

City of Abbotsford

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

City Hall (715) 223-3444

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AGENDA FOR THE COUNCIL MEETING TO BE HELD

Monday, March 7, 2016 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.

1. Call the regular meeting to order
 - a. Roll call
 - b. Pledge of Allegiance
2. Minutes from the Council held February 1, 2016 (Page 1-3)
 - a. Waive the reading and approve the minutes
3. Comments by the Public
4. Considerations before the Council
 - a. Discussion with City Attorney regarding Abbotsford Fire Company, Inc
 - b. Discuss/approve to disband Abbotsford Fire Company, Inc. pursuant to Wis. Stat. Sec. 213.04.
 - c. Discuss/approve Resolution 2016-1 proceeding with United Seven Fire Consolidation (Page 4-26)
 - d. Discuss/approve Resolution 2016-2 Hazard Mitigation Plan (Page 27)
 - e. Review updated Emergency Response Plan (Page 28-47)
 - f. Discuss/approve Resolution 2016-3 2015 Budget Amendment

Committee Reports

5. Public Works/Water Sewer (Horacek/Voss)
 - a. Minutes from February 24, 2016 (Page 48)
 - b. Water/Wastewater update (Medenwaldt)
 - c. Discuss/approve Change Order #2 – Main Lift Station (Page 49-57)
 - d. Public Works update (Stuttgen)
 - e. Discuss/approve bidding out 6” line replacement (3rd Avenue force main; lift station)
 - f. Discuss/approve hiring Town and Country for the 2016 lawn mowing at a flat rate of \$15,500 per season, plus leaf pickup (not including new WWTP or brush hogging)
 - g. Discuss/approve bid on X-Mark Mower
 - h. Discuss/approve revision to Ordinance 10-1-11 Heavy Traffic Routes (Page 58-59)
6. Abbotsford Fire, Ambulance Department, Consolidation Committee (Mayor Rachu)
 - a. Minutes from Fire, January 27, 2016 (Page 60-61)
 - b. Minutes from Ambulance – February 8, 2016 (Page 62-64)
 - c. Consolidation Committee Minutes from February 20, 2016 – table if received
7. Finance and Personnel (Schwantes)
 - a. Minutes from February 22, 2016 (Page 65)
8. Police Commission (Mayor Rachu)
 - a. Police Minutes from February 8, 2016 (Page 66-67)
 - b. Police bills in amount of \$18,509.48 (Page 68-73)
 - c. Discuss/approve a wage increase of 35 cents per hour for Sandy Kocian, adjusting her hourly wage rate to \$18.10 per hour beginning with the next pay period

9. Library (Mayor Rachu)

a. Update:

i. Nancy Corley to the position of Interim Director beginning on Feb 19, 2016. She will be holding this until the new director is in place. Nancy will return to the position of Library Assistant when the new director begins. (Page 74)

ii. New Library director: Jenny Jochimsen; starts employment March 28, 2016 (Page 75)

b. Discuss/approve reappointment Nina Writz for a three year term on the Abbotsford Public Library Board of Trustees

10. License & Building (Schwantes)

a. Building Permits

Table1

PERMIT #	FIRST NAME	LAST NAME	ADDRESS	EXPLANATION	DATE ISSUED	COST	COUNTY	RESIDENTIAL/COMMERCIAL
2016-1	JAMES	HOEFS	214 S 4TH ST	STORAGE SHED	2/23/2016	\$3,200.00	CLARK	RESIDENTAL

b. Discuss/approve Class B Beer license for CAP Operations Inc, 300 E Spruce Street

c. Discuss/approve Original Operator Licenses:

Nicole Beran	Shopko
Grace Ford	Abbotsford Travel Stop
Lisa Frane	The Medo's

11. Abbotsford Colby Area Chamber of Commerce (Lopez)

a. There was be no February meeting – next meeting is March 9, 2016 at the Abbotsford City Hall

12. Set additional committee meetings on the calendar (Page 76-77)

13. Adjourn

Minutes from the February 1, 2016 Abbotsford City Council held in the Council Chamber of the Abbotsford City Hall

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

Roll call: Mayor Rach, Voss, Horacek, Faber, Schwantes, Weideman, Mediger, and Gosse and Anders – absent)

Others present: Clerk Lopez, DPW Stuttgen, Water/Wastewater Manager Medenwaldt, Chief Jason Bauer, Todd Trader – MSA, Jim Weix, Robert Morrow, Chris Selman, John Austin, Ray Esselman, Chief Jody Apfelbeck, Dallas Wiese, Jeremy Totzke, Dean Wiese, Travis and Kayla Nixdorf, Dennis Kramer and Kevin O'Brien – Tribune Phonograph

The **Pledge of Allegiance** was heard.

Under **comments by the Mayor**, a handout was distributed stating Robert's Rules of Order.

Under **comments by the Public**, Mayor Rach stated that he would hear public comments regarding the Intergovernmental Agreement at that time. There were no other public comments heard.

Motion Voss/Mediger to **waive the reading and approve the minutes** from the Council held January 4, 2016. Motion carried without negative vote.

Considerations before the Council

Under discuss/approve **CDBG-PF Grant Application** Todd Trader – MSA, stated this is the same grant application that the City has worked with on the Second Street project. The submittal is in May and the grant is good for 50% of the project up to \$500,000. The pool of funds available is around \$15,000,000. This would be for the construction project of 2017. Trader felt that the City's portion could be funded by the TIF revenues. Trader recommended adding a new TIF District to capitalize the potential growth of development. It was stated that the City has already completed the income survey in that area, and more than 80% of the residents qualify. The grants are awarded in August. Motion Mediger/Voss to approve the CDBG-PF Grant Application. Motion carried without negative vote.

Committee Reports

Public Works/Water Sewer was presented by Horacek and Voss.

Public Works update was provided by Stuttgen.

Water/Wastewater update was provided by Medenwaldt. New plant construction is going well, and the project is on target with an expected completion in March.

Minutes from January 20, 2016 were presented.

Under **discuss/approve Change Order #4 - \$4,195.80 WWTP Construction - Chemical Conduit**, it was stated that due to space limitations, it was decided to add a second conduit for ease. Motion Voss/Schwantes to approve the Change Order as presented. Motion carried without negative vote.

Under discuss/approve **taking bids on an X-Mark Mower**, motion Weideman/Horacek to solicit bids on an X-Mark Mower. Motion carried without negative vote.

Under discuss/approve **sewer extension on East Spruce Street**, Stuttgen stated that Abbyland will be building on East Spruce Street. The new building will cover an old line on the property. Currently the City's line ends in front of the old Hardee's building. The City would need to extend that line east to allow for the properties east to hook onto. This would be about \$10,000. Melvin Companies has agreed to bring their service to the City connection. Abbyland will not be utilizing the City's sewer. The City would be extending the City sewer in the right-of-way. Stuttgen stated that the City already has a plan on this; it was cautioned that this will need DNR approval prior to construction. Motion Weideman/Schwantes to approve the sewer extension on East Spruce Street. Motion carried without negative vote.

Abbotsford Fire, Ambulance Department, Consolidation Committee was presented by Mayor Rachu. Minutes from **Fire**, December 2015 were presented. There were no comments or questions. Minutes from **Ambulance** were presented on the table.

Under **Consolidation Committee** it was stated the minutes from the last meeting are not yet available. The next meeting will be February 20, 2015 10:00 am – Abbotsford City Hall. This will be noticed in the newspaper and on the four City signs.

