

City of Abbotsford

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

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AGENDA FOR THE COUNCIL MEETING TO BE HELD Monday, February 7, 2011 AT 7:00 PM IN THE COUNCIL ROOM OF THE ABBOTSFORD CITY HALL 203 NORTH FIRST STREET, ABBOTSFORD WI

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

1. Call the regular meeting to order
 - a. Roll call
2. Comments by the Public
3. Mayoral Comments
4. Minutes from the Council held January 3 and 25, 2011 (page 1-5)
 - a. Waive the reading and approve the minutes
5. Considerations before the Council
 - a. Ground water update
 - b. Discuss/approve Resolution 2011-2 in Appreciation of William E. Beil, Jr. (page 6)
 - c. Discuss/approve Engineering Agreement as presented on USDA-Rural Development forms/Change Order - S.E.H. (page 7-9)
 - d. PMA Financing review (page 10)
 - e. Discuss/approve S.E.H. or City Administrator to apply for Focus on Energy grant

Committee Reports

6. Police Commission (Voss)
 - a. Police Minutes January 10, 2011 (Page 11)
 - b. Police bills in amount of \$26,635.01 (Page 12-14)
7. Finance and Personnel (Mediger)
 - a. Minutes from January 24, 2011 (Page 15-16)
 - b. Discuss/approve sub-committee authorized to approve Eau Pleine Water Project Change Orders
 - c. Discuss/approve pay increase from \$8.00/hr to \$8.50/hr for cleaning staff retroactive to 1/1/2011
 - d. Discuss/approve signing agent of record letter making Greg Schmidt - Spectrum Insurance the City's agent
8. Water and Sewer, Public Works, and License and Building (Horacek)
 - a. Minutes from January 18, 2011 (page 17-20)
 - b. Discuss/approve Original Operator License - Megan Redding - Pizza Hut
 - c. Discuss/approve Class B Beer license - Café Mexico Inc Agent: Luis A. Macias
 - d. Discuss/approve pump upgrades in the Waste Water Treatment Plant in the amount of \$77,733
 - e. Discuss/approve sending the Evangelical Free Church an informational letter
 - f. Discuss/approve the 2011 Snowmobile Map
 - g. Discuss/approve advertising for grass cutting
 - h. Discuss/approve authorizing S.E.H. to prepare plans for the Cedar Street reconstruction project
 - i. Discuss/approve terminating the Blazel case
 - j. Discuss/approve street sweeping
 - k. Discuss/approve abandonment of test wells #16 & #17 per advice of DNR

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.

9. Abbotsford Library Board (Sossaman)
 - a. Minutes from January 10, 2011 (page 21)
10. Abbotsford Fire & Ambulance Department (Mayor Sossaman)
 - a. Fire - Minutes & Financial Report from December 2010 (page 22-23)
 - b. Ambulance - Minutes & Financials (page 24-29)
11. Room Tax (Mediger)
 - a. Minutes from January 17, 2011 (page 30-31)
12. Abbotsford/Colby Area Chamber of Commerce
 - a. Minutes from January 5, 2011 (Page 32-34)
13. United Communities of Clark County
 - a. Minutes from January 26, 2011 (Page 35-40)
14. Set additional committee meetings on calendar (Pages 41-42)
15. Motion to convene into closed session pursuant to Wisconsin Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of reviewing the applicants for the interim administrator position.
Roll call
16. Convene to open session
17. Discuss/approve items, if any, from closed session
18. Discuss/approve convening to closed session pursuant to Wisconsin Statute § 19.85 (1)(c) for the purpose of consideration of employment of any public employee over which the Common Council exercises jurisdiction, for the purpose of discussing potential employee discipline
Roll Call
19. Convene to open session
20. Discuss/approve items, if any from closed session
21. 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 Abbotsford City Council meeting held January 3, 2011 at the Abbotsford City Hall.

Mayor Sossaman **called the meeting to order** at 7:00 p.m.

