.83	23,223.29	.00
100-53313-123	PUBLIC WORKS - SNOW HLTH REIMB	.00	.00	52.51	.00
100-53313-151	PUBLIC WORKS - SNOW FICA/MED	1,366.88	1,412.18	1,780.60	.00
100-53313-152	PUBLIC WORKS - SNOW RET	1,197.16	1,209.12	1,521.10	.00
100-53313-154	PUBLIC WORKS - SNOW HEALTH IN	.00	1,638.00	.00	.00
100-53420-220	STREET LIGHTING-UTILITIES	1,941.58	25,000.00	1,662.39	.00
100-53630-219	GARBAGE COLL-PROFESSIONAL SER	63,868.05	.00	60,514.11	.00
100-53631-215	LANDFILL- SUB TITLE D	6,300.00	6,580.00	6,300.00	4,950.00
100-53631-219	RECYCLING - PROFESSIONAL SERV	26,907.79	70,000.00	24,953.70	66,325.00
100-53631-220	RECYCLING -UTILITIES	.00	.00	21.78	60,000.00
Total PUBLIC WORKS:		1,419,029.03	767,834.67	728,177.72	2,007,032.98

Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
<b>CEMETERY</b>					
100-54910-120	CEMETERY-WAGES	6,282.00	8,825.00	7,875.06	8,500.00
100-54910-121	CEMETERY-PLAN,MAINT,OPER	271.90	.00	1,297.21	.00
100-54910-123	CEMETERY-HEALTH REIMBURSEMEN	.00	.00	.00	.00
100-54910-151	CEMETERY - FICA/MED	480.65	675.11	601.36	637.50
100-54910-241	CEMETERY-PERPETUAL CARE	141.42	.00	239.12	.00
Total CEMETERY:		7,175.97	9,500.11	10,012.75	9,137.50
<b>PARKS &amp; REC</b>					
100-55110-121	LIBRARY-PLAN,MAINT,OPER	84,616.00	89,415.00	.00	92,330.92
100-55150-121	SHORTNER PARK-PLAN,MAINT,OPER	3,372.88	.00	3,442.49	.00
100-55150-220	SHORTNER PARK - UTILITIES	.00	.00	.00	.00
100-55200-015	PARKS PLAN	.00	.00	2,401.94	.00
100-55200-120	PARKS AND RECREATION-WAGES	21,034.55	12,000.00	14,598.89	12,000.00
100-55200-121	PARKS/REC-PLAN,MAINT,OPER	26,357.87	20,000.00	20,589.40	20,000.00
100-55200-123	PARKS AND REC HEALTH REIMBURS	.00	.00	.00	.00
100-55200-151	PARK & REC - FICA/MED	1,599.38	918.00	1,116.82	918.00
100-55200-152	PARK & REC - RETIREMENT	938.24	.00	685.79	.00
100-55200-220	PARKS - UTILITIES	.00	.00	1,064.83	.00
100-55200-319	PARKS AND RECREATN-SUP & EQUIP	971.32	.00	1,062.21	.00
100-55200-324	CLARK CO ECO DEV MBSHP	1,500.00	1,500.00	1,503.00	3,400.00
100-55200-810	PARKS AND RECREATION-CAP IMP	39,192.00	.00	.00	.00
100-55201-120	BEAUTIFICATION WAGES	.00	.00	.00	.00
100-55201-123	BEAUTIFICATION HEALTH REIMBURS	.00	.00	.00	.00
100-55201-151	BEAUTIFICATION - FICA/MED	.00	.00	.00	.00
100-55201-340	BEAUTIFICATION	1,774.81	2,000.00	1,468.70	2,000.00
100-55290-321	CITY ADVERTISING/PROMOTION	5,956.77	8,000.00	6,322.17	8,000.00
100-55400-319	FIREWORKS-SUP & EQUIPMENT	2,500.00	2,500.00	3,700.00	3,700.00
Total PARKS & REC:		189,813.82	136,333.00	57,956.24	142,348.92
<b>COST CATEGORY: 56</b>					
100-56700-730	ROOM TAX EXPENSE	28,997.50	.00	34,822.22	35,000.00
100-56705-311	VENDING MACHINE EXPENSE	1,119.74	.00	535.94	2,000.00
Total COST CATEGORY: 56:		30,117.24	.00	35,358.16	37,000.00
<b>MUNICIPAL BUILDING</b>					
100-57150-240	MUNICIPAL BUILDING	.00	.00	.00	.00
100-57152-810	INDUSTRIAL PARK EXPANSION	.00	.00	.00	.00
Total MUNICIPAL BUILDING:		.00	.00	.00	.00
<b>DEBT</b>					
100-58100-610	PRINCIPAL - LONG TERM DEBT	33,491.01	110,012.95	39,054.52	70,770.63
100-58110-610	PRINCIPAL - PUBLIC SAFETY	145,000.00	150,000.00	150,000.00	150,000.00
100-58290-620	INTEREST - LONG TERM DEBT	52,252.02	51,678.75	53,081.95	71,678.47
100-58300-900	CONTINGENCY	.00	.00	.00	102,612.14
100-58390-610	BOND ISSUE COST	.00	.00	.00	.00
Total DEBT:		230,743.03	311,691.70	242,136.47	395,061.24
GENERAL FUND Revenue Total:		2,325,442.59	2,138,765.14	1,987,354.91	3,506,469.76
GENERAL FUND Expenditure Total:		2,783,597.85	2,122,768.08	2,012,043.73	3,506,469.76