Under **discussion/update on Inter-Governmental Agreement**, Schwantes stated the group would like the City to have a letter of intent on or before March 18, 2016. This fire district would pay the City of Abbotsford \$5,000 per year, for Abbotsford to be the main office location; this would be in addition to the payment of the utilities of the building. Apfelbeck stated the existing furniture was purchased by fund raising funds. Mayor Rachu stated they would clarify who would purchase the necessary equipment in the office. Schwantes highlighted the Intergovernmental Agreement and pointed out the major changes between the first draft and this draft. Mayor Rachu asked if the City Council has concerns with the weighted vote. Discussion at the meeting varied, some members felt it should be one man, one vote. The agreement was a weighted vote on purchases over \$50,000. It was questioned if someone does not sign this agreement; will that adversely affect the cost of the service. It was stated that the largest part of the department budget is manpower and utilities. The expense of the district would not reduce greatly with one township backing out; but it would directly impact the revenue. It was stated that the City will vote on this issue on March 7, 2016. Weix stated that in the past, there was no charge for fires in the City; it was questioned if there would be a charge with the consolidation. It was stated that the bill would go to the municipalities and it would be up to the municipality to determine if they will bill it back to the individual homes or if the City would absorb the cost. The last agreement was going to be retyped with the penciled in changes, and the draft version was going to be reviewed by an attorney; this attorney has experience in working with consolidated Fire Districts. Discussion was held regarding on the newspaper article and a clarification will be issued if necessary.

Finance and Personnel was presented by Schwantes. Minutes from January 12, 2016 were presented.

Police Commission was presented by Weideman. Police Minutes from January 11, 2016 were presented. There was a discussion that the fund balance was accumulating and a motion was made to transfer fund balance over to the automobile fund. A job description was discussed for the Administrative Assistant. 12 new Lexipol policies were approved. A resignation was accepted from Ross Rannow.

Motion Schwantes/Faber to approve the **Police bills** in amount of \$11,588.03. Motion carried without negative vote.

Under discuss/approve **hiring Adam Sazama as a fulltime Patrolman**, motion Schwantes/Voss to hire Adam Sazama as a fulltime Patrolman. Motion carried without negative vote.

License and Building was presented by Schwantes.

Motion Voss/Horacek approve the **Original Operator Licenses:**

- Bailey G. Schleicher Abbotsford Travel Stop
- Tasha Heron Abbotsford Travel Stop
- Gregory Miklaszkwicz Abbotsford Travel Stop
- Yuliana Gonzalez-Lancleros Abbotsford Travel Stop
- Zaira Navarro Abbotsford Travel Stop
- Tanya Ann Altman Kwik Trip
- Laura Hendrickson Shopko
- Allison M. Grathaus Pizza Hut
- Terri Terrones The Medo's
- Karie Faber The Medo's
- Patricia Schmid The Medo's

Motion carried 5:0:1 (Faber abstained)

Board of Appeal was presented by Stuttgen.

Minutes from January 18, 2016 were presented.

Room Tax was presented by Weideman.

Minutes from January 18, 2016 were presented.

Abbotsford Colby Area Chamber of Commerce was Lopez.

Minutes from January 6, 2016 were presented. It was stated that there will be no February meeting.

Additional committee meetings were set on the calendar.

Motion Horacek/Schwantes to **adjourn** at 7:00 p.m. Motion carried without negative vote.

Resolution 2016-1

Whereas, The City of Abbotsford wishes to join the United Seven Fire District.

Therefore be it resolved that the City of Abbotsford authorizes the Mayor to act on its behalf, to join the United Seven Fire District, including the Fire Department, and its equipment, as provided in the United Seven Fire Contract.

Adopted this 7th day of March, 2016

I hereby certify that the foregoing resolution was duly adopted by the City of Abbotsford at a legal meeting on the 7th Day of March, 2016

Dale Rachu, Mayor

ATTEST:

Jennifer Lopez, City Clerk/Treasurer

**INTERGOVERNMENTAL
COOPERATION AGREEMENT**

**RE: UNITED SEVEN FIRE AND
RESCUE SERVICE DISTRICT**

Prepared by:

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INTERGOVERNMENTAL COOPERATION AGREEMENT
RE:
UNITED SEVEN FIRE AND RESCUE SERVICE DISTRICT

This Intergovernmental Cooperation Agreement is made and entered into this ____ day of _____, 2016 by and between the City of Abbotsford, a municipal corporation (“Abbotsford”); the City of Colby, a municipal corporation (“Colby”); the Village of Dorchester, a municipal corporation (“Dorchester”); the Town of Mayville, a body politic (“Mayville”); the Town of Colby, a body politic (“T Colby”); the Town of Hull, a body politic (“Hull”); and the Town of Holton, a body politic (“Holton”). (All of the foregoing hereinafter sometimes referred to in the singular as a “Municipality” or in the plural as “Municipalities,” and all being situated in Clark and Marathon Counties, Wisconsin.)

WITNESSETH:

WHEREAS, Sections 60.55, 61.65 and 62.13, Wis. Stats., authorize cities, villages and towns in the State of Wisconsin to provide fire protection and rescue services; and

WHEREAS, Section 66.0301, Wis. Stats., allows cities, villages and towns to enter into contracts with each other for the furnishing of services and/or the joint exercise of any power or duty required or authorized by law; and

WHEREAS, the Municipalities desire to provide for the provision of ambulance, fire protection services on a cost effective and efficient basis.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, as well as other good and valuable consideration moving from each Municipality to the other, the Municipalities specifically agree as follows:

ARTICLE 1.
RECITALS, PURPOSE, AUTHORITY AND ADOPTION.

Section 1.1 Recitals. The recitals hereto are hereby incorporated by reference as if set forth herein in full.

Section 1.2 Purpose. The purpose of this Agreement shall be to provide proper ambulance and fire protection for all persons and properties situated in the “United Seven Fire and Rescue Service District” (the “District”) as hereinafter described, by the joint and mutual cooperation of the Municipalities. By so cooperating, the Municipalities anticipate that the results of this Agreement will be:

(a) That greater protection against injury and fire losses in the Municipalities can be secured by this Agreement; and

(b) That a more efficient and effective rescue and firefighting organization can be promoted and maintained by the joint and mutual cooperation of the Municipalities.

Section 1.3 Intergovernmental Cooperation. This Agreement is entered into pursuant to and in accordance with the provisions of Section 66.0301, Wis. Stats.

Section 1.4 Adoption. In order for this Agreement to become effective and binding upon the Parties, the “Governing Body” of each Municipality shall adopt, on or before March 31, 2016, a resolution (i) approving of the terms and provisions of this Agreement; and (ii) authorizing its execution on behalf of such Municipality by officers authorized to do so. If any Municipality shall fail to do so adopt the foregoing resolution by said date, this Agreement shall become null and void, and of no further force or effect.

ARTICLE 2. DEFINITIONS AND INTERPRETATION

Section 2.1 Definitions. The following terms and phrases used in this Agreement shall have the following meanings, unless a different meaning clearly appears from the context:

(a) Cost of Construction” or Construction Costs” shall mean all capital costs of construction/acquisition of the facility or piece of equipment or motor vehicle in question, including but not limited to, all costs for design, labor, materials, engineering, legal, or acquisition of interests in property necessary to locate the facility or to acquire the equipment; but excluding any amounts reflecting general administrative costs or compensation paid to employees of the Municipalities or the Commission.

(b) “District” shall mean the “United Seven Fire and Rescue Service District,” which is the geographic area described in Article 5 below.