Roll call: Mayor Sossaman, Voss, Horacek, LaSee, Kilty, Anders, Faber, Mediger, and Kattre

Others present: Clerk Lopez, Jon Strand – S.E.H., Kevin O’Brien – Tribune Phonograph, and several interested members of the community.

Under **comments by the public**, Resident John Mueller questioned why the slush was not removed from the streets last week when the weather warmed up. Complaints were given regarding the condition of the roads on the North side of the City. Mayor Sossaman stated that she will speak with Asst DPW Uhlig regarding the scraping of the streets.

Resident Ron Graffunder questioned if the City has many shallow wells. Engineer Strand stated that each well in the Eau Pleine well field is unlike and has different properties. It was discussed that shallow wells are under the DNR classification of ground water under the influence of surface water and additional treatments are necessary to convert the water to drinking water quality. Graffunder questioned the recent grouting of well #21 and questioned who is responsible for the cost for drilling an additional test well. Strand explained the process of the grouting and explained that after following all DNR guidelines with the grouting process, unfortunately the veins were sealed off during the process.

Librarian Medenwaldt stated that there is no library section on this agenda due to the December Library Program was in lieu of their monthly meeting. Medenwaldt informed the council that the building was beautifully decorated by a volunteer effort from the Library Board of Trustees. Medenwaldt stated that after the deliberated conversations in 2009 regarding Hams and Turkeys for employees the Board of Trustees, after 30 years, have chosen to not accept these gifts from the City. Medenwaldt presented a hand out from Clark County showing statistics for the past 50 years of Clark County library usage. Medenwaldt questioned the council if they have considered appointing an employee representative on the Interim City Administrator review panel. Mayor Sossaman thanked Medenwaldt and the Board of Trustees for the generous donations to the City of Abbotsford.

Resident David Rueden questioned if the City had plans to increase the amount of sidewalk in the City. Mayor Sossaman stated that this will be discussed further down on the agenda.

There were **no Mayoral comments**.

Motion Kattre/Mediger to **waive the reading and approve the minutes from December 6, 8, and 22, 2010**. Mediger stated that during the discussion of the bills during the month there were two bills held for employee mileage. It was felt that after further discussion the mileage should be paid to the employees. Lopez will cut a check to the employees for the Mayor’s signature this week. Motion carried without negative vote.

Considerations before the Council

Under **update Abbyland Foods**, it was stated that Mr. Bauer is on vacation and no update is available at this time.

Under **ground water update**, Strand stated that at this time Abbyland is mostly complete with the temporary trailer and they are in need of water to test their equipment.

Strand explained the Treated Water Main project and stated he has had several conversations with the contractor, Switlick and Sons and liquidated damages were discussed. It was stated that Push will be moving their rig in soon, but can only work in temperatures above 15 degrees. It was stated that Sam's Well Drilling is handling Well 16 & 19 and these are the wells that will supply the temporary treatment plant. Test pumping is in progress at this time. It is required to pump the wells for 72 hours and then collect several tests. The testing process can take up to 30 days for the results to be returned to the City. After the tests results are in the pitiless adapters can be installed. Liquidated Damages were discussed with Sam's Well Drilling. The projected completion date is delayed about 2 months from the original date set by the DNR; although it was stated that the DNR has been notified and will only impose penalties if the final deadline is exceeded.

It was stated that the Raw Water Main contracts are in process and Advanced Construction would like to begin this week.

Strand stated that Ellis Stone has begun their paperwork for the sub contractors and their equipment. The first USDA-RD docket meeting will be held this Thursday at City Hall. A pre-construction meeting will be held on January 11, 2010 at 1:00 p.m. with Ellis Stone, Tonka, Hawkins, and Trojan. Resident Ron Graffunder commented that he objects to taxpayers paying the cost for another well due to the grouting situation.