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Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
Net Total GENERAL FUND:		458,155.26-	15,997.06	24,688.82-	7,012,939.52-

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Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
<b>LIBRARY FUND</b>					
<b>OTHER REVENUE</b>					
400-40010	STATE AIDS	.00	.00	.00	.00
400-40020	CLARK COUNTY AIDS	33,121.88	.00	33,508.53	31,518.65-
400-40030	CITY OF ABBOTSFORD	84,556.00	.00	.00	92,330.92-
400-40040	OTHER REVENUES	2,783.57	.00	3,043.38	440.00-
400-40041	FINES/PRINTER	2,976.65	.00	3,134.95	2,200.00-
400-40042	FROM SVGS	.00	.00	.00	.00
400-40043	DONATIONS	1,250.00	.00	4,500.00	4,600.00-
Total OTHER REVENUE:		124,688.10	.00	44,186.86	131,089.57-
<b>STATE &amp; LOCAL AID</b>					
400-43790	GRANTS FROM OTHER LOCAL GOVT	240.00	.00	.00	1,689.53-
Total STATE & LOCAL AID:		240.00	.00	.00	1,689.53-
<b>INTEREST &amp; DONATIONS</b>					
400-48111	INTEREST INCOME	193.42	.00	165.13	50.00-
Total INTEREST & DONATIONS:		193.42	.00	165.13	50.00-
<b>LIBRARY EXPENSES</b>					
400-55140-120	LIBRARY COMPENSATION-SALARIES	62,990.84	.00	63,456.98	76,119.75
400-55140-151	LIBRARY COMPENSATION-FICA/MED	4,634.62	.00	4,744.69	.00
400-55140-152	LIBRARY COMPENSATION-RETIREMN	3,150.02	.00	3,121.39	150.00
400-55141-100	LIBRARY COMPENSATION - IND PR	.00	.00	.00	6,760.00
400-55142-154	HEALTH INSURANCE - LIB	8,178.33	.00	6,882.71	.00
400-55147-720	GRANT EXPENSE/NON BUDGETED	2,216.57	.00	198.64-	.00
400-55150-311	BOOKS	17,573.03	.00	17,422.83	19,000.00
400-55151-311	PERIODICALS	1,629.59	.00	958.39	1,500.00
400-55152-319	OFFICE & COMPUTER	1,930.91	.00	1,586.67	2,000.00
400-55153-311	AUDIO VISUAL MATERIALS	2,945.58	.00	2,359.26	3,000.00
400-55154-319	COMPUTER SUPPLIES	.00	.00	.00	.00
400-55155-311	PROGRAMING & SPECIALS	1,599.91	.00	1,383.28	1,800.00
400-55156-211	LICENSES	.00	.00	.00	3,737.00
400-55156-340	EQUIPMENT	637.00	.00	315.63	3,000.00
400-55157-311	WORKSHOPS AND EDUCATION	.00	.00	152.32	400.00
400-55158-220	TELEPHONE AND T1 LINE	3,429.39	.00	809.61	840.00
400-55159-311	PUBLICATION AND MISC EXPENSE	125.00	.00	76.25	.00
400-55160-311	ADMIN CHARGES	10,000.00	.00	7,499.97	4,750.00
400-55161-311	COURIER SERVICE	.00	.00	.00	.00
400-55162-311	VCAT/WISNET/ADMIN	3,896.56	.00	7,302.33	4,022.35
400-55163-311	POSTAGE	245.16	.00	260.17	300.00
400-55164-311	AUTOMATION START-UP	.00	.00	.00	.00
400-55165-311	WISCAT LICENSE	.00	.00	21.68	200.00
400-55166-220	UTILITIES/JANITORIAL/MAINT	11.39	.00	.00	5,250.00
400-55167-218	ACCOUNTING/INSURANCE	.00	.00	.00	.00
Total LIBRARY EXPENSES:		125,193.90	.00	118,155.52	132,829.10
LIBRARY FUND Revenue Total:		125,121.52	.00	44,351.99	132,829.10-
LIBRARY FUND Expenditure Total:		125,193.90	.00	118,155.52	132,829.10