(c) “Commission” shall mean the “United Seven Fire and Rescue Service District Commission” created pursuant to Article 6 below.

(d) “Operation and Maintenance Expenses” shall mean the cost of operating the Commission and providing the Services to the District; and includes but is not limited to compensation paid to Commission employees or agents, operational expenses of all Commission equipment, annual debt service on borrowed funds and any other cost or expenses which under generally accepted accounting principles consistently applied constitutes an operation and maintenance expenses.

(e) “Governing Body” shall mean the Common Councils of the City of Abbotsford and the City of Colby; the Village Board of the Village of Dorchester; and the Town Boards of the Town of Mayville, Town of Colby, Town of Hull and Town of Holton, as the case may be.

(f) “Person” means any individual, partnership, corporation, limited liability company, governmental unit or other legal entity.

(g) “Services” means the provision of emergency rescue and fire protection services to the general public within the geographic areas hereafter described, to the level and to the extent required of the Municipalities pursuant to the laws of the State of Wisconsin.

Section 2.2 Additional Definitions. Additional definitions are set forth below and shall have the meanings assigned thereto. Further, certain words or phrases as hereinafter set forth, but not specifically defined, herein shall have the definitions and meanings assigned to them as set forth in the Wisconsin Statutes in effect from time to time, if applicable.

ARTICLE 3. TERM AND TRANSITIONAL MATTERS

Section 3.1 Term. The term of this Agreement shall commence on April 1, 2016, and continue indefinitely thereafter, until terminated as provided for herein.

Section 3.2 Provision of Ambulance and Fire Services. Prior to January 1, 2017, each Municipality shall be responsible directly or indirectly, for providing for its own ambulance and fire protection services within its respective jurisdiction, at its (or their) sole cost and expense. Commencing on January 1, 2017, the District shall be responsible for the provision of all “Services” in accordance with the terms and provisions of this Agreement and applicable law.

Section 3.3 Transfer.

(a) On or before December 31, 2016, Abbotsford, Colby and Dorchester shall transfer, assign and convey unto the District, all of the respective equipment, supplies, and inventory, as described on Exhibit 1 attached hereto and incorporated herein (the “Contributed Assets”), free and clear of all liens and encumbrances. In addition, each such Municipality shall contribute the respective amount of funds (the “Funds”) to the District as shown on Exhibit 2.

(b) [QUESTION: WHAT ARE THE OTHER MUNICIPALITIES CONTRIBUTING? ARE THERE EXISTING AGREEMENTS BETWEEN MUNICIPALITIES THAT NEED TO BE REVIEWED AND TERMINATED?

(c) The conveyance of all Contributed Assets and Funds shall be in such form as counsel to the District shall reasonably require.

Section 3.4 Termination of Existing Agreements. Presently, some of the Municipalities are parties to intergovernmental agreements relating to the provision of the Services, which agreements are more particularly described on Exhibit 3 attached hereto (the “Existing Agreements”). The Existing Agreements shall be terminated effective December 31, 2016; and the Municipalities who are parties thereto shall cause all assets used in connection with the provision of Services pursuant to those intergovernmental agreements, to be transferred to the Commission as of January 1, 2017.

Section 3.5 Special Provisions Re Assets. Colby, Abbotsford and Dorchester each own a building (the “Fire Halls”) within their respective jurisdictions, from which Services are

currently provided to them and others. The Fire Halls shall be made available to the District, commencing on January 1, 2017, for its use in providing Services thereafter. Each of the aforesaid Municipalities shall enter into lease agreements with the Commission, providing for the lease of each Fire Hall to the Commission. Each lease shall provide, in addition to other usual and customary provisions, the following:

(a) During calendar years 2017 and 2018, the Commission shall not be obligated to pay any rental for the subject Fire Hall. Thereafter, the Commission shall pay to the Municipality in question, an annual rental of \$1,000.00 for the use of such facility.

(b) During the term of the lease, the District is responsible for payment of the cost of utility service to each Fire Hall (including heat, light, gas, sewer and water service); fire insurance covering the Fire Hall in an amount not to exceed its replacement value; janitorial service to the Fire Hall; and other reasonable operating expenses, except as otherwise provided for herein.

(c) Notwithstanding Section 3.5(b), the lessor(s) shall be responsible for all structural repairs/replacements to the respective Fire Halls, and for all repairs and maintenance, exclusive of janitorial services.

ARTICLE 4. LOCATION OF OFFICES

Section 4.1 Commission's Office. The Commission's office shall be located at the primary facility housing the principal office of the District, as established from time to time.

Section 4.2 Principal Office and Branch Offices. The principal office of the District is located at _____ Abbotsford, Wisconsin. In addition, the District shall maintain branch offices located at _____ and _____ (the "Branch Offices"). All offices shall contain personnel, equipment and other property that will allow the office to provide the Services. Locations of the primary and Branch Offices may be changed from time to time by the Commission as hereafter provided.

ARTICLE 5. DISTRICT BOUNDARIES

Section 5.1 Territory of District. The geographical territory comprising the District and the area within which the facilities and equipment of the Commission is to be primarily operated shall consist of the sum of the following geographic areas:

- (1) Abbotsford – all the area within the corporate limits of the City of Abbotsford, in Clark and Marathon Counties, Wisconsin, as it exists from time to time.

- (2) Colby – all the area within the corporate limits of the City of Colby, in Clark and Marathon Counties, Wisconsin, as it exists from time to time.
- (3) Dorchester – all the area within the corporate limits of the Village of Dorchester, in Clark and Marathon Counties, Wisconsin, as it exists from time to time.
- (4) Mayville – all the area within the corporate limits of the Town of Mayville, in Clark County, Wisconsin, as it exists from time to time.
- (5) Colby – all the area within the corporate limits of the Town of Colby, in Clark County, Wisconsin, as it exists from time to time.
- (6) Hull – all the area within the corporate limits of the Town of Hull, in Marathon County, Wisconsin, as it exists from time to time.
- (7) Holton – all the area within the corporate limits of the Town of Holton, in Marathon County, Wisconsin, as it exists from time to time.

Section 5.2 Additions to District. Additional territory may be added to the District, upon the following conditions:

(a) The proposed territory need not be contiguous to the then existing boundaries of the District; and

(b) The addition of the proposed territory must be approved by the Commission and ratified by a two-thirds vote of the Governing Bodies of each of the Municipalities, subject to such terms and conditions as the Commission and such Municipalities may impose.

Section 5.3 Contract Services. The Commission may provide the Services or any portion thereof to such Person(s) as the Commission may determine, in accordance with written contract(s) entered into with such persons (“Service Agreements”). Any such Service Agreement shall contain such terms and provisions as the Commission deems appropriate. Any Person who receives such Service pursuant to a Service Agreement shall not be deemed to be a “Municipality” for purposes of this Agreement; and all of its rights and obligations shall be determined solely by reference to the Service Agreement.

ARTICLE 6. ORGANIZATION OF THE COMMISSION.

Section 6.1 Appointment of Commission Members; Qualifications; Alternate Members; Manner of Appointment.

(a) There is hereby created the “United Seven Fire and Rescue Service District Commission” (the “Commission”) for purposes of exercising the power and authority conferred hereby. The Commission is created to manage, operate and supervise the District. The Commission shall consist of seven (7) appointed members (a “Member” in the singular or “Members” in the plural). One (1) Member shall be appointed by each of the Municipalities. In making such appointment, the Municipalities must appoint individuals who are elected officials in the Municipality making the appointment.

