

# City of Abbotsford

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

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**ABBOTSFORD CITY COUNCIL**  
**TO BE HELD Tuesday, September 6, 2022 at 6:00 P.M.**  
**AT THE ABBOTSFORD COUNCIL CHAMBER**

1. Call the Regular Meeting to Order
  - a. Meeting Posted According to State Statutes
  - b. Roll Call
  - c. Pledge of Allegiance
2. Comments by the Mayor
3. Comments by the City Administrator
4. Comments by the Public- 2 Minute Time Limit
5. Minutes from the City Council Meeting held August 17, 2022 (pgs. 2-5)
  - a. Waive the reading and approve/disapprove the minutes
6. Incidents, Training, Accidents
7. i rary p ate (pgs. 6-10)
8. Discuss/Approve City Hall Rental Hours (pgs. 11-12)
9. Fire Department Update
10. Approve/Disapprove Fire Department Budget for 2023 (pg.13)
11. Discussion: TIF Budget for 2023 (pg. 14)
12. Discuss/Approve Red Arrow Park Concession Stand Fundraising Options (pgs. 15-19)
13. Public Works Update
14. MSA Update (pgs. 20-22)
15. Discussion: Starting Income Surveys for 5<sup>th</sup> Street Reconstruction Project
16. Discuss/Approve expanding the scope of the 5<sup>th</sup> Street project to include replacement of the 1960's sand cast watermain.
17. Discuss/Approve expanding the scope of the 5<sup>th</sup> Street project to include street replacement of 5<sup>th</sup> Street from Birch to Spruce
18. Discuss/Approve Expanding the Scope of the 5<sup>th</sup> Street project to include street replacement of Birch Street from 5<sup>th</sup> Street to 6<sup>th</sup> Street
19. Discussion: Regarding sidewalk installation along Oak from STH 13 to the mobile home park north entrance on 5<sup>th</sup> St.
20. Water & Sewer Update
21. Approve/Disapprove Water Tower Rehabilitation-Change Order #2-Schedule Extension for Viking Industrial Painting LLC. (pgs. 23-24)
22. Next Meeting Dates- Tuesday, September 6, 2022 & Wednesday, September 21, 2022.
23. Future Agenda Items-No Action Will Be Taken
24. Adjourn

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

# Minutes from the August 17, 2022, Abbotsford City Council Meeting in the Abbotsford City Hall Council Chambers.

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

Meeting was Posted According to State Statutes

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

**Pledge of Allegiance** – Held

**Others Present:** Administrator Soyk, DPW Stuttgen, Neal Hogden (TP)

**Comments by the Mayor** – Mayor Weix stated that the room tax committee decided to combine multiple bank accounts into one.

**Comments by the City Administrator-** Administrator Soyk stated that the August election went well and there was a good turnout.

**Comments by the Public-** None.

**Minutes from the City Council Meeting held August 1, 2022-** Motion to approve by *M. Rachu/Nixdorf. Unanimous*

**Incidents, Training, Accidents-** None.

**Proclamation Endorsing Fair Housing Month-** Mayor Weix publicly endorsed the principle of fair housing and read the following proclamation:

“**Whereas**, August is traditionally designated as Fair Housing Month; and **Whereas**, it is important to reaffirm the commitment of the City of Abbotsford regarding citizens’ right to buy, sell, rent or otherwise secure housing in the City of Abbotsford without regard to sex, race, religion, marital status, age, national origin, income or financial status in conformance with Title VIII of the Civil Rights Action of 1968 a/k/a the Federal Fair Housing Law and State Open Housing Law. Now, Therefore, I, James Weix, Mayor of the City of Abbotsford, on behalf of the City of Abbotsford and its residents, do hereby proclaim August 2022 as Fair Housing Month and encourage all housing providers to support and affirm their commitment to Fair Housing.”

**Police Department Update-** Alderman M. Rachu stated that everything regarding the police commission meeting will be discussed later as agenda items.

**Discussion: Community Wayfinding Signs-** DPW Stuttgen stated that Highway 13 is scheduled to be resurfaced in 2023 and we must wait until after the project is complete before we can put our signs back up.

**Public Works Update-** DPW Stuttgen gave a presentation regarding park improvements. Stuttgen stated that we recently held a kids fishing contest at the fishing pond in Schilling Park. Abbotsford Northside Apartments donated 11 fishing poles to give away to the kids. We had 42 kids enter the fishing contest. Stuttgen stated that the Schilling Park project started 5 years ago. The city purchased 33 acres of land and put it into our TIF District. Stuttgen stated that we can have 30% of residential in the TIF District. Stuttgen stated when we purchased the 33 acres it was zoned Agriculture, and the current owner was paying \$132.00 in taxes per year. The \$132.00 got split up between the city, the school, and the county. When the city creates a TIF district the taxes of any new improvements goes directly to the city for the life of the TIF. Abbotsford Northside Apartments are currently paying \$502,000 per year in taxes to the City of Abbotsford. Stuttgen stated we have several other businesses located in our TIF District such as O'Reilly's, Dollar General, and a Family Dollar which is currently being built. Stuttgen stated that over the life of the TIF District the city will collect over 10 million dollars in taxes. Stuttgen stated that when the TIF closes the schools and county will then get tax payments based off assessed value of any improvements. Stuttgen stated that so far, the city has made several improvements from the TIF increment such as new playground equipment, the fishing pond, the basketball & pickleball courts, a soccer field, new roads throughout the Sportsman's Addition, the 4<sup>th</sup> Avenue Road project, and the Butternut St. Road project. Stuttgen stated that we had an upfront cost of \$2 million dollars for the water, sewer, road infrastructure, and retention pond. Stuttgen stated that the city made a commitment to spend a total of \$400,000 on park improvements in Schilling Park over the life of the TIF. Stuttgen stated that we are one shelter and parking lot away from completing the Schilling Park project.

