

# City of Abbotsford

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

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City Hall (715) 223-3444

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## AGENDA FOR THE COUNCIL MEETING TO BE HELD

December 3, 2018 AT **6:00 PM**

IN THE COUNCIL CHAMBERS OF THE ABBOTSFORD CITY HALL  
203 NORTH FIRST STREET, ABBOTSFORD WI

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

0. 2018 Budget Public Hearing
1. Call the regular meeting to order
  - a. Roll call
  - b. Pledge of Allegiance
2. Comments by the Mayor
3. Comments by the Public
4. Minutes from the Council held November 28, 2018
  - a. Waive the reading and approve the minutes
5. Considerations before the Council
  - a. Discuss/approve 2018 Budget
    1. Individual Alder Amendments
6. Approve Levy Authority for FY 2019
7. Set additional committee meetings on the calendar
8. Adjourn

## **Minutes from the November 28, 2018 Abbotsford City Council Meeting held in the Abbotsford City Hall Council Chambers.**

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

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

Others present: Administrator Grady, Deputy Clerk Luedtke, Kevin O'Brien (Tribune Phonograph), Judge Judy Kalep, Deputy Court Clerk Weich, and Frankie

**Pledge of Allegiance:** Held

**Comments by the Mayor:** Mayor Voss stated that she attended the swearing in of Joe Mueller as the new Fire Chief. Mayor Voss also attended the Mayor's Association meeting in Dorchester where the mayors toured Meyer Manufacturing.

**Communications** – The council was presented with Ruderware's legal opinion regarding TIF 6 Amended and the police activity report.

**Public Comments Pertaining to the Agenda:** Judge Kalep stated that if the Municipal Court funding request was not restored it would be unlikely that the Municipal Court could continue operations. This would cost the city more money as police officers would have to travel to Neillsville to attend court hearings.

Mayor Voss asked why time cards were not being used. Judge Kalep said that the Court would start using time cards.

Mayor Voss asked what where the amounts of the collected v. uncollected fines. Deputy Clerk Weich responded that the court is in the process of engaging in collection efforts. From January-July 2018 no collection efforts were made and the court is still trying to catch up on the backlog. The court will be using several programs available through the Department of Revenue.

Frankie XXX questioned the timing of taking up the city budget. Mayor Voss postponed the budget hearing until December 3, 2018 at 6:00pm.

**Minutes** – Motion *by Clement/Horacek* to approve minutes of November 7, 2018 *Motion carried unanimously.*

**Police Committee Meeting Minutes and Financials** – Motion *by Kramer/Faber* to approve the Police Committee Meeting and bills in the amount of \$20,372.12 *Motion carried unanimously.*

**Appointment of Alex Bowman as Lieutenant for the Abbotsford/Colby Police Department** – Motion *by Faber/Kramer* to approve the appointment. *Horacek-aye, Totzke-aye, Clement-nay, Huther-aye, Faber-aye, Weideman- aye, Kramer-aye*

**Room Tax Committee Meeting Minutes** – Mayor Voss briefly discussed the room tax financials as prepared by local CPA and new Room Tax Committee Chairman Eric Reis. This issue was discussed at the Finance Committee on 11-28-18.

Motion by *Kramer/Horacek* to approve Room Tax Committee Meeting Minutes 11-28-18.  
*Unanimous*

**Planning Committee Meeting Minutes** – The topic of discussion was the Schilling Farm project. The council discussed whether the \$5,000 incentive was reasonable and fair to other residents. There was also discussion about whether the committee should set a minimum dollar amount or square footage. It was also discussed if there was the possibility of enforcing penalties for non-compliance. It was agreed that the City Council would like the Planning Committee to continue working on more concrete plans for presentation to the City Council.

Motion by *Faber/Kramer* to approve 11-9-18 minutes. *Unanimous*

**Library Committee Meeting Minutes** – Motion by *Kramer/Weideman* to approve. *Unanimous*

**Approval of November Bills and Payroll** – Ald. Kramer asked about the Advanced Disposal invoice and whether or not the city gets paid for recycling. It was explained that recycling revenue is in the form of grant. Administrator Grady stated that he was going to look into other options for recycling to enhance city revenue.