(b) Each Municipality may also appoint an “Alternate Member(s)” to the Commission, not to exceed two such members in the aggregate. An Alternate Member may attend any meeting of the Commission whenever the Member originally so appointed is unable to attend for any reason; and in such event, the Alternate Member shall have the same power and authority as the original Member. Any Alternate Member who attends any such meeting of the Commission shall advise the Commission, on the record, of his or her attendance, and the reason(s) that the original Member is unable to attend.

(c) The Municipalities shall make the appointment of the Member and Alternate Member(s) by resolution duly adopted by their respective Governing Bodies; and shall file a copy of such resolution with the Secretary of the Commission. The Member and the Alternate Members so designated shall serve in such capacities until their successors are so appointed pursuant to new resolutions adopted and filed in the manner herein provided.

Section 6.2 Term. The term of office of each individual Member of the Commission shall be determined by the Municipality that has appointed such individual. All Members, once appointed, shall continue to serve until a successor is appointed.

Section 6.3 Removal of Members. Any Member of the Commission may be removed at any time and for any reason by the Municipality which appointed such Member.

Section 6.4 Vacancies. A Municipality shall fill any vacancy in the Commission created by the death, resignation, or removal of its appointed Member, preferably within thirty-five (35) days of the creation of such vacancy.

Section 6.5 Officers. The Commission shall choose from among its Members a President and a Vice President. The Commission shall also choose a Secretary/Treasurer, who need not be a Member of the Commission. Those appointments will be done annually at the first Commission meeting in April following the spring election; and once officers are so appointed, they shall serve in the designated capacity until a successor is so appointed. The officers shall have the following powers and authority:

(a) President. The President shall be the principal executive officer of the Commission; and, subject to the supervision of the Commission, shall supervise the business and affairs of the Commission. When present, the President shall preside at all meetings of the Commission. In general, the President shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Commission from time to time.

(b) Vice-President. The Vice-President of the Commission shall assume the President's duties in absence of the President.

(c) Secretary/Treasurer. The Secretary/Treasurer shall: (i) keep a separate record of all proceedings and minutes of meetings and hearings; (ii) have charge and custody of and be responsible for all funds of the District; (iii) receive and give receipts for moneys due and payable to the Commission from any source whatsoever, and deposit all such moneys in the name of the Commission in such banks, trust companies, or depositories as shall be selected by the Commission; (iv) in general, perform all of the duties incident of the offices of Secretary and Treasurer, and have such other duties and exercise such other authority as from time to time may be delegated or assigned by the Chairperson or by the Commission; and (v) shall give a bond for the faithful discharge of all duties in such sum and with such surety or sureties as the Commission shall determine. The fee for any such bond shall be paid by the District. Any checks dispensed for the Commission shall be signed by the Secretary/Treasurer and such additional individual(s) as the Commission may from time to time determine by duly adopted resolution.

Section 6.6 Meetings. The Commission shall meet at least quarterly, at such time and location as the Commission may determine unless the Commission determines otherwise. Attendance of five (5) Members shall constitute a quorum for the purpose of transacting all business at any Commission meeting. Special meetings of the Commission may be held for the purpose of transacting any business of the District upon the request of the President or any three (3) Members of the Commission.

Section 6.7 Open Meetings. All meetings of the Commission are subject to the Wisconsin Open Meetings Law; and the Commission shall comply with the terms and provisions thereof, including but not limited to the requirements of notice of meeting, and the conduct of open and closed sessions thereunder.

Section 6.8 Vote. The affirmative vote of at least four (4) Members of the Commission present at any meeting where a quorum is present, is required to authorize any action of the Commission, except as otherwise provided for in Section 6.13 below. Members shall not vote by proxy.

Section 6.9 Rules of Procedure. The Commission shall adopt *Robert's Rules of Order* as its rules of procedure relating to the scheduling of meetings, and other procedural matters.

Section 6.10 Removal of Officers, Vacancies. Any officer may be removed from such office whenever the Commission determines that such removal is in the best interests of the District. Any vacancy in an office shall be filled by the Commission as soon as reasonably practicable.

Section 6.11 Fiscal Year. The fiscal year of the District shall be the calendar year.

Section 6.12 Member Compensation. Each Member of the Commission shall be entitled to receive the sum of \$25.00 per diem for each attendance at meeting(s) of the Commission. Said per diem may be prospectively changed in any calendar year upon the

affirmative vote of three-quarters of the Members who are present at any such meeting, where a quorum of Members are present.

Section 6.13 Special Voting. Notwithstanding any provision to the contrary contained in Section 6.8 or elsewhere in this Agreement, the following decisions (the “Major Decisions”) shall require the affirmative vote of those Members of the Commission who represent Municipalities wherein at least 66% of the total “equalized value” of the taxable property within the District, is located. For purposes of this Agreement, “equalized value” of the taxable property in the District shall be determined in accordance with Section 70.57, Wis. Stats., and includes the “value increment” of all tax incremental financing districts located within all Municipalities, as that term is defined in Section 66.1105(2)(m), Wis. Stats. For purposes hereof, the term “Major Decisions” means any of the following, to-wit: (i) approval of the annual operating and capital budgets of the District; or (ii) the acquisition of any single item of property (real or personal) that has an acquisition price of \$50,000 or more in any calendar year, which acquisition has not been reflected in an approved budget for the year in question; or (iii) the acquisition of any items of property (real or personal) in any calendar year, when combined for such year, have a total acquisition price of \$50,000 or more, and which acquisitions have not been reflected in an approved budget for the year in question; or (iv) any financing by the Commission which is authorized pursuant to Section 66.0301(4), Wis. Stats.

ARTICLE 7.
DUTIES, POWER AND AUTHORITY OF THE COMMISSION.

Section 7.1 Duties. The Commission shall:

- (a) Provide the Services within the District in accordance with provisions of applicable law; and establish fees or charges for the provision of such Services.
- (b) Make rules and regulations for its own proceedings and for the operation and management of the District; and shall make adequate provision for the enforcement of such rules and regulations.
- (c) Maintain books of accounts in accordance with generally accepted governmental accounting principles.
- (d) Prepare and submit to the Municipalities for approval:
 - (1) Periodic reports summarizing the affairs of the District;
 - (2) Annual fiscal reports;
 - (3) A recommended budget (operating and capital) for the succeeding fiscal year on or before September 1 of each calendar year;

(e) Provide that, periodically, the assets, and liabilities of the District may be audited by an independent Certified Public Accountant in accordance with standards that will allow the Municipalities the ability to include the information in their respective audited financial statements.

(f) Make provision for the management of the District.

(g) Make provision for the control, maintenance, acquisition, and placement of all of the vehicles and equipment acquired by the District. The title and ownership of all equipment purchased from time to time, maintenance, operation, housing of the equipment, and sundry expenses shall be vested in the District, except as otherwise provided for herein.

(h) See that all contracts relating to the District are faithfully complied with and performed.

(i) Obtain policies of insurance covering Worker's Compensation, bodily injury, public liability, property damage, and collision, to protect all parties to this agreement. Certificates of Insurance shall be provided to the Municipalities and shall also show the Municipalities as additional named insureds.

(j) Obtain such licenses and federal numbers as may be required for the District to operate as a Fire Department.

(k) Recruit an adequate number of duly qualified and trained firefighters and emergency personnel, both paid and volunteer, to assure the availability of the Services throughout the District at all times. The Commission may sponsor and oversee fire companies/corporations organized under Chapter 213 or 181 of the Wisconsin Statutes, to assist in the provision of the Services; and may pay compensation to individuals who assist in the provision of such Services.