**Approve/Disapprove Melvin Pay Application #2 for Butternut Street and Alley Reconstruction-**

DPW Stuttgen stated that everything on the pay application is completed, and the project is under budget. Motion to approve by *M. Rachu/Diedrich. Unanimous*

**Approve/Disapprove Extending CDL Requirement for New Employees-** DPW Stuttgen stated that employees now must take a CDL class and have a certain amount of driving hours before they can obtain a CDL. In the past an employee was able to obtain a CDL by passing a written exam and driving test. Administrator Soyk stated that we currently have two new employees who must get a CDL within 6 months. The earliest available class is in November. Soyk suggested giving the employees an extra 6 months to obtain a CDL. Stuttgen stated that if employees would use a city owned truck, they would have a fifth wheel hitch restriction and an automatic restriction. There is an option to rent a truck for the driving test so they wouldn't have the restrictions. The cost of renting a truck is \$350. Stuttgen asked the council if the employee could decide what CDL license to test for. Alderman M. Rachu stated that he is fine with department head approval. Alder Diedrich asked if there is something they can do down the road to get the restrictions lifted. DPW Stuttgen stated that they would have to start all over to get the restrictions lifted. Alderman Zeiset asked if there is any need to drive a truck with a fifth wheel hitch. Stuttgen stated that we currently do not have any vehicles with a 5<sup>th</sup> wheel hitch. Motion to approve extending the CDL requirement for new employees and allowing the department head to determine what CDL licenses the employee can test for by *Diedrich/Espino. Unanimous*

**Approve/Disapprove Proposal for New Concession Stand-**

The council reviewed a proposal from Meyer Buildings for a new concession stand. Alderman M. Rachu asked if there is only one bid for the project. DPW Stuttgen stated that this was a change order from the original bid and the city would be the general contractor for the project. Alderman M. Rachu asked how we would fund the project. Administrator Soyk stated we could take out a loan whether it be from the water department or a local bank and hopefully get donations for the project. Soyk stated that this bid is \$183,000 lower than the original. Alderman Zeiset asked if we had a recession next year are we going to regret moving forward with the project or does the income for the city stay consistent. DPW Stuttgen stated that if we collect property tax dollars it shouldn't matter. Even if a business moves out of town, they still pay

taxes on the building they own here. Administrator Soyk stated that we do have the Covid Relief funds in the amount of \$232,000 that could be used for the project. Soyk stated that he would like to use some of the Covid Relief Funds towards potential sewer projects. Alder Diedrich asked how big the current building is. DPW Stuttgart stated the current building is 16 ft x 32 ft. Alder Espino asked the council if they feel this project needs to be done in which the general response was that they felt a new concession stand is needed. Alder Nixdorf asked when the project start. Administrator Soyk stated it would start this fall. Alder Espino asked if we could use TIF funds towards this project. DPW Stuttgart said we could use TIF funds for this project. Alder Espino suggested using 50% TIF funds and 50% Covid Relief Funds for the project. Alder Nixdorf asked how much money the concession stand brings in each year. Administrator Soyk stated that the Abbotsford Booster Club handles all the concession stand profits. DPW Stuttgart stated that the Abbotsford Merchants City League Team is returning in 2023. Administrator Soyk stated that he would feel more comfortable if we used half of the Covid Relief funds and the rest of the funds came from the TIF. Alderman Weideman stated that he feels that it is too much money to spend, and it would be cheaper next year. Alderman Weideman asked if there were any other projects that needed to be funded through the Covid Relief Funds. Administrator Soyk stated that he is still having issues with the 3<sup>rd</sup> Avenue lift station pumps plugging and may have to look at purchasing different pumps which he would like to use Covid Relief funds for. Mayor Weix stated that if we use half of the Covid Relief Funds towards the concession stand there would still be enough for new pumps in the lift station. Alder Nixdorf asked what the estimate was for the concession stand prior to inflation. DPW Stuttgart stated that the engineers estimate was \$350,000. Motion to approve the proposal for the new concession stand using 50% TIF funds and 50% Covid Relief Funds with any donations refunding those accounts by *M. Rachu/Espino*. Roll Call Vote- M. Rachu-Yes, Nixdorf-Yes, Diedrich-Yes, Read-Yes, Zeiset-Yes, Weideman-No, Espino-Yes. Motion Carries 6-1.

**Water & Sewer Update-** Water/Wastewater Manager Soyk stated that the new pickup truck for the water department came in. Clark County has agreed to move the communication antennas up above the containment system on the water tower. They ordered parts for it and will give a timeline when they receive the parts. The city crew will work on moving the Fire & EMS antennas up above the containment system. Soyk stated that we are still having issues with the 3<sup>rd</sup> Avenue lift station pumps plugging. Soyk stated that he ordered a screen to place in different manholes to see where the problem was coming from. It seems that the problem is flushable wipes. Soyk stated that he will send a letter with the water bills asking people not to flush wipes down the toilet. Alder Espino stated that she would help translate the letter in Spanish.

**Approve/Disapprove Current Bills in the Amount of \$188,954.79-** The council reviewed the current bills. Alder Zeiset asked if the bill for \$24,500 from Point of Beginning for the concession stand was for the original building plan. Administrator Soyk stated that the bill is for site survey, plans, and bidding the project out. The city would be using these for the new proposal as well. Motion to Approve the Current Bills in the Amount of \$188,954.79 by *Weideman/Nixdorf*. Unanimous.

**YTD Financials-** The council reviewed the YTD Financials. Alder Zeiset asked if our debt is paid annually. Administrator Soyk stated that there are one or two payments made annually for each loan.

**City Bank Account Balances-** The council reviewed the city bank account balances. Alderman M. Rachu asked if we could use the Nursing Home CD towards the concession stand. Alderman Weideman said those funds were intended to be used to bring in new businesses. Mayor Weix stated that he would like to leave the Nursing Home CD as a reserve.

Closed Session - Pursuant to Section 19.85 (1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employees over which the governmental body has jurisdiction or exercises responsibility. **Purpose: Discuss Officer Wages and Proposed Extension of the Union Contract.**

Motion to convene into closed session by *M. Rachu/Diedrich*.