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Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
	Net Total LIBRARY FUND:	72.38-	.00	73,803.53-	265,658.20-

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Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
<b>WATER FUND</b>					
<b>STATE &amp; LOCAL AID</b>					
600-43650	CDBG GRANT REVENUE	.00	.00	.00	.00
Total STATE & LOCAL AID:		.00	.00	.00	.00
<b>CHARGES TO THE PUBLIC</b>					
600-46100	PUB CHGES SVCS GEN GOV-OTH WA	2,691.17	3,000.00	2,651.70	3,000.00-
600-46101	CONTRIBUTED CAPITAL REVENUE	197,094.36	.00	.00	200,000.00-
600-46102	MISCELLANEOUS AMORTIZATION	13,400.32	.00	.00	13,400.00-
600-46108	PUB CHGES SVCS GEN GOV-INT/DIV	.00	.00	.00	.00
600-46109	OTHER REVENUES	.00	.00	946.01	.00
600-46110	PUB CHGES SVCS GEN GOV-RES ME	285,204.56	282,000.00	284,919.56	285,500.00-
600-46111	PUB CHGES SVCS GEN GOV-COMM	103,733.66	103,000.00	95,394.63	104,000.00-
600-46112	PUB CHGES SVCS GEN GOV-MULTI F	40,305.79	41,000.00	51,542.05	41,000.00-
600-46113	PUB CHGES SVCS GEN GOV-PUB/AU	51,210.53	45,000.00	60,263.93	70,000.00-
600-46114	PUB CHGES SVCS GEN GOV-INDUST	1,107,660.28	875,000.00	1,007,207.72	1,110,000.00-
600-46120	PUB CHGES SVCS GEN GOV-PENALT	1,843.48	1,000.00	940.85	2,000.00-
600-46130	DISCONNECT CHARGES	.00	.00	650.00	.00
600-46200	PUB FIRE PROTECTION	98,759.67	89,783.00	89,783.00	89,783.00-
600-46210	PUB FIRE PROTECTION - RES	127,268.07	124,000.00	128,283.95	124,000.00-
600-46211	PUB FIRE PROT - COMMERCIAL	34,584.30	35,000.00	34,548.10	35,000.00-
600-46213	PUB FIRE PROTECTION - PUB AUTH	19,426.25	22,000.00	19,417.81	22,000.00-
600-46214	PUB FIRE PROTECTION - INDUSTRI	30,550.06	31,000.00	30,474.95	31,000.00-
600-46215	PUB FIRE PROTECTION -MULTI-FAM	.00	.00	1,178.32	.00
600-46216	PRIVATE FIRE	.00	.00	1,751.60	.00
Total CHARGES TO THE PUBLIC:		2,113,732.50	1,651,783.00	1,809,954.18	2,130,683.00-
<b>SOURCE: 47</b>					
600-47100	OTHER LOAN/CONT	87,972.91	3,000.00	33.36	3,000.00-
600-47101	WATER REVENUE-INT/DIV INCOME	2,859.75	1,000.00	4,014.76	3,000.00-
600-47120	WATER REV - CUSTOMER PENALTIES	.00	.00	387.26	.00
Total SOURCE: 47:		90,832.66	4,000.00	4,435.38	6,000.00-
<b>WATER ADMINISTRATION</b>					
600-53200-000	PUBLIC WORKS	.00	.00	51.40	.00
600-53200-120	WATER WAGES	108,374.21	65,998.31	111,213.38	83,416.30
600-53200-123	WATER HEALTH REIMBURSEMENT	.00	.00	1,391.51	.00
600-53200-151	WATER WAGES/FICA 24/7 TEMP PNT	.00	5,048.87	2,064.99	.00
600-53200-152	WATER-RETIREMENT	.00	.00	1,638.48	.00
600-53200-154	WATER-HEALTH INSURANCE	502.32	5,586.00	3,883.67	16,424.00
600-53200-156	WATER - WORKERS COMP	.00	2,500.00	.00	.00
600-53200-212	WATER - ENGINEERING SERVICES	6,580.50	.00	1,017.00	.00
600-53200-214	WATER-OUTSIDE SERVICES	83,687.33	6,000.00	7,701.67	11,850.00
600-53200-216	WATER - LEGAL SERVICES	17,277.76	5,000.00	7,782.64	.00
600-53200-220	WATER-UTILITIES	117,878.31	112,000.00	105,017.62	112,000.00
600-53200-241	WATER-RPRS PLNT/LINES/HYDR	41,804.11	176,000.00	29,326.68	170,000.00
600-53200-311	WATER-CHEMICALS	12,060.78	11,000.00	14,383.12	17,000.00
600-53200-319	WATER-OFFICE SUPPLIES	959.66	850.00	6,066.43	6,741.00
600-53200-320	WATER-OPER SUPP & EXPENSE	92,903.45	157,000.00	92,410.77	197,000.00
600-53200-332	WATER-TRANSPORTATION	1,598.53	4,200.00	5,390.21	4,200.00
600-53200-398	BAD DEBT EXPENSE	.00	.00	1,300.54	.00
600-53200-510	WATER-INSURANCE	20,607.75	13,461.00	10,554.75	15,961.00

Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
600-53200-540	WATER-DEPRECIATION EXPENSE	439,404.79	600,000.00	.00	350,000.00
600-53200-541	DEPRECIATION EXPENSE-CONTRIBU	155,851.82	160,000.00	.00	160,000.00
600-53200-610	EAU PLEINE - RD FUNDING	.00	.00	.00	.00
600-53200-611	WATER-BOND AMORTIZATION	.00	361,500.00	21,412.50	361,500.00
600-53200-612	WATER - USDA PRIN	.00	.00	.00	.00
600-53200-620	WATER-RECDS INTEREST PAYMT	328,830.74	411,559.81	299,307.37	411,559.81
600-53200-657	CDBG - 2018	.00	50,000.00	.00	.00
600-53200-658	EAU PLN WELL FIELD EXPLORATION	134.00	.00	.00	117,129.69
600-53200-688	REGULATORY COMMISSION EXP	.00	825.00	3,628.66	4,000.00
600-53200-730	WATER-TAXES	160,910.00	14,000.00	.00	14,000.00
600-53200-731	PILOT PROGRAM EXPENSE	.00	.00	.00	.00
600-53200-810	VEHICLE/EQUIP REPLACEMENT FND	72.08	20,000.00	.00	20,000.00
600-53201-120	WATER-ADMIN SALARIES	44,268.93	49,498.40	45,649.65	44,430.08
600-53201-123	WATER ADMIN - HEALTH REIMB	.00	.00	437.21	.00
600-53201-151	WATER-ADMIN FICA/MEDICARE	9,506.43	3,786.63	10,675.70	9,780.25
600-53201-152	WATER-ADMIN RETIREMENT	8,347.93	3,242.15	8,019.87	8,490.87
600-53201-154	WATER - ADMIN HEALTH INS	504.17	8,348.06	412.33	.00
600-53580-611	AMORTIZATION OF DEBT DISCOUNT	1,143.75	.00	.00	1,200.00
Total WATER ADMINISTRATION:		1,653,209.35	2,247,404.23	790,738.15	2,136,683.00
<b>CONTRIBUTIONS MADE (CLEARING)</b>					
600-80000-000	CONTRIBUTIONS MADE (CLEARING)	8,348.00-	.00	.00	.00
Total CONTRIBUTIONS MADE (CLEARING):		8,348.00-	.00	.00	.00
<b>COST CATEGORY: 99</b>					
600-99999-152	PENSION EXPENSE (CLEARING)	11,679.00	.00	.00	.00
Total COST CATEGORY: 99:		11,679.00	.00	.00	.00
WATER FUND Revenue Total:		2,204,565.16	1,655,783.00	1,814,389.56	2,136,683.00-
WATER FUND Expenditure Total:		1,656,540.35	2,247,404.23	790,738.15	2,136,683.00
Net Total WATER FUND:		548,024.81	591,621.23-	1,023,651.41	4,273,366.00-

Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
<b>SEWER FUND</b>					
<b>SOURCE: 47</b>					
800-47100	SEWER REVENUE	194,365.07	.00	84.32	.00
800-47101	OTHER INC - CONTRIB/LOAN	67,906.94	.00	.00	.00
800-47108	SEWER REVENUE-INT/DIV INC	490.18	.00	3,212.74	490.00-
800-47109	SEWER REVENUE-MISC OPERATING	855,942.13	400,000.00	10,423.47-	3,000.00-
800-47110	SEWER REVENUE-RESID METERED	368,698.34	365,000.00	384,493.06	394,830.00-
800-47111	SEWER REVENUE-COMM METERED	116,952.51	117,000.00	115,806.36	125,190.00-
800-47112	SEWER MULTI FAMILY REV	33,215.43	29,000.00	42,266.51	35,310.00-
800-47113	SEWER REVENUE-PUB AUTH METER	62,599.92	53,000.00	65,371.24	67,410.00-
800-47114	SEWER REVENUE-IND METERED	58,129.78	59,000.00	51,311.11	63,130.00-
800-47120	SEWER REVENUE-CUST PENALTIES	4,520.83	4,000.00	4,213.28	5,350.00-
800-47199	SEWER PREV YEAR ROLL OVER	.00	.00	.00	70,617.84-
Total SOURCE: 47:		1,762,821.13	1,027,000.00	656,335.15	765,327.84-
<b>SEWER ADMINISTRATION</b>					
800-53580-611	AMORTIZATION OF DEBT DISCOUNT	.00	.00	.00	.00
800-53610-000	SEWER	.00	.00	.00	.00
800-53610-120	SEWER- WAGES	66,718.54	65,998.31	67,001.48	60,411.40
800-53610-123	SEWER- HEALTH REIMBURSEMENT	.00	.00	1,120.76	.00
800-53610-151	SEWER-FICA/MEDICARE	10,343.39	8,865.49	8,554.27	8,020.37
800-53610-152	SEWER-RETIREMENT	7,456.70	3,267.83	7,613.74	6,890.49
800-53610-154	SEWER-HEALTH INSURANCE	502.27	5,586.00	4,296.24	14,324.00
800-53610-156	SEWER - WORKERS COMP	.00	2,500.00	.00	2,500.00
800-53610-214	SEWER-OUTSIDE SERVICES	5,486.57	6,000.00	24,432.19	6,000.00
800-53610-216	SEWER - LEGAL EXPENSES	.00	2,000.00	.00	2,000.00
800-53610-220	SEWER-UTILITIES	44,587.38	60,000.00	39,614.04	54,000.00
800-53610-231	SEWER - LINE MAINTENANCE	2,857.25	46,000.00	26,901.00	46,000.00
800-53610-232	SEWER-REPAIRS TO PLANT/LINES	3,300.00	21,000.00	14,899.93	21,000.00
800-53610-311	SEWER-CHEMICALS	8,724.96	11,000.00	19,877.40	17,000.00