(l) Perform such other duties and responsibilities as are reasonable and necessary for the effective and efficient operation of the District.

(m) Provide to each of the Municipalities, a copy of the minutes of each meeting of the Commission, within thirty (30) days after the date of approval thereof.

Section 7.2 General Powers of the Commission.

(a) The Commission shall have the power to:

(1) Except as otherwise provided below, enter contracts in the name of and for the benefit of the District;

(2) Establish and maintain bank accounts in the name of and for the benefit of the District; and in connection therewith, establish by

resolution those officers or Members of the Commission who are authorized to make deposits and withdrawals therefrom;

- (3) Hire and terminate appropriate Personnel;
- (4) Establish qualifications, schedules and regulations for firefighters; and EMS Personnel;
- (5) Establish fees for the cost of the Services and to collect the same; and
- (6) Exercise such power and authority as may be reasonable and necessary to perform its duties and responsibilities as established in this Agreement.

(b) The Commission shall not have the authority to levy taxes, issue bonds, or borrow money; or to enter contracts or commit funds for non-budgeted items without the approval of the Municipalities.

(c) The Commission may create one or more standing or special committees of the Commission, to perform such services and tasks as may be set forth in a duly adopted Resolution of the Commission creating the committee. Such resolution(s) shall also designate (i) the composition of such committee; provided at least one member of the committee is a Member of the Commission; (ii) the term of existence of the committee; (iii) the power and authority of the committee; and (iv) such other matters as the Commission deems appropriate.

Section 7.3 Specific Powers of the Commission. The Commission shall have the power to:

(a) Hire a full time individual to serve in the capacity of Fire Chief, who is responsible for the day-to-day provision of the Services. Such individual shall possess the qualifications and experience as the Commission may determine in its sole discretion. The Commission may delegate to the Fire Chief such power and authority as may be reasonable and necessary to provide the Services required, and to administer the affairs of the District on behalf of the Commission.

(b) Negotiate and execute long-term leases with certain Municipalities as provided for in Section 3.5 above, subject to the terms of this Agreement.

(c) In developing annual operating and capital budgets of the District, the Commission shall recommend to the Municipalities the adoption thereof, which adoption shall occur on or before November 30 of the calendar year preceding the fiscal year described in the budget(s). If the budget(s) fails to obtain the requisite approval of the Municipalities described in Section 6.13 above, the budget(s) for the preceding fiscal year shall continue in the succeeding fiscal year; and the Municipalities shall fund it accordingly. Once a budget(s) has been recommended by the Commission and adopted by the Municipalities as provided for herein, the

Commission shall implement the approved budget(s); provided however, that in an emergency during the budget year in question, the Commission (i) may expend a sum not to exceed \$25,000 in any calendar year to address the emergency or (ii) shall obtain the approval of those Municipalities identified in Section 6.13 to spend funds in excess of the foregoing stated amount.

(d) Retain the services of a qualified fiscal advisor/agent, upon such terms and conditions as the Commission shall approve; provided a majority of the total Members of the Commission agree to such action.

ARTICLE 8. BUDGET AND FINANCIAL MATTERS

Section 8.1 Budgets. During each calendar year, and subject to the limitations contained in Sections 6.13 and 7.3(c) above, the Commission shall cause to be prepared a comprehensive budget(s) for the succeeding calendar year. Such budget(s) shall include and address any anticipated Construction Costs; Operation and Maintenance Expenses of the District; any reserves for any specified purpose; and anticipated revenues and the sources thereof. Such budget(s) shall be prepared in accordance with the requirements of applicable law and given to the Municipalities as provided for in Section 7.1(d)(3). In preparing such budget(s), any funds of the District not expended in the prior fiscal year(s) shall be carried forward for application in subsequent calendar year(s), unless such funds have been restricted or dedicated for a specific purpose(s).

Section 8.2 Contributions. To the extent that the foregoing capital and operating costs of the District are not paid for by the anticipated fee or charge income of the District (exclusive of Contributions for the Municipalities), the Municipalities shall each make a contribution to the District (the "Contribution") for their proportionate share of the foregoing capital and operating costs as reflected in the approved budget(s). The proportionate share for each Municipality shall be determined as follows: The total equalized value of all taxable property located within the District shall be determined as of January 1 of the calendar year preceding the calendar year to which the budget(s) relate. The total of the equalized value of all taxable property located within each Municipality shall also be determined as of said date; and once so determined shall be expressed as a percentage of the total equalized value of the District as a whole as of such time. The Contribution of such Municipality shall be in an amount equal to the stated percentage multiplied by the total capital and operating costs reflected in the budget(s) for the year in question.

Section 8.3 Time for Contributions. Municipalities shall pay the Contributions determined above in four equal installment payments on or before February 28, April 30, June 30 and September 30 of each calendar year.

Section 8.4 Failure to Pay Contribution. Any Municipality which fails to pay its Contribution when due shall pay interest thereon at the rate of 18.0% from its due date until paid. Further, the defaulting Municipality shall reimburse the Commission for all costs and expenses in connection with collecting such Contribution, including reasonable attorney's fees and costs.

Section 8.5 Municipality Cost Recovery. Each Municipality may recover the amount of any Contribution required to be made by it pursuant to Section 8.2 above, by means of a tax levy, charging a fee, a combination of the foregoing, or in any other manner provided for by applicable law.

ARTICLE 9. OWNERSHIP OF ASSETS

Section 9.1 District Ownership. Title to all property, whether real or personal, acquired in respect to the District and regardless of how acquired, shall be vested in the District for the benefit of the Municipalities, except as otherwise provided for herein.

Section 9.2 Interests of Municipalities. Each Municipality shall have an undivided interest in the net assets of the District in any calendar year, equal to the percentage used for purposes of determining the Municipality's Contribution for such year, which determination is made pursuant to Section 8.2 above.

ARTICLE 10. WITHDRAWAL FROM DISTRICT

Section 10.1 Notice Required. A Municipality may voluntarily withdraw from the District at the end of any calendar year of the District; provided it has given not less than eighteen (18) months prior written notice of such intent to withdraw. Notwithstanding the foregoing, no Municipality may withdraw before December 31, 2019.

Section 10.2 Distribution to Withdrawing Municipality. In the event a Municipality (i) withdraws from the District pursuant to Section 10.1 hereof, or (ii) the Municipalities elect to dissolve the District and terminate this Agreement pursuant to Section 11.1 below, then in any such events, the following shall apply:

(a) If the District is terminated as a result of any of the dissolution of the District, then the fair market value of all assets of the District shall be determined as of the effective date of dissolution. If the Municipalities cannot agree as to the fair market value thereof, then the Commission shall appoint a qualified appraiser to determine the fair market value of District assets; and such determination shall be binding upon all parties. The cost of the appraisal shall be paid by the Commission. Once the fair market value of the assets have been so determined, there shall be subtracted therefrom all long term debt obligations of the District, and all current and outstanding other debt obligations of the District, all determined as of the effective date of dissolution of the District, to arrive at the "Net Asset Value" of the District. Each Municipality shall then be paid a portion of a Net Asset Value equal to its interest in the net assets as provided for in Section 9.2 above.

(b) If a Municipality withdraws from the District pursuant to Section 10.1 above, then the Net Asset Value of the District shall be determined as provided for in Section 10.2 (a); except that book value (not fair market value) of the assets shall be used. Book value shall equal the amount shown on the records of the District as of the January 1 preceding the

effective date of withdrawal. The withdrawing Municipality's share of the Net Asset Value so determined shall equal a percentage thereof, which percentage was used to determine the Contribution of such Municipality for the calendar year within which the withdrawal occurs.