Roll Call- M. Rachu, Nixdorf, Diedrich, Read, Zeiset, Weideman, Espino

Motion to convene into open session by *Diedrich/Zeiset*.

Roll Call- M. Rachu, Nixdorf, Diedrich, Read, Zeiset, Weideman, Espino

**Approve/Disapprove items if any from closed session-** See Agenda Items

**Approve/Disapprove Accepting donations from area businesses/individuals for the purpose of fully-funding CAPD wage increases for a three-year period-** Motion to approve by *Nixdorf/Read*.  
*Unanimous*

**Approve/Disapprove a \$3.00 per hour wage increases for CAPD Patrolmen, retroactive to August 1, 2022, per agreement with the police union-** Motion to approve by *Diedrich/Zeiset*.  
*Unanimous*

**Approve/Disapprove a \$3.00 per hour wage increases for Police Chief Jason Bauer, Lieutenant Alex Bowman, and Police Secretary Jessica Weich, retroactive to August 1, 2022-** Motion to approve by *M. Rachu/Nixdorf*. *Unanimous*

**Approve/Disapprove Extending the Police Union Contract until December 31, 2025, with a wage increase of 3% effective January 1, 2025, with all other conditions of the Police Union Contract remaining the same, per agreement with the Police Union-** Motion to approve by *Zeiset/Nixdorf*. *Unanimous*

**Next Meeting Dates-** Tuesday, September 6, 2022 & Wednesday, September 21, 2022

**Future Agenda Items-No Action Will Be Taken-** None.

**Adjourn-** Motion to Adjourn by *Diedrich/Nixdorf*. *The Abbotsford City Council Adjourned at 7:04 PM.*

**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

**REGULAR MONTHLY MEETING: Meeting /Aug 17th 2022 / 5:00 PM / Public Room**

**ATTENDEES:**

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

Members absent: Bittner

**Call to order:** 5:02 pm

**Reading of the minutes from previous meeting:** Read, Giffin moved to approve, Suttner seconded. Motion Passed.

**Public Comment:**

**Old Business:**

- Community wayfinding signs: Library/City Hall
  - Director talked to the Mayor about the possibility of adding/updating Library/City Hall wayfinding sign. There is currently one wayfinding sign on Hwy 13, just after Hawkeye, heading north (picture attached). Sign points toward W Spruce Street. If possible, the ideal location would be on the intersection of Hwy 13 and E Birch Street.  
<https://wisconsin.gov/Pages/doing-bus/real-estate/outdoor-adv/directional-info-wayfinding.aspx> : update: Hwy 13 will be worked on during the summer of 2023, library will table this discussion until the roadwork is finished.
- Adult Program: Author and Historian Chad Lewis will present on Wisconsin's Gangster Past, Program will be held Tuesday, Aug. 16<sup>th</sup> at 6:00pm. Update: Program very well received. Audience of 30 while up against an event at the high school.
- Follow-up volunteer/afterschool
  - Director will email volunteer information to High School, Lori Huther possible contact.
  - No new updates on afterschool program opportunities.
- Future programs- Holiday, etc.
  - The Annual Holiday Program will be planned to be held in-person. A Social Media Post will be created asking community to set reminders for the date and asking for volunteer demonstrators. The Holiday Program was explained to new Board Members. Review: Instead of holding a December meeting, the Library Board assists with the Holiday Program. Board Members assist with set-up, presenting/telling jokes, helping with the games, food serving, and clean-up. The Holiday Program has been held for over 30 years. The program was held virtually the last two years and attendance suffered. It is a craft demonstration/not a craft sale. Three members of the community demonstrate in front of the audience a holiday craft/recipe/skill. There is music from the high school choir, food, prizes (including high school fundraiser poinsettias), and games. With the retirement of the High School Ag Teacher, a new source for poinsettias may need to be found.
  - Dukelow mentioned that the School uses Remind App to remind students/teachers/parents of important dates and asked if that could be incorporated into a library setting. Director will research into the Remind App.

**New Business:**

- Donation Wall: Suttner asked if new names could be added to the recognition display located in the library/city hall entry way. She also inquired if any of the board members remembered what the level of donation would be for each part of the display? The board did not remember the amounts. The director will inquire with city hall to see if records were kept. The writing on the display is in vinyl. If new names could be added, the director could use the library's circuit to cut more.
- Updating paper records: The director is part of the WVLS Cooperative Circulation Committee. At the last meeting it was brought up that the system would like to try to have a standardized library card application across the system. When this application is approved, the director would like to have all current library patrons to refill out the new form as a way to update our paper record.
- Juv to Adult procedures
  - New card applications when patrons turn 17 or when a teen patron receives a driver license, have the youth refill out a library card application as they now can be legally responsible for their materials.

- Mail postcards? This could bring in patrons that have not used their card in while back to the library.
- Waive fines?: This is the procedure at some WVLS libraries, the director will look at the statistics and bring a report to the next board meeting.
- Follow-up volunteer/afterschool – no new information.
- Jakel Has given permission to use lawn across of library. Possible for Spring egg hunt if weather is nice or Summer outside performers.
- Holiday Program: kahoot!
  - Instead of traditional door prize game with ovenmits, Director wants to try a Kahoot! Trivia game. Board members and help members unfamiliar with the game. Log-in information will be projected on the wall with plenty time for audience to log in.
  - One possible presenter, school teacher soap maker, members with contacts at the school will try to get in contact.

