

City of Abbotsford

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AGENDA FOR THE COUNCIL MEETING TO BE HELD

Tuesday, April 16, 2019 AT 6:00 PM

IN THE COUNCIL ROOM AND PUBLIC LEARNING CENTER OF THE ABBOTSFORD CITY HALL
203 NORTH FIRST STREET, ABBOTSFORD WI 54405

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

1. Call the regular meeting to order in Council Room
2. Roll call
3. Pledge of Allegiance
4. Oath of Office for Mayor and City Council Members Elected April 2, 2019 – Administered by Judge Judy Kalepp

THE CITY COUNCIL WILL MOVE TO THE PLC FOR THE REMAINDER OF THE MEETING

5. Comments by the Mayor
6. Comments by the Administrator
7. Comments by the Public
8. Approve Minutes of March 28, 2019 Finance Committee
9. Approve Minutes of April 1, 2019 City Council Meeting
10. Nomination of Council President
11. Discuss/approve Committee/Commission Appointments
12. Set Dates For Next Meetings
13. Communications: None
14. Adjourn

Minutes from the City of Abbotsford Finance Committee meeting held Thursday March 28, 2019 in the Abbotsford City Council Chambers.

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

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

Also present: Administrator Grady, Deputy Clerk Luedtke, Public Works Manager Stuttgart, Dave Hediger (County Market), and Kevin O'Brien (Tribune Phonograph)

Pledge of Allegiance: Held

Comments by the Chair: Chair Anders asked that all of the members of the committees take a close look at the proposed ordinances.

Public Comments Pertaining to Agenda: None

Discuss/recommend:

March bills – Chairman Anders reminded that copier lease is up for renewal in 2020

Motion by *Kramer/Horacek* to approve the March bills in the amount of \$83,472.98.
Unanimous.

Motion by *Horacek/Faber* to approve payroll in the amount of \$49,906.69. *Unanimous*

February 2019 Financials - The committee questioned the payment of the school crossing guard. Administrator Grady explained that this line remains an unresolved issue and is one that the Finance Committee should take up before the next budget cycle. Should the city continue to pay for this expense?

July 4th Fireworks Quote – Administrator Grady informed the committee that the city budgeted \$2500 for fireworks and that the Abby-Colby Chamber of Commerce was contributing \$1200 covering the entire cost of the fireworks quote. Motion to approve by *Faber/Kramer* – *unanimous*

Sewer Rates - Alder Anders handed out a sheet of calculations based upon the audited financials of FY 2017. The financials showed that the sewer utility was running a deficit of \$220,618.00 when depreciation was considered.

The concern is that the city is not able to devote any revenue towards future maintenance and replacement of the sewer utility. The sewer utility has \$5.6 million in accumulated depreciation, but only \$1.4 million in cash in the bank.

The Public fire charge on the water bills was brought up to clarify why the charge exists. It is a charge that the DNR requires for keeping extra water capacity so that a fire can be out out if needed.

For the past couple of the years the city's auditor has been warning the city that sewer rates are going to need to be raised. The committee decided to take no action at this time.

Quotes for Planned Maintenance for Generators at Water and Waste Water Utilities -

Administrator Grady explained that there are only 2 companies the area that perform this work. Motion by *Horacek/Faber* to accept Fabco quote. *Unanimous*.

Quote from UW Hygiene Lab for Copper Testing - Administrator Grady explained that this test is necessary in order to try to get relief from the DNR on the wastewater plant's copper discharge limits. The test will be conducted in May 2019. Motion to approve quote by *Kramer/Faber*. *Unanimous*.

Refund for Sewer Bill - Administrator Grady informed the committee that there was a water leak at one of the trailer parks during the polar vortex that caused the utility customer to receive a bill in excess of \$9,000. Since the water was used the customer is required to pay for the water. However, the city has generally refunds the sewer portion since the water does not go into the sewer system. Motion to approve by *Faber/Kramer*. *Unanimous*.