800-53610-319	SEWER-OFFICE SUPPLIES	442.21	600.00	3,998.24	7,341.00
800-53610-320	SEWER-OPER SUPP/EXPENSE	39,838.12	56,000.00	56,106.36	56,000.00
800-53610-332	SEWER-TRANSPORTATION	854.75	1,000.00	1,324.76	1,000.00
800-53610-398	BAD DEBT EXPENSE	.00	.00	1,114.60	.00
800-53610-435	SEWER RESERVE FUND	.00	.00	.00	.00
800-53610-510	SEWER-INSURANCE	20,607.75	13,461.00	10,554.75	13,461.00
800-53610-540	SEWER-DEPRECIATION EXPENSE	245,502.94	.00	.00	.00
800-53610-541	DEPRECIATION EXPENCE-CONTRIBU	56,393.09	300,000.00	.00	.00
800-53610-611	SEWER-BOND AMORTIZATION	.00	120,300.00	.00	120,300.00
800-53610-620	SEWER-INTEREST PAYMENT	161,613.31	279,649.50	159,828.95	279,649.50
800-53610-657	CDBG - 2018	.00	.00	.00	.00
800-53610-661	VEHICLE REPLACEMENT FUND	.00	5,000.00	.00	5,000.00
800-53610-810	SEWER - NEW PLANT 2014	243,408.24	.00	70,304.16	.00
800-53611-120	SEWER-ADMINISTRATION SALARIES	76,792.91	49,890.48	64,582.83	44,430.08
800-53611-123	SEWER ADMIN- HEALTH REIMBURS	.00	.00	433.70	.00
800-53611-151	SEWER- ADMIN FICA/MEDICARE	.00	.00	805.86	.00
800-53611-152	SEWER - RETIREMENT	.00	4,322.89	655.50	.00
800-53611-154	SEWER - ADMIN HEALTH INS	504.17	8,348.06	.00	.00
Total SEWER ADMINISTRATION:		995,934.55	1,070,789.56	584,020.76	765,327.84
<b>COST CATEGORY: 58</b>					
800-58390-610	BOND ISSUE COST	.00	.00	.00	.00

Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
Total COST CATEGORY: 58:		.00	.00	.00	.00
<b>SEWER UTILITY</b>					
800-80000-000	SEWER UTILITY	7,457.00-	.00	.00	.00
Total SEWER UTILITY:		7,457.00-	.00	.00	.00
<b>COST CATEGORY: 99</b>					
800-99999-152	PENSION EXPENSE (CLEARING)	9,240.00	.00	.00	.00
Total COST CATEGORY: 99:		9,240.00	.00	.00	.00
SEWER FUND Revenue Total:		1,762,821.13	1,027,000.00	656,335.15	765,327.84-
SEWER FUND Expenditure Total:		997,717.55	1,070,789.56	584,020.76	765,327.84
Net Total SEWER FUND:		765,103.58	43,789.56-	72,314.39	1,530,655.68-