#### Treasurer's Report:

- 61% of Budget Spent:
- Bank Account Balances:**
- **July 2022:** Forward: \$42,228.16, Forward Retirement: \$600.45, Nicolet: \$44,382.83
- **June 2022:** Forward: \$42,224.58, Forward Retirement: \$600.40, Nicolet: \$44,379.30
- **May 2022:** Forward: \$42221.11, Forward Retirement: \$600.35, Nicolet: \$44,499.47

#### Circulation Report:

- Total Circulation:
  - **July: 1857** June: 1807 May: 1417 April: 1794 March: 1808 Feb.2022: 1592 Jan. 2022: 1594 Nov.2021: 1613 Dec. 2021: 1539
- Past Circulation History:
  - July 2021: 1915 July 2020: 2,147 July 2019: 2,852 July 2018: 2,870 July 2017: 2,571 July 2016: 2923 Jul 2015: 2467 Jul 2014: 2637
- Circulation Break-down:
  - Books: 1068, DVD: 225, Spoken Record: 37, Large Print: 62, Magazines: 25, Other: 29
- Other Usage Report:**
- Wireless Sessions: **July: 140** June: 200 May: 88 April: 76 March: 95 Feb: 81 Jan: 266 Dec: 511 Nov: 447 Oct: 347 Sept: 358 Aug: 401 July: 402 June: 556 May: 415
- Overdrive E-material Checkout: **July: 201** June: 164 May: 176 April: 157 March: 225 Feb: 181 Jan: 209 Dec: 168 Nov: 173 Oct: 143 Sept: 158 Aug: 157 July: 197 June: 172 May: 212
- Website Visits: **July: 302** June: 269 May: 236 April: 223 March: 263 Feb: 205 Jan: 266 Dec: 192 Nov: 192 Oct: 347 Sept: 210 Aug: 243 July: 186 June: 237 May: 270
- Public Computer Uses in **July: 110** June: 172 May: 120 April: 105 March: 102 Feb: 113 Jan: 102 Dec: 118 Nov: 142 Oct: 143 Sept: 125 Aug: 147 July: 50 June: 144 May: 116
- Monthly Reference:
  - **July: 32** June: 49 May: 66 April:98 March: 85 Feb: 144 Jan: 106
- Patron Count:
  - **July: 936** June: 906 May: 742 April:829 March: 737 Feb: 759 Jan: 681 Dec.: 876 Nov: 650 Oct: 553 Sept: 601 Aug: 552 July: 910 June: 742

**Policy Reviewed:** First Amendment Audit-discuss. The director will make changes to the Patron Conduct Policy and bring to next meeting for approval.

**WVLS Report:** Next VCAT meeting: 9/1/22

#### Director Report:

- Last Month Program Count:
  - July: Monthly Program total: 15 programs, 252 attendance
- Projector: One use so far, no issues.
- Future/Current Programs Overview: (see newsletter)
  - Highlights: Storytime is back.
  - Adult Program: Grounded Goodwife: To be held in October, trying for a Gut Healthy Workshop.

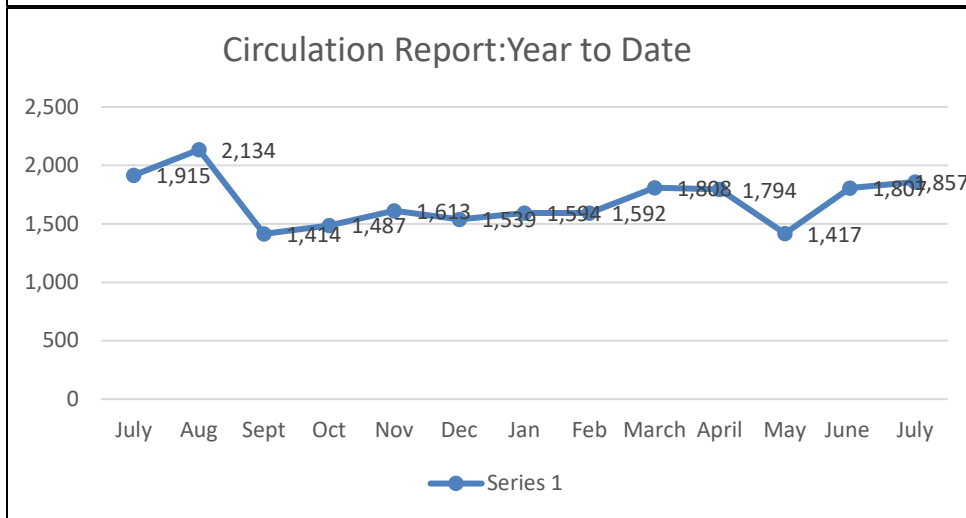
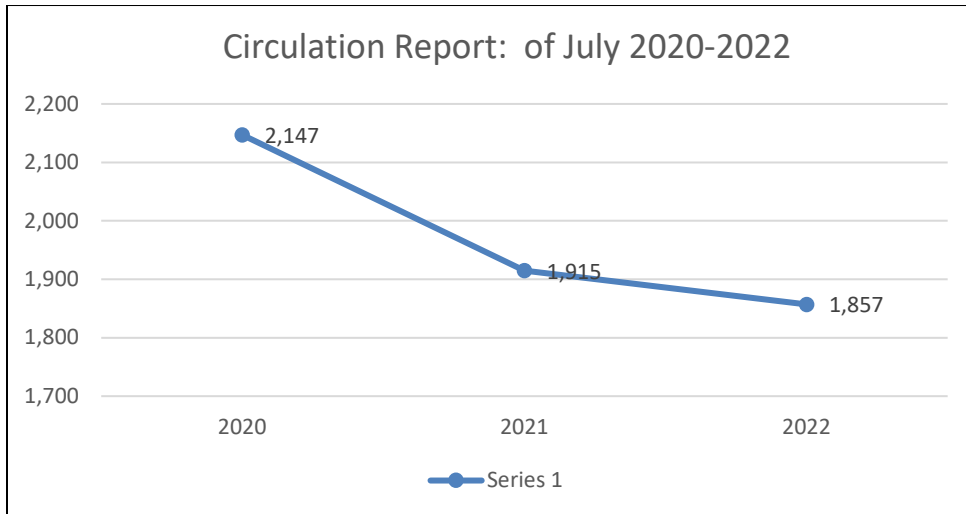
#### Staffing/Operating Issues:

Director will inquire with Abbotsford City Hall lowest starting wage of part-time city employees.

**Next meeting:**

September 21<sup>th</sup>, 2022 at 5:00pm. P. Suttner is excused. 2023 budget will be on agenda.