TIF Loan for County Market - Dave Hediger, owner of County Market, explained the committee his plan for placing a pharmacy in County Market. Mr. Hediger is working with Josh Prohaska who own a number of Healthmart pharmacies. Healthmart will be renting the space from County Market. The plan is open in June 2019.

Mr. Hediger is asking for a low interest loan to help finance the construction and relocation expenses where the pharmacy will be placed. Mr. Hediger stated that the top dollar amount will be \$130,000.

Administrator Grady stated that the loan would be structured similar to a construction draw loan. County Market would turn in invoices and get reimbursements for actual expenses.

Motion by *Kramer/Faber* to approve the TIF loan of up to \$130,000 and allow the City Administrator to negotiate the terms. *Unanimous*.

Motion to adjourn by *Horachek/Faber*. The committee adjourned at 6:53 PM.

Minutes from the April 1, 2019 Abbotsford City Council Meeting held in the Abbotsford City Hall Council Chambers.

Mayor Voss called the meeting to order at 5:30 p.m.

Roll Call: Mayor Voss, Horacek, Clement, Huther, Weideman*, Kramer, and Faber (Anders and Totzke – absent)

Others present: Administrator Grady, Battalion Chief John Austin, Municipal Court Judge Kalep, Deputy Clerk Leudke, Kevin O'Brien (Tribune Phonograph), Laura Jones (MSA), Public Works Director Stuttgart, Chief Bauer, Library Director Jochimsen, Don Medenwaldt, and Frankie Soto

Public Hearing – Laura Jones of MSA gave a presentation of the city's CDBG project. The project went very well. The Department of Administration conducted the grant monitoring and found no concerns. The project ended with \$27,000 in fund left. Public Works Director Stuttgart stated that \$27,000 remaining is about as close as one get to maxing out the grant.

The Public Hearing ended at 5:35 PM.

Pledge of Allegiance: Held

Comments by the Mayor: Mayor Voss stated that she attended the recent Mayors Association meeting. The next one will be in June. The issue coming up is renegotiating garbage pick up.

Mayor Voss informed the City Council about the recent passing of Todd Trader of MSA and asked for a moment of silence.

Administrators Comments – Administrator Grady spoke about a recent meeting with Clark County Emergency Man Mayor Voss, Chief Bauer, and I met with Clark County Emergency Management. They are in the process of creating with their Hazard Mitigation Plan and are visiting municipalities within the county.

Once the plan is implemented by the County Board, participating communities will be eligible from grant funding. Grants are available for the acquisition of floodprone properties, flood proofing, flood prevention, same rooms, storm shelters, building hardening, and public education.

In the packets are the February 2019 financials. For the most part the City is well within budget. A few journal entries need to be made yet to clarify accounts. For instance, City Clerk looks it is going over, however, it has wages for Dan, Lou, and Erin in it. Those expenses need to be transferred to the correct accounts and the allocations fixes in payroll.

There are some one-time expenses in the financials. For instance, the property and liability insurance came a little lower than budgeted and the number represents the entire year's premium.

School crossing guard wages are issue that the City Council needs to address.

Snow wages are higher than one would expect, however, February saw a lot of snow and a lot of overtime. We won't know until the end of the year where we will be in the budget.

In the bills packet you will see a \$8900 invoice for Interior Cleaning Specialists. It should be noted that the City's insurance company reimbursed the City for the entire expense except for \$1,000, the deductible.

Public Comments Pertaining to the Agenda: None

Minutes – Motion *by Horacek/Kramer* to approve minutes of March 11, 2018 *Motion carried unanimously.*

Ordinance 1-2019 was withdrawn from the agenda.

Ordinance 2-2019 Abolish City Council Committees and Establish a Committee-of-the-Whole:

The City Council debated the merits of passing the ordinance. The two concerns were the ability to achieve a quorum at committee meetings and would passing this ordinance create greater expenses for the city.