Under **discuss/approve 2013 Highway project** (sidewalk, Lighting, Utility Infrastructure) it was stated that the costs of the sidewalk extension from Linden Street to McDonald's is estimated at about \$9,500 with 80% expected to be paid for by the State and 20% by the City. The cost of the lighting is estimated at about \$93,400 at a cost share of 50/50 with the State. It was questioned why the City was not informed of this project prior to tonight, where final approval is needed. It was stated that the informational meeting was held in October. Horacek stated that he was not given this information and was told there was no need for a public works meeting during the last few months. The maintenance on the additional sidewalk was cautioned. Motion LaSee/Anders to continue with the utility upgrades only with replacement of the existing lights. Motion carried without negative vote. It was discussed if the City changed their mind and later wished to install the sidewalk, there would be additional costs incurred to have the plan documents modified. Resident Dale Rachu questioned if council members knew how many children now walk on the rail road tracks to travel to McDonalds? Motion LaSee/Anders to rescind the prior motion to continue with the utility upgrades only with replacement of the existing lights. Motion carried without negative vote. Motion LaSee/Anders to continue with the utility upgrades and sidewalk and only replace the existing lights for the 2013 Highway 13 project. Motion carried 7:1 (Mediger)

Under **discuss/approve Change Order #2 – Ellis Stone Construction** Strand explained that when the council originally awarded the bid to Ellis Stone, they made it contingent upon financing; therefore the final notice to proceed was not issued until more than 60 days past the council motion. Documentation from the actual material suppliers was provided to show the increase in steel prices. Motion Kattre/LaSee to approve Change Order #2 in the amount of \$3,540.00. Motion carried 5:3 (Anders, Kilty, Voss)

Under **discuss/approve UV Equipment to Trojan**, it was explained that the only component of this bid that is changing from the original motion is the name of who the bid is awarded to. Previously the city

awarded the bid to Mulclay Shaw as they submitted the bid. Motion Anders/Horacek to award the bid to Trojan with all the same dollar amounts and conditions. Motion carried without negative vote.

Under **discuss/approve city direct purchases for Eau Pleine Water Project – Phase II**, motion LaSee/Kattre to approve the culvert to Central Culvert in the amount of \$12,837.00. Motion carried without negative vote. Motion LaSee/Kattre to award the conduit to HD Supply in the amount of \$17,181.90. Motion carried without negative vote. Motion LaSee/Kattre to approve the Hand Holes to Thomas Electric in the amount of \$8,278.56. Motion carried without negative vote.

Under **discuss/approve proceeding with Focus on Energy project – WWTP**, it was stated that there is grant funding to assist with several components in the Waste Water Treatment Plant upgrades. It was suggested to table this item until it can be discussed in greater detail at the water and sewer meeting. Lopez stated the city has prices from two engineering firms to administer this grant for the City.

Under **discuss/approve Abby Bank Wire Agreement**; Lopez stated that with PMA holding the BAN proceeds for the City, it is necessary to have a wire agreement in place as funds will be wired on an increased basis. Motion Kattre/Voss to approve the agreement with listing the President, Treasurer, and Mayor as the approved signers. It was noted that authorization on this account will be the same as the other City accounts necessitating two signatures. Motion carried without negative vote.

Under update on **Interim Administrator**, Mayor Sossaman stated that six letters were sent to potential Interim City Administrators. The written proposals were requested on or before January 20, 2011 and a committee review meeting is scheduled for January 25, 2011 with interviews to be held on February 3, 2011. Anders stated he would like to see an employee on the review committee for input. Mayor Sossaman stated that the panel has discussed having Marcia Hochhalter, John Mueller and Pat Hutman as their representatives. Discussion was held as to the best method to structure this committee. Voss stated she would like to thank the CAP for their dedication to this project, but felt strongly that they have fulfilled their task and the council can handle the hiring process. Motion Voss/LaSee to thank the CAP for their duties and disbar the committee and have the Finance and Personnel handle the interview process. Roll call: LaSee – yes, Kilty – no, Voss – yes, Horacek – no, Kattre – no, Anders – no, Mediger – yes, Faber – no. Motion defeated 3:5

Motion Horacek/Anders to have full council and 3 CAP members handle the interview process. Motion carried without negative vote.