**Adjourn:** 5:53 pm Giffin/Suttner



Date	Time	Duration	Local Event Name	Target Audience (Children (0-11); Young Adult (12-18); Other (all ages))	Group Attending (program) or Individual Participants (self-directed activity)	Format: In-person; Live, virtual; or Pre-recorded	If group attending, then number of attendees	If recorded live, virtual event later posted for on-demand viewing, then enter number of views	If pre-recorded, then number of views	If self-directed, then number of individual participants
7/29/2022	9: 00AM	1 1/2 hour	Summer School Visit	Children 0-5	Group attending	In-person	41			
7/22/2022	9: 00AM	1 1/2 hour	Summer School Visit	Children 0-5	Group attending	In-person	40			
7/8/2022	9: 00AM	1 1/2 hour	Summer School Visit	Children 0-5	Group attending	In-person	42			
7/18/2022	6pm	1 1/2 hour	Teen Book Speed Dating	Young Adult 12-18	Group attending	In-person	3			
7/18/2022	4pm	1 hour	Early Teen Book club	Young Adult 12-18	Group attending	In-person	2			
7/20/2022	3-4pm	1 hour	Read to Rover	Children 6-11	Group attending	In-person	3			
7/21/2022	6:30-8 pm	1 1/2 hour	Adult Craft: Shell Windchime	Adults	Group attending	In-person	13			
all month		all month	In House Craft: sun catcher	Children 6-11	Individual participants	In-person				40
7/12/2022	3-4 pm	1 hour	Summer Reading with Nancy	Children 6-11	Group attending	In-person	23			
7/12/2022	7-8 pm	1 hour	Book Club: The Life She Was Given	Adults	Group attending	In-person	4			
7/12/2022	3-4pm	1 hour	Read to Rover	Children 6-11	Group attending	In-person	2			
7/13/2022	9am	7 hours	Clark County Libraries at Farm Tech Days	General Interest	Group attending	In-person	25			
all month		all month	In House Activity: Ocean Legos	Children 6-11	Individual participants	In-person				18
7/6/2022	6pm	1 hour	Summer Reading performer/ Remarkable Loon	General Interest	Group attending	In-person	30			
7/8/2022	3-4pm	1 hour	Read to Rover	Children 6-11	Group attending	In-person	2			
7/10/2022	7pm	2 hours	Movie Night: Bad Guys	General Interest	Group attending	In-person	12			







# ABBOTSFORD PUBLIC LIBRARY EVENTS

## **STORY TIME IS BACK!: Youth**

Friday, Sept. 2nd. And Sept. 16th at 10:30am. No registration required. **Story times are held on the first and third Fridays of the month.**



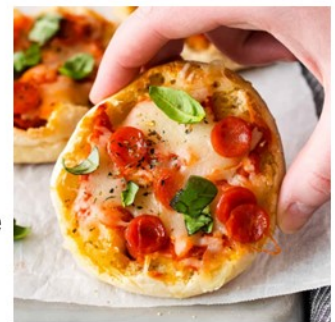
**IN HOUSE YOUTH CRAFTS!:** September's walk-in craft will be a cute Fall Bookmark. Available until supplies run out.

**WILD COOKIES BOOKCLUB – OFF SITE:** Friday, Sept. 9th. Meet at the library at 4:30pm to carpool to Stoney Acres Farm in Athens. Cost of pizza will be shared amongst goers, bring your own drink. Discussing *Channel of Peace: Stranded in Gander* by Kevin Tuerff or *The World Came to Town* by Jim DeFede. The inspirations for the smash hit Broadway musical *Come From Away*. Both books inspired by the flights were re-routed to the small city of Gander, New Foundland in the wake of the September 11 attacks. Readers can choose one or both books. Ask librarian for a copy of the book anytime before the meeting. **Pre-registration Required. Limit to 15 people. Adult**

**FAMILY MOVIE NIGHT:** Friday, Sept. 9th at 7:00 pm. Watching: *Lightyear*. **Registration Required. Children Must be accompanied by an adult who stays for the movie. Library will set up room to accommodate social distancing. Doors open at 6:30 pm and lock at 7:15pm. Snacks from home are allowed. All Ages**

**WHERE IN ABBOTSFORD:** Starts Monday, Sept 12th and goes to the 26ths. Guess the location of place in Abbotsford based on a close up picture. Prize for person with most right. **All Ages**

**MAKE A PIZZA!:** Tuesday, Sept 13th at 4:00pm. **Youth**  
Follow-up to Plant-A-Pizza-Garden held earlier this summer. Youth are invited to make mini pizzas using English muffins and pizza toppings. If you attended Plant-A-Pizza-Garden and grew your own toppings, please bring them in!



**ADULT CRAFT NIGHT:** Thursday, Sept. 15th at 6:30 pm.  
Repurposed book pumpkins. . No cost, goodwill donation appreciated. **Registration Required. 16 or older, 12 and older if with an Adult.**



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

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

## Title 12 ► Chapter 2

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# Reservation of Meeting Space

### 12-2-1 Reservation of Meeting Space

#### Sec. 12-2-1 Reservation of Meeting Space.

- (a) **Policy on Reservation.** City facilities, such as the Community Center, primarily for the nonexclusive use of the residents of the City. However, under proper circumstances, exclusive use of the same may be permitted. This Section is intended to regulate exclusive use of the City facilities to the end that the general welfare of the City is protected.
- (b) **Application.** Applications shall be filed with the City Clerk-Treasurer at least forty-eight (48) hours prior to the date on which the space is to be used. The requestor shall provide the City Clerk-Treasurer with the following information regarding the proposed exclusive use:
  - (1) The name, address and telephone number of the applicant.
  - (2) If the exclusive use is proposed for the group, firm, organization, partnership or corporation, the name, address and telephone number of the responsible and authorized heads or partners of the same.
  - (3) The name, address and telephone number of the person who will be responsible for the use of the City-owned space.
  - (4) The date when the exclusive use is requested and the hours of the proposed exclusive date.
  - (5) The anticipated number of persons to use the City-owned facility.
  - (6) Any additional information which the City Clerk-Treasurer finds reasonably necessary to a fair determination as to whether authorization should be granted.
- (c) **Reasons for Denial.** Applicants requesting the use of the City-owned facility may be denied for any of the following reasons:
  - (1) If it is for a use which would involve a violation of federal or state law or any provision of this Code.
  - (2) If the granting of the permit would conflict with another permit already granted or for which an application is already pending.
  - (3) If the applicant does not provide the information required by Subsection (b) above.
  - (4) The application is made less than the required time in advance of the scheduled exclusive use.