(c) If the Commission does not have sufficient cash to make the actual payments required under Section 10.2(a) or (b) above, then in such event, any portion of the payment required to be made to the subject Municipality(ies) shall be made in equal annual installments not to exceed ten (10) in number, bearing no interest, commencing on the January 1 following the effective date of withdrawal or dissolution, as the case may be. If the District has been terminated, all net assets of the District shall be sold and reduced to cash. Such cash shall then be distributed as provided for in Section 10.2(b) above.

Section 10.3 Liability of Withdrawing Municipality or Termination of this Agreement.

(a) In the event that the obligations and the liabilities of the District (including those contingent in nature and those arising prior to the date of withdrawal regardless of when asserted) exceed the value of its assets at the time of withdrawal of a Municipality, the withdrawing Municipality shall pay that percentage of the deficit equal to its ownership interest in the assets of the District as determined in Section 9.2(a) above.

(b) In the event this Agreement is terminated and the District dissolved, then in such event, any deficit not described in (a) above, shall be paid by each Municipality then a party to this Agreement, equal to its ownership interest in the assets of the District as determined in Section 9.2 above.

**ARTICLE 11.
TERMINATION OF DISTRICT**

Section 11.1 Termination of District. The District may be terminated and dissolved by the unanimous written consent of the Municipalities and shall be terminated if membership of the District drops to one Municipality.

Section 11.2 Distribution of Assets upon Termination. Upon termination of the District, its net assets, including those acquired by gift or donation, shall be liquidated and the money remaining after payment of all of its obligations shall be distributed to the Municipalities as provided for in Article 10 above.

**ARTICLE 12.
MISCELLANEOUS PROVISIONS**

Section 12.1 Term and Renewal. This Agreement, as amended from time to time, shall remain in full force and effect for a period of ten (10) years. Notwithstanding the foregoing, this Agreement may be terminated at any time and the District dissolved, by the unanimous consent of the Municipalities. Notwithstanding the stated ten (10) year term, the term of this Agreement shall automatically renew for additional five-year term(s) except that any Municipality may elect to avoid the automatic renewal by giving at least eighteen (18) months written notice (which

notice shall be given prior to the expiration of the initial term or any renewal term, as the case may be) of an intent not to approve of the renewal. Any such Municipality that shall fail to approve of a renewal of the term of this Agreement shall be deemed to have withdrawn therefrom as of the date of expiration of the initial term or any renewal term, as the case may be, pursuant to Sections 10.1 and 10.2(b) above.

Section 12.2 Severability. If any section, subsection, sentence, clause or phrase of this Agreement is held to be invalid by reason of a decision of any court of competent jurisdiction, such decision shall not affect the validity of any other section, subsection, sentence, clause or phrase thereof.

Section 12.3 Action by Municipalities. Whenever action is required or permitted hereunder by a Municipality, such action shall be deemed to have been taken when approved by the Governing Body of such Municipality.

Section 12.4 Previous Agreement. All previous agreements relating to the subject matter of this Agreement shall be superseded by this Agreement, which shall be binding on all the parties hereto upon execution by the proper officers of the Municipalities named thereon.

Section 12.5 Effective Date. This Agreement shall become effective on April 1, 2016, following its approval by all of the Governing Bodies of the Municipalities and its execution by the respective officers thereof.

Section 12.6 Liability. The affiliation of the Municipalities with the District shall not cause the Municipalities to incur or be subject to the liabilities or debts of the District except as expressly provided under the terms of this Agreement. Should for any reason the Municipalities be held liable or responsible for any debt or claims of any kind for the District, and if the party to whom that debt or claim is owed seeks reimbursement from the Municipalities and the Municipalities are forced to pay, the sharing of their liability for such debt shall be in direct proportion to the budgetary percentages used to determine Contributions for the year in which the occurrence giving rise to the debt or claim took place. The District agrees to defend and hold the Municipalities harmless and indemnify them from any claim or debt of any kind incurred by the District in the undertaking of this Agreement.

IN WITNESS WHEREOF, the parties have signed this Agreement the day and year first written above, at Clark and Marathon Counties, Wisconsin.

[SIGNATURES ON FOLLOWING TWO PAGES.]

CITY OF ABBOTSFORD

CITY OF COLBY

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Attest: _____
Name: _____
Title: _____

Attest: _____
Name: _____
Title: _____

Date: _____

Date: _____

VILLAGE OF DORCHESTER

TOWN OF MAYVILLE

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Attest: _____
Name: _____
Title: _____

Attest: _____
Name: _____
Title: _____

Date: _____

Date: _____

TOWN OF COLBY

TOWN OF HULL

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Attest: _____
Name: _____
Title: _____

Attest: _____
Name: _____
Title: _____

Date: _____

Date: _____

TOWN OF HOLTON

By: _____
Name: _____
Title: _____

Attest: _____
Name: _____
Title: _____

Date: _____

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EXHIBIT LIST

<u>Exhibit No.</u>	<u>Description</u>
1	The “Contributed Assets” (Equipment, supplies, and inventory transferred, assigned and conveyed unto the District by Abbotsford, Colby and Dorchester)
2	The “Funds” (Contribution of Funds by Municipalities)
3	The “Existing Agreements” (Intergovernmental Agreements relating to the provision of the Services)

EXHIBIT 1

The “Contributed Assets”

EXHIBIT 2

The “Funds”

EXHIBIT 3

The “Existing Agreements”

RESOLUTION 2016-2

**A RESOLUTION APPROVING A MULTI-HAZARD MITIGATION PLAN
FOR THE CITY OF ABBOTSFORD**

WHEREAS, hazard mitigation planning is the process of developing a set of actions designed to reduce or eliminate long-term risk to people, businesses, infrastructure, and property from hazards and their effects; and,

WHEREAS, Clark County, working through its Local Emergency Planning Committee, has updated and prepared the *Clark County Multi-Hazard Mitigation Plan, 2015-2020* to assess the magnitude of hazard risks and to develop strategies for minimizing or reducing hazard risks; and,

WHEREAS, the City of Abbotsford participated in the planning process through a meeting with community representatives to identify hazard risks, vulnerabilities, and strategies unique to the community, as well as through the review of draft plan materials; and,

WHEREAS, the Plan was reviewed and preliminarily approved by Wisconsin Emergency Management and FEMA as meeting the requirements of the Federal Disaster Mitigation Act of 2000 and applicable Code of Federal Regulations; and,

WHEREAS, adoption of the Plan by the City Council will meet prerequisite requirements which enables the City of Abbotsford to apply for FEMA grant dollars for hazard mitigation projects;

NOW, THEREFORE BE IT RESOLVED, the City Council adopts the *Clark County Multi-Hazard Mitigation Plan, 2015-2020* as the official all hazards mitigation plan for the City of Abbotsford with the intent of implementing the plan recommendations as funding and resources allow.

Adopted, March 7, 2016

Mayor Rachu

ATTEST:

Clerk Lopez

EMERGENCY RESPONSE PLAN
FOR
THE CITY OF ABBOTSFORD

Adopted by:

Fire Chief, Jody Apfelbeck Date

Police Chief, Jason Bauer Date

Local Emergency Management Dir., Craig Stuttgen Date

Public Works Director, Craig Stuttgen Date

Ambulance Chief, Travis Nixdorf Date

Mayor, Dale Rachu Date

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PROMULGATION DOCUMENT

The City of Abbotsford Council Members, at their regular council meeting held September 10, 1990, agreed that an Emergency Response Plan for the City of Abbotsford shall be implemented. The order of responding agencies is as follows:

Fire Chief	Jody Apfelbeck
Police Chief	Jason Bauer
Emergency Management Director	Craig Stuttgen
Mayor	Dale Rachu
Public Works Director	Craig Stuttgen
Ambulance Chief	Travis Nixdorf

Date this _____ day of _____, 2016.