-120,300 Principal

-\$47,985.61

Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
<b>FUND: 900</b>					
<b>SOURCE: 41</b>					
900-41110	GENERAL PROPERTY TAXES	60,821.14	.00	.00	.00
900-41115	EXEMPT COMPUTER AID	1,649.63	.00	.00	.00
900-41170	GEN PROPERTY TAX	.00	.00	.00	.00
Total SOURCE: 41:		62,470.77	.00	.00	.00
<b>SOURCE: 43</b>					
900-43311	PERSONAL PROPERTY AID - STATE	.00	.00	50.49	.00
Total SOURCE: 43:		.00	.00	50.49	.00
<b>SOURCE: 48</b>					
900-48111	INTEREST INCOME	35.08	.00	.00	.00
900-48900	LOAN PROCEEDS	.00	.00	.00	.00
900-48901	TIF DISTRICT REVENUE	.00	711,731.86	.00	.00
Total SOURCE: 48:		35.08	711,731.86	.00	.00
<b>TIF EXPENDITURES</b>					
900-51000-000	TIF EXPENDITURES	121,026.87	.00	1,015.78	.00
900-51000-219	TIF 5 - PROFESSIONAL SERVICES	802.50	.00	1,093.50	.00
Total TIF EXPENDITURES:		121,829.37	.00	2,109.28	.00
<b>COST CATEGORY: 53</b>					
900-53311-810	CAP IMP	.00	.00	.00	.00
Total COST CATEGORY: 53:		.00	.00	.00	.00
<b>COST CATEGORY: 58</b>					
900-58100-610	TIF PRINIPAL	11,074.33	.00	11,572.68	.00
900-58290-620	TIF INTEREST	2,835.31	.00	1,065.81	.00
Total COST CATEGORY: 58:		13,909.64	.00	12,638.49	.00
FUND: 900 Revenue Total:		62,505.85	711,731.86	50.49	.00
FUND: 900 Expenditure Total:		135,739.01	.00	14,747.77	.00
Net Total FUND: 900:		73,233.16-	711,731.86	14,697.28-	.00

Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
<b>FUND: 960</b>					
<b>SOURCE: 41</b>					
960-41110	GENERAL PROPERTY TAXES	260,251.20	356,170.00	457,122.19	506,535.00-
960-41115	EXEMPT COMPUTER AID	.00	.00	1,689.55	1,689.55-
Total SOURCE: 41:		260,251.20	356,170.00	458,811.74	508,224.55-
<b>SOURCE: 43</b>					
960-43311	PERSONAL PROPERTY AID - STATE	.00	.00	3,458.63	3,509.12-
Total SOURCE: 43:		.00	.00	3,458.63	3,509.12-
<b>SOURCE: 48</b>					
960-48111	INTEREST INCOME	.00	.00	1,651.34	.00
960-48201	RENT OF CITY PROPERTY	.00	.00	3,500.00	.00
960-48900	TIF DISRICT REVENUE	2,325,000.00	.00	66,704.00-	852,719.39-
Total SOURCE: 48:		2,325,000.00	.00	61,552.66-	852,719.39-
<b>COST CATEGORY: 51</b>					
960-51000-120	TIF 6 WAGES	.00	.00	4,728.45	.00
960-51000-123	TIF 6 HEALTH REIMBURSEMENT	.00	.00	78.75	.00
960-51000-150	TIF INCENTIVES	20,000.00	.00	.00	.00
960-51000-151	TIF 6 FICA/MEDICARE - HOURLY	.00	.00	367.73	.00
960-51000-152	WAGES HOURLY RETIREMENT	.00	.00	309.69	.00
960-51000-212	TIF EXPENDITURES - ENG	235,557.36	.00	138,537.50	.00
960-51000-215	TIF PROFESSIONAL SERVICES	17,731.00	.00	4,752.50	.00
960-51000-216	TIF 6 LEGAL SERVICES	818.00	.00	2,367.00	5,000.00
960-51000-219	TIF 6 - PROFESSIONAL SERVICES	9,390.00	.00	500.00	.00
960-51000-319	OPERATING SUPPLIES/EXPENSES	833,358.54	.00	1,608,452.84	732,520.57
960-51001-120	TIF 6 ADMIN WAGES	1,673.07	.00	7,032.93	10,052.59
960-51001-123	TIF 6 ADMIN HEALTH REIMBURSE	.00	.00	.00	.00
960-51001-151	TIF 6 ADMIN FICA/MEDICARE	99.12	.00	502.14	769.02
960-51001-152	TIF 6 ADMIN RETIREMENT	90.20	.00	460.18	.00
960-51001-154	TIF 6 ADMIN HEALTH INSURANCE	402.59	.00	1,553.41	.00
Total COST CATEGORY: 51:		1,119,119.88	.00	1,769,643.12	748,342.18
<b>COST CATEGORY: 53</b>					
960-53311-219	CDBG - PROFESSIONAL SERVICES	.00	.00	.00	.00
960-53311-810	CAP IMP	.00	.00	46,118.00	.00
Total COST CATEGORY: 53:		.00	.00	46,118.00	.00
<b>COST CATEGORY: 58</b>					
960-58100-810	PRINCIPAL-IAND PURCH-SCHILLING	40,000.00	.00	.00	210,000.00
960-58290-610	TIF 6 PRINCIPAL	.00	152,758.33	.00	293,033.88
960-58290-620	TIF INTEREST	.00	.00	77,758.33	73,077.00
960-58390-600	BOND ISSUE COST	60,837.50	.00	.00	40,000.00
Total COST CATEGORY: 58:		100,837.50	152,758.33	77,758.33	616,110.88
FUND: 960 Revenue Total:		2,585,251.20	356,170.00	400,717.71	1,364,453.06-
FUND: 960 Expenditure Total:		1,219,957.38	152,758.33	1,893,519.45	1,364,453.06