**12-2-1**

- (5) If it is for a use of the City-owned facility at a date and time when, in addition to the proposed use, anticipated nonexclusive use by others of the City-owned facility is expected and would be seriously adversely affected.
- (6) If the law enforcement requirements of the exclusive use will require so large a number of persons as to prevent adequate law enforcement to the City-owned facility.
- (7) The exclusive use will reasonably create a substantial risk of injury to persons or damage to property.
- (8) The exclusive use is so poorly organized that participants are likely to engage in aggressive or destructive activity.
- (d) **Rental Conditions.** The City-owned facility may only be rented if the requesting party agrees to comply with the following conditions:
  - (1) The renter will be responsible for cleaning up the City-owned facility to an acceptable level after use.
  - (2) Rental use of the City-owned facility shall be restricted to the areas designated by the Clerk, unless otherwise specifically permitted by the Clerk-Treasurer.
  - (3) Storerooms, whether locked or unlocked, shall be considered off-limits to all renters and members of their groups under any circumstances, and entrance thereto is forbidden.
  - (4) The City-owned facility shall not be rented on a permanent basis to any individual or group, unless otherwise specifically permitted by the Common Council.
  - (5) No decorations will be taped to ceiling tiles, and ceiling tiles will not be disturbed.
- (e) **Rental Fees.** A fee as established by the Common Council may be charged for the use of a City-owned facility.
- (f) **Inspection Prior to Refund.** Community Center facilities, including tables and chairs, will be inspected by the Clerk-Treasurer after use. The security deposit will be forfeited if damage is found.
- (g) **Recreational Equipment.** Recreational equipment belonging to the City shall not be removed from the premises.

Account Number		Fund: All Funds		2022 Budget	2023 Proposed Budget	% Change In Budget
		2021 Actual Year-End	2022 Projected Year-End			
750-00-43000-000-000	FIRE & EMS FEE-ABBOTSFORD	77,612.17	0.00	85,618.39	90,385.11	5.57
750-00-43100-000-000	FIRE & EMS FEE-COLBY	44,737.76	0.00	49,187.27	53,830.07	9.44
750-00-43200-000-000	FIRE & EMS FEE-DORCHESTER	26,308.56	0.00	28,058.03	30,189.00	7.59
750-00-43300-000-000	FIRE & EMS FEE-TOWN OF COLBY	23,031.43	0.00	25,407.15	29,227.47	15.04
750-00-43400-000-000	FIRE & EMS FEE-TOWN OF HULL	32,891.39	0.00	35,796.12	36,439.73	1.80
750-00-43500-000-000	FIRE & EMS FEE-TOWN OF HOLTON	28,992.26	0.00	31,752.08	32,177.06	1.34
750-00-43600-000-000	FIRE & EMS FEE-TOWN MAYVILLE	41,204.27	0.00	33,130.98	38,401.56	15.91
750-00-43700-000-000	CONTRACTED SERVICE FEES	18,000.00	0.00	18,000.00	19,000.00	5.56
750-00-43800-000-000	FIRE PROTECTION-2% INS TAX	24,484.14	0.00	20,000.00	20,000.00	0.00
750-00-43900-000-000	EMS-FEES FOR SERVICE	373,819.69	0.00	274,999.98	300,000.00	9.09
750-00-43901-000-000	FIRE-FEES FOR SERVICE	30,067.34	0.00	20,000.00	16,000.00	-20.00
<b>FIRE &amp; EMS FEE-ABBOTSFORD</b>		<b>721,149.01</b>	<b>0.00</b>	<b>621,950.00</b>	<b>665,650.00</b>	<b>7.03</b>
750-00-44100-000-000	REVENUES FROM PREVIOUS BUDGETS	0.00	0.00	0.00	25,000.00	999.99
<b>LICENSES AND PERMITS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>999.99</b>
750-00-45000-000-000	SALE OF EQUIPMENT	130.00	0.00	0.00	0.00	0.00
<b>SALE OF EQUIPMENT</b>		<b>130.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
750-00-48100-000-000	INTEREST	1,222.63	0.00	0.00	0.00	0.00
750-00-48300-000-000	DONATION REVENUES	6,324.00	0.00	0.00	0.00	0.00
750-00-48301-000-000	RENT	0.00	0.00	0.00	0.00	0.00
750-00-48302-000-000	EMS REVENUE OUTSIDE LIFEQUEST	0.00	0.00	0.00	0.00	0.00
750-00-48303-000-000	FUNDRAISING REVENUES	0.00	0.00	0.00	0.00	0.00
750-00-48400-000-000	MISCELLANEOUS REVENUES	14,688.19	0.00	0.00	0.00	0.00
<b>MISCELLANEOUS REVENUES</b>		<b>22,234.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
750-00-49100-000-000	GRANT REVENUES	1,000.00	0.00	0.00	0.00	0.00
<b>OTHER FINANCING SOURCES</b>		<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>		<b>744,513.83</b>	<b>0.00</b>	<b>621,950.00</b>	<b>690,650.00</b>	<b>11.05</b>

## TIF BUDGET 2023

### Revenues

General Property Taxes	\$ 979,283.56
Exempt Computer Aid	\$ 1,689.54
Personal Property Aid State	\$ 15,854.59
Interest Income	\$ 1,500.00
Rent of City Property	\$ 3,500.00

Revenue Total	<b>\$ 1,001,827.69</b>
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### Expenses