Dale Rachu, Mayor

Attest: _____
Tami Seefluth, Clerk

COMMUNITY HISTORY

The City of Abbotsford is located at the intersection of Highway 29 and 13 which puts it in Clark and Marathon counties. It is located 35 miles west of Wausau; 57 miles east of Eau Claire; 22 miles north of Marshfield; and 42 miles from Neillsville.

Abbotsford has a population of 2,013 is located on approximately 1,200 acres of land.

Abbotsford is a progressive business-minded community surrounded by agri-business. Located in Abbotsford is Liberia Manufacturing (wholesale manufacturer of bedspreads and draperies) employees 40; Streckert Manufacturing (wood doors) employees 20; Abbyland Meats (meat processing) employees 160; All Metal Stamping (builder's hardware) employees 35; AMPI (dairy processing) employees 40; Mr. B's – Restaunt, Convenience and Egg Plant employees 75; Creative Automation (engineering-manufacture of machines) employees 15; Witmer, MFG., (furniture manufacture) employees 23 and Mini Mall (east edge of city) 6 businesses.

The City of Abbotsford has a Mayor-Council of government. It is comprised of 4 wards.

We have a 60 bed Nursing Home facility, Continental Manor Nursing Home, which employees a staff of 62-64 people.

ACYONYMS

CHEMTREC	Chemical Transportation Emergency Center
CP	Command Post
DEG	Division of Emergency Government
DNR	Department of Natural Resources
DPW	Department of Public Works
EBS	Emergency Broadcast System
EG	Emergency Government
EMP	Emergency Management Plan
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operating Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
I & G	Information and Guidance
IEMS	Integrated Emergency Management System
JPIC	Joint Public Information Center
MAA	Mutual Aid Agreement
NAWAS	National Warning System
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OIC	Officer-in-Charge
OSC	One-Scene Commander
PI/PIO	Public Information/Public Information Officer
PWD	Public Works Director

Chain of Command

Fire Chief	Jody Apfelbeck
Police Chief	Jason Bauer
Police Officers	Nathan Schreiber
	James Wagner
	Donald Schmidt
	Adam Sazama
	Christopher Brandner
Emergency Management Dir.	Craig Stuttgen
Director of Public Works	Craig Stuttgen
Fire & Ambulance Personnel	see page 7
Mayor	Dale Rachu
City Crew	Todd Medenwaldt
	Josh Soyk
	John Smith
	LaVern Leffel
	Jeremy Geiger

EQUIPMENT & RESOURCE LIST

2	Fire Trucks or Pumpers
2	Tankers 2,000 gal., 2,000 gal
1	Rescue Van
2	Ambulances
1	2003 4x4 Chevy Truck with Foam Unit
1	Sweeper
1	Compactor
1	Grader
3	Dump Trucks (1 Chevy, and 2 Internationals)
1	Tractor/Loader
4	Plows (snow)
1	End Loader with bucket WC 30 (Case)
1	Loader/Backhoe (Case)
1	65' Aerial Tele Squirt
1	UTV with wildland fighting capabilities & rescue

Additional Community Resources Available

1. Melvin Company – 223-6331, Jim Melvin – 223-4430, or Harlen Kibble – 659-2426
Operators: David Reis – 748-3559, Butch Lue – 223-3442, and Lee Smith – 659-2369.
Equipment: Backhoe, Dump Truck, Bull Dozers, Heavy Duty Equipment, and Crane.
2. Steen Company – 654-5118 or Darrell Steen
Equipment: Backhoe
3. Doine Excavating – 387-8491, Ron Doine and Brian Doine

Rosters of All Personnel

Fire Department:

Jody Apfelbeck	John Austin
Kyla Uhlig	Jason Treankler
Chris Esselman	Jeremy Totzke
Ray Essselman	Jeff Diedrich
Shayne Vetterkind	Sarah Diedrich
Jamie Ploeckelman	Randy Younker
Dallas Wiese	Chris English
Eric Totzke	Rob Beran
Tonya Dommer	Brittany Peterson
Sean Wiese	Kevin Flink
Ryan Beran	Alex Urbina
Tony Resler	Tyler Siewert
David Wiese	Vince Bennett
Ray VanLuven	Lynsie Edblom
Mark Gorke	Jim Brodhagen

Ambulance Personnel:

David Behnke	Christopher Brandner
Ann Dauffenbach	Sarah Diedrich
Tonya Dommer	Chris Esselman
Lisa Fox	Joel Gomez
Tammy Horacek	Tim Ludwig
Stacy Marcott	Justin Michlig
Carol Nelson	Allan Nixdorf
Kayla Nixdorf	Travis Nixdorf
Jackie Haynes-Olson	Haley Pinter
Tara Rutledge	Daniella Schauer
Kristie Seubert	Carol Staab
John Staab	Jeremy Totzke
Lori Voss	Dallas Wiese
Megan Zoellick	

Ambulance Drivers: Abbotsford & Dorchester

John Austin	Brad Bauer
Greg Blasel	Cory Broeske
Jeff Diedrich	Justin Ingersoll
Lonnie Marcott	David Martin
Brittany Peterson	Zayne Rau
Nate Schreiber	Michael Staab

Gary Thomsen
Alex Urbina
David Wiese

Jason Treankler
James Van Over

Police Officers:

Adam Sazama
Christopher Brandner
Donald Schmidt

Nathan Schreiber
James Wagner

City Crew:

Craig Stuttgart
Todd Medenwaldt
Josh Soyk

John Smith
LaVern Leffel
Jeremy Geiger

EMERGENCY RESPONSE PLANS FOR CITY OF ABBOTSFORD

In the event of a reported incident that involves the immediate emergency response of Fire, Police and Ambulance Services to the extent that numerous injuries or high degree of property damage has occurred or could occur, then the following emergency response plan shall be invoked.

RESPONSE FUNCTIONS

A. Initial Notification

In the event of a reported disaster (or hazardous materials incident), the Fire Department will be notified immediately via pager by Dispatchers from the Clark County Communications Center. The Police Department will then be notified next through radio dispatch, followed by the Ambulance Service.

The Dispatchers will attempt to keep in contact with the reporting party to determine the full nature and scope of the incident so they can assist the responding units to the utmost.

B. Warning Systems

The City of Abbotsford has 2 sirens positioned at City Hall and the West Side of Ball Park. The siren consists of the following warning signals:

1. Steady --- Tornado
2. Wail --- Fire – 16 seconds
3. Oscillating --- Civil Defense – 8 seconds

The Fire tone can be activated by Communications Center or by manual control at the city Fire Hall. The Warning tone can only be activated manually at the City Hall and Firemen's Homes.

The responding Police Department personnel or Fire Personnel will determine if any warning broadcast is to be issued and will dictate the message to the Clark County Communication Center. The local radio stations can be notified via the media alert system to broadcast the warning information as well as evacuation instructions at the direction of the responding units via the Communications Center. As well the Communications Center can activate the County Warning system and broadcast the message.

Finally, the Police Department and other responding units can use their own PA systems within their squad cars to warn area residences if needed.