Ald. Kramer asked about the Johnson Block invoice. It was explained that this was part of the fees associated with preparing the 2017 annual report.

Ald. Kramer asked about the Commercial Testing Labs, Inc. invoice. It was explained that this is an invoice for DNR mandated drinking water testing.

Ald. Kramer asked about the SHE invoice. It was explained that this was for DNR mandated testing on the city landfill.

Motion by *Faber/Weideman* to approve bills in the amount of \$199,012.77. *Unanimous.*

Motion by *Faber/Horacek* to approve payroll in the amount of \$12,623.84. *Unanimous.*

**Cash Discrepancy** – Administrator Grady informed the Council that there is a \$500 cash discrepancy in the property tax cash drawer dating back to the beginning of 2018. The discrepancy was discovered by Interim Administrator Gau and since that time city staff has not been able to locate the missing funds. City staff is unsure whether actual cash is missing or whether an incorrect journal entry was made.

**Creating a Restricted Fund for the Municipal Services Account-** Administrator Grady explained that there was an account that contained ~\$38,000 that contains money donated specifically to pay down the principal on the Public Safety building general obligation bond. According to the terms of the bond the city cannot make additional principal payments until 3-1-21. Payments

must be made in increments of \$5,000. It is the intent of city staff to hold these donations and future donations in a separate account and use all available proceeds to pay down the principle in 2021. Motion by *Faber/Horacek* to approve. *Unanimous*.

**Employee Christmas Gifts** – The Finance Committee recommended that employees be given a \$25 gift certificate in Chamber dollars instead of the traditional ham or turkey. Motion by *Kramer/Horacek* to approve. *Unanimous*.

**Operator's License for Tammi Hazen** – Motion by *Weideman/Clement* to approve. *Unanimous*.

**New Pump For Wastewater Utility** – Motion by *Kramer/Horacek* to accept the lowest bid by B & M Technical Services in the amount of \$8464.40. *Unanimous*.

**New Pump for Water Utility** – Motion by *Faber/Horacek* to approve the lowest bid by Crane Engineering in the amount of \$6706.00. *Unanimous*.

**Cell Tower Leases** – Administrator Grady informed the City Council that the city has been receiving offers by private companies wanting to lease the city's cell tower leasing rights. It was agreed that the city would consider the issue at a later date.

**Next Meetings –**

City Council Budget Hearing – City Council will pass budget – December 3, 2016 at 6:00PM

Police Committee – December 10, 2016 at 6:30PM

Public Works/Water & Sewer – December 12, 2018 6:00PM

Finance Committee – Subject to call of the Chair.

**Motion to Adjourn** – Motion by *Horacek/Faber*. *Unanimous*.

The City Council adjourned at 7:00PM. November 28, 2018.

**RESOLUTION NO. 2018-8**

**COMMON COUNCIL  
RESOLUTION ADOPTION OF 2019 BUDGET  
ABBOTSFORD CITY COUNCIL**

WHEREAS, the City Finance and Personnel Committee has had several working sessions on the 2019 budget, and

WHEREAS, on October 29, 2018 at a Special Council Meeting the Council recommended a 2019 budget, and

WHEREAS, on October 29, 2018 at a Special Council Meeting the Council set the 2019 Budget Hearing for November 5, 2019, and

WHEREAS, on November 5, 2018 a Public Hearing was held on the 2019 budget.

NOW, THEREFORE, BE IT RESOLVED, that the City Council approves the 2019 budget and set the tax levy at \$898,922.44 that covers the General Fund and \$356,170.00 that covers the TIF Fund.

Dated this 28<sup>th</sup> day of 2018.

APPROVED BY:

ATTESTED:

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Lori Voss, Mayor

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Dan Grady, Administrator/Clerk/Treasurer