Several members spoke to the inability to establish quorums, citing the inability to hold a Finance Committee recently. It was generally felt that a Committee-of the Whole approach allow the City Council greater flexibility.

Regarding the expenses related to changing the format, Administrator Grady stated that at worst the costs would be about the same as the currently budgeted and, maybe, cheaper. Members of the Council would be paid \$65 for Council meetings and \$50 for Committee-of-the-Whole meetings.

Motion *by Kramer/Clement* to approve

Alder Weideman arrived at the meeting at 5:45 PM.

Roll call vote

Horacek - aye, Clement-aye, Huther-aye, Weideman-no, Kramer-aye, Faber-aye *Motion passes 5-1.*

Ordinance 3-2019 Authorize the Mayor to Become a Voting Member of any Committee for the Purposes of Establishing a Quorum – The City Council discussed that this is another ordinance change being brought up because of the problems that the City Council has had in establishing quorums.

Alder Faber spoke about that the city should think about changing the entire structure of the City Council. Specifically, should each district have 2 members? Would the city be better

served by having for district members and 4 at-large members. Alder Faber asked the City Council to consider different options going forward.

Motion to approve by *Kramer/Huther*

Roll call vote

Horacek - aye, Clement-aye, Huther-aye, Weideman-no, Kramer-aye, Faber-no *Motion passes 4-2.*

TIF Loan for County Market - Dave Hediger, owner of County Market, explained the committee his plan for placing a pharmacy in County Market. Mr. Hediger is working with Josh Prohaska who own a number of Healthmart pharmacies. Healthmart will be renting the space from County Market. The plan is open in June 2019.

Mr. Hediger stated that the lack of a pharmacy is one of the greatest concerns that he has heard from his customers. He has received great support from his customers and is using local contractors for all of the construction.

Mr. Hediger is asking for a low interest loan to help finance the construction and relocation expenses where the pharmacy will be placed. Mr. Hediger stated that the top dollar amount will be \$130,000.

Administrator Grady stated that the loan would be structured similar to a construction draw loan. County Market would turn in invoices and get reimbursements for actual expenses. The negotiated rate is 2.5%, the same as the Fed Funds Rate over a term of 5-7 years. There would be no pre-payment penalty and that County Market is encouraged to pay back early. Administrator Grady also spoke to the President of the School Board and the School Superintendent and they wholeheartedly supported the loan.

Motion by *Kramer/Horacek* to approve the TIF loan of up to \$130,000 *Unanimous.*

Beverage Server Licenses – Administrator Grady stated that all of the licenses came back from the Police Department with no objections. Motion by *Horacek/Faber* to approve. *Unanimous.*

Public Works Items

- **Street Sweeping** – Precision was the only bidder last year. The city did not get charged for the Fall sweeping due to the cold conditions. Motion to approve by *Faber/Clement.* *Unanimous*
- **Crack Sealing** – The city received 3 quotes. D & D Sealcoating and Stripping is a new bidder. The RFQ specified that that it had to be squeegeed and that they were responsible for their own traffic control. There is no difference in the product used by

the different bidders. Motion by *Faber/Horacek* to approve D & D Sealcoating and Stripping for up to \$10,000.00.

- **Sewer Cleaning** – R & R Waste Systems has been providing service to the city for years. Their price has not changed since 2016. They have the entire sewer system televised and on DVD. The televising portion of the quote is there in case the city needs it as the city still has a lot of clay pipes. It was noted that the clay pipes will need to be replaced at some point. Motion to approve R & R Waste Systems, Inc. quote by *Horacek/Faber*. *Unanimous*.
- Linden Street – Linden Street is in need of repairs. It will cost around \$400,000 to complete the repairs. The project will not be grant eligible and has been on the 5 year plan for years.

Alder Faber left the meeting at 6:22 PM

For the time being there is a section that needs immediate repair. The Public Works Department will cut a patch in the road to repair the section. The estimated cost is \$3,000.00. Motion to approve repairs to \$5,000.00 by *Horacek/Clement*. *Unanimous*.