Wages/Fica/Medicare	\$ 30,000.00
Legal Services	\$ 15,000.00
Park Improvements	\$ 50,000.00
Land Purchase (Kattre)	\$ 30,000.00
Electric Signs	\$ 40,000.00
Loan Principal	\$ 290,000.00
Loan Interest	\$ 81,067.50
Linden Street Project	\$ 303,000.00
Concession Stand	\$ 147,200.00

Total Expenses	<b>\$ 986,267.50</b>
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Net Grand Totals	<b>\$ 15,560.19</b>
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# Step up to the Plate and Help with the Red Arrow Park Concession Stand & Score Booth Project

## Red Arrow Park Baseball Field

*\*The City of Abbotsford is fortunate to have one of the nicest baseball fields in Central Wisconsin.*

*\* It is home of the Abby/Colby High School Team and the Abby Heat Organization.*

*\*The Abbotsford Merchants is returning in 2023!*

## The Project

*\*The existing concession stand that was originally built in the 1950's is deteriorating and has several large cracks in the concrete foundation.*

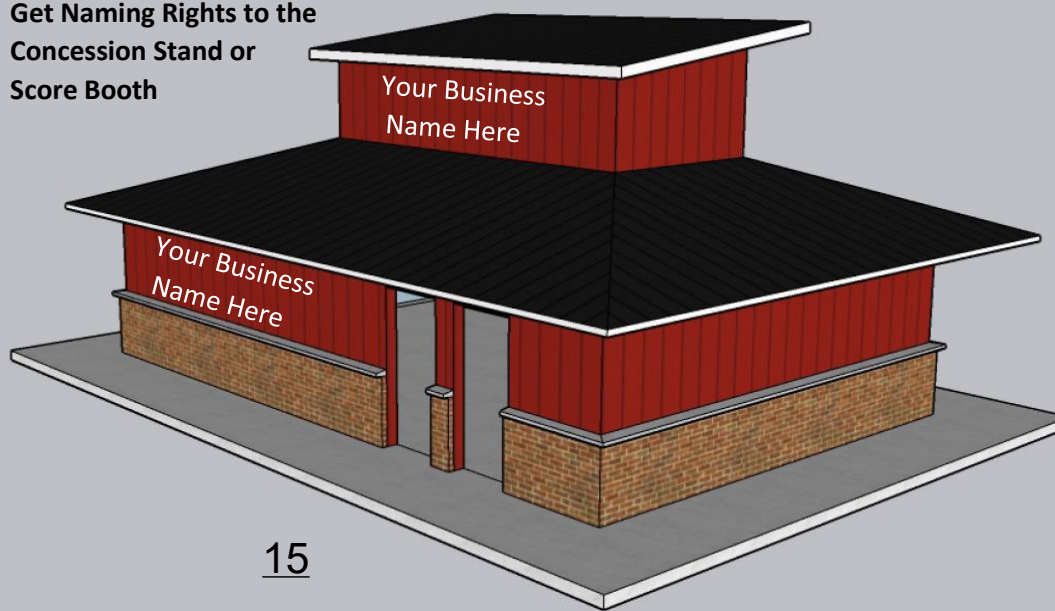
*\*The project consists of a complete demo of the existing concession stand and the construction of a brand-new concession stand with a score booth/ media center on top of the concession stand.*

## How Can I Help?

*\*Your contribution, regardless of size, will help towards the completion of the concession stand/score booth project.*



Get Naming Rights to the Concession Stand or Score Booth



## City of Abbotsford Red Arrow Park Concession Stand/Score Booth Contribution Form

<b>Platinum-\$3,000</b>	<ul style="list-style-type: none"> <li>* 1 Banner with Company Logo Displayed on the Fence for the Life of the Banner.</li> <li>* Name on Brick for Concession Stand</li> <li>* Name on Donor Plaque</li> </ul>
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<b>Gold-\$1,000</b>	<ul style="list-style-type: none"> <li>* 1 Banner with Company Logo Displayed on the Fence (Renewable each year for \$500.)</li> <li>* Name on Brick for Concession Stand</li> <li>* Name on Donor Plaque</li> </ul>
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<b>Silver-\$500</b>	<ul style="list-style-type: none"> <li>* Name on Brick for Concession Stand</li> <li>* Name on Donor Plaque</li> </ul>
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<b>Bronze-\$100</b>	<ul style="list-style-type: none"> <li>* Name on Donor Plaque</li> </ul>
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\* TO GET YOUR NAME ON A BRICK DONATIONS MUST BE MADE BY MARCH 1, 2023

NAME OF DONOR			
ADDRESS			
CITY	STATE	ZIP	
WEBSITE ADDRESS			
PHONE NUMBER	EMAIL ADDRESS		
NAME OF CONTACT PERSON			
DONOR LEVEL	OTHER AMOUNT \$		



**SPECIAL THANKS TO**

**Nicolet**

**NATIONAL BANK**

Example of Banner

4 x 8 x 2 1/4 & 8 x 8 x 2 1/4



#30 - RED



#32 - ANTIQUE



#33 - DARK ANTIQUE



#34 - MULBERRY



#36 - SUNSET RED



#41 - CARIBBEAN



#42 - CINNAMON



#43 - TANGERINE



#44 MAHOGANY



#50 - IVORY



#52 - MAJESTIC



#53 - CIMMEREAN



#54 - CHOCOLATE

Dimensions	Price
4 x 8 x 2 1/4	\$19.00
8 x 8 x 2 1/4	\$29.50



\*Cost-\$200 for plaque and \$1.50 per engraved plate.

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

Dan Borchardt, PE

Phone: 715.304.0448

Cell: 715.216-3601

dborchardt@msa-ps.com

**DATE:**

September 6, 2022

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

Melvin is completing the concrete work along 3rd Avenue and restoration along the alley the week of August 29<sup>th</sup> - September 2<sup>nd</sup> and final asphalt patching the week of September 6-9<sup>th</sup>.

MSA and City will complete a final punchlist for Melvin to complete prior to final payment processing at the Cities October meeting.