Committee Reports

License and Building was presented by Mayor Sossaman. Building permits were reviewed.

Under /approve **Cigarette License** to Mark Prior – Abby Discount Foods, motion Mediger/Anders to deny the license based upon the fact that the owner has informed the City that there is no running water at the business location and also that the tenant is in the process of being evicted. Motion carried without negative vote.

Police Commission was presented by Voss.

The police minutes were reviewed. There were no questions or comments.

Motion Voss/Kilty to approve the bills in the amount of \$17,315.48. Motion carried without negative vote. Motion Voss/Kilty to approve the 2010 Budget Amendments. Motion carried without negative vote. Motion Voss/Kilty to transfer money from the Metal Plate fund into the K-9 replacement fund.

Motion carried without negative vote. Motion carried without negative vote. Motion LaSee/Voss to transfer \$10,507.35 from TRACS account into a retirement account. It was stated this is to assist in covering an unfunded liability in the amount of \$52,000 for unused sick time as the union contract allows for a payout of 50% of the employees sick pay. Motion carried without negative vote.

Abbotsford Ambulance Department was presented by Mayor Sossaman.

Lopez stated that in the prior month the Fire Department report included both October and November. As the December meeting was late in the month, December will be presented to the City in February. There were no comments or questions regarding the Ambulance reports.

Under **Abbotsford/Colby Area Chamber of Commerce**, Lopez stated that the next meeting is scheduled for this week Wednesday and any interested parties can RSVP at City Hall. The annual meeting will be held on January 23, 2011 and information will be provided in mailboxes.

Additional committee meetings were set.

Motion Horacek/Voss to convene to **closed session** pursuant to Wisconsin Statute § 19.85 (1)(c) for the purpose of consideration of employment of any public employee over which the Common Council exercises jurisdiction, for the purpose of discussing potential employee discipline.

Roll Call: Voss – yes, Horacek – yes, LaSee – yes, Kilty – yes, Anders – yes, Faber – yes, Mediger – yes, and Faber – yes

Motion Anders/Kattre to **adjourn** at 9:32 p.m. Motion carried without negative vote.

Minutes from the Abbotsford City Council meeting held January 25, 2011 in the Abbotsford Council Chambers.

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

Roll call: Mayor Sossaman, Horacek, LaSee, Kilty, Anders, Faber, Kattre and Mediger Absent: Voss

Others present: Clerk Lopez, Hochhalter – CAP, Hutman – CAP, Mueller – CAP, and Kevin O'Brien – Tribune Phonograph

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

Mayor Sossaman stated that six proposals for the Interim Administrator were received and the council will be reviewing the information in closed session.

Under **discuss/approve sidewalk lighting for Highway 13 project**, it was explained that if the street lighting is completed during the Highway 13 reconstruction project there will be 50% funding from the state. With the 50% funding the cost for the City of Abbotsford would be approximately \$46,700.00. It was stated that any decorative/additional feature would increase the cost. Motion Horacek/LaSee to complete the lighting package in the approximate cost of \$46,700.00 in 2013. Motion carried without negative vote.

Under discuss/approve **Resolution 2011-1 Approving a Natural Hazards Mitigation Plan** for the City of Abbotsford, motion Kattre/Mediger to approve as stated. Motion carried without negative vote.

Motion Katter/Horacek to **convene to closed session** pursuant to Wisconsin Statute 19.85(1)(c) considering employment, promotion, and compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of reviewing resumes for the interim administrator position.

Roll call: Horacek – yes, LaSee – yes, Kilty – yes, Anders – yes, Faber – yes, Mediger – yes, Kattre - yes

Motion Kattre/Mediger to **adjourn**. Motion carried without negative vote.