July 4th Fireworks - Administrator Grady informed the City Council that that the Abby-Colby Chamber of Commerce will be contributing the unbudgeted portion (\$1,200.00) of the fireworks expense. Motion to approve fireworks quote by *Kramer/Horacek*. *Unanimous*.

Additional Week of Vacation for Public Works Manager - Due to the large amount of snow that the city received this Winter, the Public Works Manager had to long hours and on weekends. While all of the Public Works employees were paid over time or comp time, the Public Works Manager is ineligible for overtime or comp time due to his position with the city. The City Council is being asked to recognize the many hours and dedication shown by the Public Works Manager by awarding him an extra week of vacation to be used during 2019. Motion to approve giving the Public Works Manager an extra week of vacation by *Horacek/Kramer*. *Unanimous*.

Sewer Rates - The City Council was handed a packet prepared by Alder Anders. Alder Anders using the audited 2017 financials to show that once all expenses are taken into account, including depreciation that the Wastewater Utility is losing over \$220,000/year.

It was noted that sewer rates have not been increased since 2016. In addition, it was noted that the city's auditors have been warning the City Council for a couple of years that sewer rates need to be addressed.

The Council briefly discussed the appearance of water and sewer rates to prospective home purchasers. The City Council asked that staff research what other local municipalities are charging. Issue tabled.

New Server - Administrator Grady stated that the City need a new server to host Civics, as well as, the need to upgrade security. The current server is old and is not capable of meeting the needs of the city. Approval was sought to spend up to \$7,000 on a new server. Motion to approve by *Clement/Kramer. Unanimous.*

Quotes for Planned Maintenance on Generators for Waste Water Utility – The generators are designed to immediately supply power in the event of a power outage. Maintenance is necessary to keep the functioning. Motion to approve by *Kramer/Horacek. Motion passes 4-1 (Weideman-no)*

Quote from UW Hygiene Lab for Copper Testing - Administrator Grady explained that this test is necessary in order to try to get relief from the DNR on the wastewater plant’s copper discharge limits. The test will be conducted in May 2019. Motion to approve quote by *Kramer/Weidemanr. Unanimous.*

Refund for Sewer Bill - Administrator Grady informed the committee that there was a water leak at one of the trailer parks during the polar vortex that caused the utility customer to receive a bill in excess of \$9,000. Since the water was used the customer is required to pay for the water. However, the city has generally refunds the sewer portion since the water does not go into the sewer system. Motion to approve by *Horacek/Weideman. Unanimous.*

March bills –Motion by *Kramer/ Horacek* to approve the March bills in the amount of \$83,472.98 and to approve payroll in the amount of \$49,906.69. *Motion passes 4-1 (Weideman-no)*

February 2019 Financials - The committee questioned the payment of the school crossing guard. Administrator Grady explained that this line remains an unresolved issue and is one that the Finance Committee should take up before the next budget cycle. Should the city continue to pay for this expense?

Police Commission Bill and Minutes – Alder Weideman noted that the Police Department is transferring \$50,000 from their reserve fund. Alder Weideman also noted that the this vote approves a \$1.64/hour increase in pay for Chief Bauer. Chief Bauer will next enter into pay negotiation in 2021. Motion approve the minutes and bills in the amount of \$23,951.59 by *Weideman/Kramer. Uananimous.*

Fire Department Update - Alder Weideman noted that the Fire Department was working on a back log of inspections have not been done yet.

Library Update – Library Director Jochimsen stated that the PTO was holding their book sale April 13th and 14th. Local author Joseph Lange will be at the library on April 17th. She noted that April 22nd is Fire Safety Day and the representatives from the Fire Department will give a presentation.

Next Meeting - The next City Council meeting is mandated by the state. By statute it must occur 2 weeks after the April election. This is April 16, 2019.

The Fire Department meets on April 18th at 7:00 in Dorchester.

Motion to adjourn by Horacek/Clement. The City Council adjourned at 6:59 PM.