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Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
Net Total FUND: 960:		1,365,293.82	203,411.67	1,492,801.74-	2,728,906.12-

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Account Number	Account Title	2018-18 Prior year Actual	2019-19 Current year Budget	2019-19 Current year Actual	2020-20 Future year Budget
<b>FUND: 970</b>					
<b>SOURCE: 41</b>					
970-41170	GEN PROPERTY TAX	.00	.00	.00	.00
Total SOURCE: 41:		.00	.00	.00	.00
<b>SOURCE: 48</b>					
970-48111	INTEREST INCOME	.00	.00	.00	.00
970-48901	TIF DISTRICT REVENUE	.00	.00	.00	.00
Total SOURCE: 48:		.00	.00	.00	.00
<b>TIF EXPENDITURES</b>					
970-51000-000	TIF EXPENDITURES	6,034.98	.00	.00	.00
Total TIF EXPENDITURES:		6,034.98	.00	.00	.00
<b>COST CATEGORY: 53</b>					
970-53311-810	CAP IMP	.00	.00	.00	.00
Total COST CATEGORY: 53:		.00	.00	.00	.00
FUND: 970 Revenue Total:		.00	.00	.00	.00
FUND: 970 Expenditure Total:		6,034.98	.00	.00	.00
Net Total FUND: 970:		6,034.98-	.00	.00	.00
Net Grand Totals:		2,140,926.43	295,729.80	510,025.57-	15,811,525.52-

Report Criteria:

- Print FUND Titles
- Page and Total by FUND
- Print SOURCE Titles
- Total by SOURCE
- Print COST CATEGORY Titles
- Total by COST CATEGORY
- All Segments Tested for Total Breaks

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_

Application Date: \_\_\_\_\_

Town  Village  City of Abbotsford

County of \_\_\_\_\_

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning at 1pm and ending 6pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

- Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name Team Totzke

(b) Address 204 N. 1<sup>st</sup> Street Abbotsford, WI 54405  
(Street)  Town  Village  City

(c) Date organized 12-6-2019

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Dorine Geiger

Vice President Deb Schaelzel

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: Dorine Geiger / Deb Schaelzel

### 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 112 W. Spruce St. Abbotsford, WI 54405

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Bay designated by Fire Chief

### 3. Name of Event

(a) List name of the event Team Totzke Cancer Benefit

(b) Dates of event February 29<sup>th</sup> 2020

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

\_\_\_\_\_  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_