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

MSA has met with the City on August 24<sup>th</sup> to review preliminary plans and collect additional information regarding utilities.

MSA anticipates the following estimated project schedule:

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

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

Work on the water tower is postponed until Spring of 2023 to ensure that weather conditions (temperature and dew point) are ideal for curing the paint. Waiting until spring will allow for the best performance/longevity from the tank coatings and provide the most for the money the City is paying for this work. Due to supply chain issues, the earliest that the communication dishes on the water tower can be moved is September 19, 2022. This means the rehabilitation work for the water tower will not begin until the following week. Starting this late in the fall may result in temperatures and dew point being outside their optimal range for the coatings being applied. Waiting until spring will provide optimal conditions for painting the water tower.

The revised substantial completion date will be July 1, 2023 with a final completion date of July 15, 2023. This means that the rehabilitation will be completed, and the water tower will be back online on or before July 1, 2023 and the project ready for final payment by July 15, 2022. A no-cost change order is required by the funding agencies to push the completion dates to July 2023.

**PROJECT UPDATE**

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

DNR has requested additional information regarding the well reconditioning project. They requested that MSA provide detailed information on the procedures to recondition each of the eight wells. MSA worked with CTW to determine this information. MSA and CTW based these procedures on the knowledge learned during the rehabilitation of Well #20 earlier this year. MSA has sent the requested information to DNR. This project may be bid once the City receives DNR approval, which is expected in the next 60 days.

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

We are currently waiting for CTW Corporation to provide the test well construction/testing schedule.

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

Century Fence has installed the court fencing and Midwest Seal Coat completed the court surfacing. The City completed topsoil restoration and seeding of the site. The work for this phase of the project is complete.

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

MSA has met with the City on August 24<sup>th</sup> to review preliminary plans and collect additional information regarding utilities. The City Staff reviewed laterals that were not in service between the Rankel and Xcel properties.

The City has older 1960’s sand cast iron watermain that is currently in “ok” condition without a history of breaks however City Staff has concerns with the main lasting with construction equipment working on top of it and the life of the new road without a break. The Council has the option to design for the replacement of this line at this time based on the cost estimate below.

City Staff would also like to pursue a CDBG application to help fund the project as the recent estimates reflect Spring and Summer 2022 bid pricing. MSA received approval for proceeding with an income survey for the area that will be benefited by the project on August 12, 2022. Upon the results of the income survey, City Staff would like input from the Council on optimizing the project size (ideally a \$1.5 million project or larger) for the grant submittal as the cells highlighted would need to be scoped into the project engineering for grant application submittal in May 2023.

Project Segment	Base Costs	Add Sidewalk on Oak and 5th to North Mobile Home Park Entrance	Add Watermain	Totals
5th Street (Oak to Maple)	\$ 1,344,989.65	\$ 75,772.76	\$ 229,662.88	\$ 1,650,500.00
5th Street (Birch to Spruce)	\$ 542,817.00		\$ 104,482.00	\$ 647,300.00
Birch Street (5th to 6th Street)	\$ 438,229.00		\$ 18,000.00	\$ 456,300.00
<b>Totals</b>	<b>\$ 2,326,100.00</b>	<b>\$ 75,800.00</b>	<b>\$ 352,200.00</b>	<b>\$ 2,754,100.00</b>

**PROJECT UPDATE**

If the Council chooses to pursue CDBG grant funding MSA anticipates the following project schedule:

<b>Date</b>	<b>Milestone</b>
September – November 2022	CDBG Survey
<b>November 2022</b>	Amend the project to include Birch to Spruce depending on CDBG survey results
May–August 2023 (CDBG results)	100% Plans complete for City Review and CDBG Application to obtain an additional 40 points on the application
June 30, 2023	Submit SDWL Application
September 30, 2023	Submit CWF Application (TBD if this funding is worth it)
December 2023	Modify Plans as necessary to meet the City’s Budget
Monday January 8, 2024	1 <sup>st</sup> Ad for bid
Monday January 15, 2024	2 <sup>nd</sup> Ad for bid
Wednesday January 31, 2024	Bid Opening
Monday February 5, 2024	Owner awards construction contract
May to October 2024	Construction
November 2024	Project Closeout

# Change Order No. 2

Date of Issuance: August 31, 2022 Effective Date: August 31, 2022

Project: Abbotsford Water Reservoir Rehabilitation	Owner: City of Abbotsford	Owner's Contract No.:
Contract: City of Abbotsford - Abbotsford Water Reservoir Rehabilitation		Date of Contract: January 3, 2022
Contractor: Viking Painting, LLC		Engineer's Project No.: 07681056

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description:

Revised Substantial and Final Completion dates. This does not change the contract price.

**Attachments (list documents supporting change): NA**

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:  \$432,550.00	Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> Calendar days Substantial completion (days or date): <u>October 15, 2022</u> Ready for final payment (days or date): <u>November 14, 2022</u>
[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____ N/A  \$N/A	[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____ N/A  Substantial completion (days): _____ Ready for final payment (days): _____
Contract Price prior to this Change Order:  \$432,550.00	Contract Times prior to this Change Order: Substantial completion (days or date): <u>October 15, 2022</u> Ready for final payment (days or date): <u>November 14, 2022</u>
[Increase] [Decrease] of this Change Order:  \$N/A	Increase of this Change Order: Substantial completion (days or date): <u>July 1, 2023</u> Ready for final payment (days or date): <u>July 15, 2023</u>
Contract Price incorporating this Change Order:  \$432,550.00	Contract Times with all approved Change Orders: Substantial completion (days or date): <u>July 1, 2023</u> Ready for final payment (days or date): <u>July 15, 2023</u>

RECOMMENDED:  
By:   
Engineer (Authorized Signature)

ACCEPTED:  
By: \_\_\_\_\_  
Owner (Authorized Signature)

ACCEPTED:  
By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: August 31, 2022  
Approved by Funding Agency (if applicable):

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

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

Date:

# Change Order Instructions

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## A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

## B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.