C. PUBLIC INFORMATION/MEDIA

City Mayor, Dale Rachu is the Public Information Officer for the City of Abbotsford. The Public Information Officer will be located away from the staging area and command post but will be in constant communications with the command post at ten-minute intervals. The Public Information Officer will be the person responsible for the release of all vital information to the Public and Media.

The Police Chief or ranking Law Enforcement Officer, Fire Chief or designee will keep the Public Information Officer updated at least every 10 minutes to ensure a constant steady flow of information. No information will be given directly to the Media at the scene or from the County Dispatch Center. All members of the MEDIA will be directed away from the scene to the Public Information Officer's location.

The Public Information Officer and Local Emergency Management Director will make every half-hour provisions for a formal Press Release. The Public Information Officer will be instructed to report to either the Fire Department or Grade School upon notification.

D. COMMUNICATIONS

Good radio communications among all responding agencies is most critical. to reduce the confusion created by the emergency it will be necessary to remove the Clark County Communications Center as the primary Communications point as soon as a command post is established and in operation. Upon establishment of the Command Post, all Law Enforcement at the scene will be instructed to switch to Channel 1 (Municipal 158.55),

and to refer ALL communication directly to their Law Enforcement Representative at the Command Post. The Command Post will remain in direct contact with the Clark County Communications Center on Channel 2 (Sheriff's Repeater 159.000/155.250).

All Fire Personnel will operate on High Bank Fire (155.055) directly to the Command Post. All Emergency Medical Services will operate on the Page Frequency (154.370) or Channel 1 (Municipal 155.055) if necessary, directly to the Command Post. Communication between Emergency Medical Services and area Hospitals will be on the Medical Channel (155.340). Please list the radio channel for the Public Works Department 155.055. However, The Clark County Highway Department does have its own radio communication on 159.180.

Each Agency should have at least 1 additional hand-held portable radio to take to the Command Post for assignment if necessary. The radio channels should be clearly labeled (Fire, Police, Ambulance, Public Works, etc.)

The City of Abbotsford presently has 5 portable radios available and 2 in the trucks. The Fire Department has 5 hand-held radios and 4 in the trucks.

The need for additional channels during a disaster situation is recognized. The Clark County Office of Emergency Management has permission to use the State Emergency Management Channel T(156.000) 6A/R(158.835)6Z. Although this is not going to eliminate all our communications problems, it is a repeater system and it should help ease the pressure on other channels. Additionally, it will fill a much-needed means of uninterrupted communications from the Command Post to the established Emergency Operating Center.

E. DIRECTION AND CONTROL

All responding Agency Chiefs will be responding to one of three locations depending upon the nature and scope of the incident. Those locations are:

1. The Scene.
2. The Command Post.
3. The Emergency Operations Center.

A small contained incident within a city block that has minimal damage and/or injuries and no other outside assistance is required may be entirely handled directly at the scene. If the incident appears to be one, which may take 2 to 4 hours to contain, but is limited to a one or two block area without the need for evacuation of residents, then a Command Post Operation may be sufficient. If the incident is either large in area or has the

potential of escalation and evacuation, as well as mutual aid requested, then full activation of the Emergency Operating Center with response by Agency Chiefs to the Emergency Operating Center is in order.

The request to activate the Emergency Operating Center may be made by the Fire Chief, a superior Officer of the Police Department or the County Emergency Management Office to the Local Emergency Management Director.

1. Command Post Location & Personnel

The Field Command Post should be located at a safe distance from the immediate scene and should be clearly marked for quick response. If the Emergency Operating Center is not activated then the personnel within the Command Post should be made up of the following:

- A. Police Chief or highest-ranking officer of the Department.
- B. Fire Chief or highest ranking officer of the Department.
- C. Ambulance Chief or highest ranking officer of the Agency
- D. Public Works Director or highest ranking member of the Department
- E. Emergency Management Personnel. (Local & County)
- F. Security Officers. (Police and/or Fire Person)
- G. Information/Collection Officer for all note taking.
- H. Communications Officer to assist with all radio transmissions.
- I. Fireperson, Emergency Medical Technician or Officer for urgent errands.

A Police Squad Car can be the initial Command Post Facility. However, a large room in an office, school, church, etc. would be much more suitable. A specially marked van or truck with suitable radio equipment is also a possibility. If the County Mobile Command Post is available it may be used.

2. Emergency Operating Center Location and Personnel

The City of Abbotsford has designated the following primary and secondary locations to be used as Emergency Operating Centers.

Primary: Abbotsford City Hall

Secondary: Abbotsford High School

Upon activation, the following personnel will report to the Emergency Operating Center:

- A. City Mayor
- B. Emergency Management Personnel
- C. Police Chief or Highest Ranking Official
- D. Fire Chief
- E. Public Works Director
- F. Public Information Officer
- G. Security Officer (Police or Fire Person)
- H. Clark County Damage Assessment Team
- I. One or more assistants for recording information & errands
- J. Radio-Communications Officer (Police or Fire Person)

Upon activation of the Emergency Operating Center, the next highest-ranking officers will then report to the Field Command Post to assume those duties.

I) Police Responsibilities

The responding Police Officer(s) will respond to the incident keeping in mind their own safety at all times. The first responding Officer will have the following immediate responsibilities:

- A. Determine scope of the incident as to immediate casualties, destruction or potential destruction, and whether the incident has the potential to expand and escalate.
- B. Respond from and take an upwind viewing position whenever possible.
- C. Designate staging area for responding Fire and Ambulance Services and assign an officer to that location for logging in and briefing all arriving personnel.
- D. Designate Command Post Location and Unit establishing initial Command until relieved by the Fire Chief or Assistant Fire Chief or by a higher-ranking Police Department Supervisor.
- E. Additional Information: None

The first officer to arrive at or near the incident will be responsible for reporting the above information to the Communication Center as soon as

possible. The Communication Center will in turn relay the information to the responding Fire and Ambulance Units.

If the incident involves a fire and/or visible release of possible hazardous materials, the first responding officer shall call additional response units for a complete blockade of access to the area. The Police Chief or Designated Officer will respond to the Command Post to relieve the Officer until the Fire Chief arrives to assume the initial command.

The Police Chief, or Designated Officer will assist the Fire chief with Command Post Operations and will make the following decisions while Fire Operations are being conducted by the Fire Chief:

- A. Activation of Police Mutual Aid
- B. Designation of Command Post and Staging area.
- C. Notification of City Mayor, Public information officer and designation of Press Release Location.
- D. Updates to Public Information Officer
- E. Coordination of evacuation efforts
- F. Notification of Local and County Emergency Management Director.
- G. Activation of emergency Operating Center and /or County Mobile Communications Vehicle.
- H. Notification of Public Works Director if needed.
- I. Initiate Damage assessment and recording.

II) Fire Responsibilities

The responding Fire Units will respond to the designated staging area as directed by Police Department Personnel at the scene. The Fire Chief or highest ranking Fire Official will report to the designated Command Post and upon arrival will take immediate control of All Operations at the scene. The Fire Chief will be briefed by the Police and will make the following determinations:

- A. Evacuation and activation of temporary shelters.

- B. Delegation of Fire Personnel to assist Law Enforcement Officers in the evacuation.
- C. All response and containment measures for existing Fire personnel at the incident.
- D. Fire Mutual Aid Request.
- E. Relocating the Command Post and/or Staging Area if necessary.
- F. Advising the Clark County Communication Center to request further assistance from resource Agencies (Chemical Transportation Emergency Center, Department of Natural Resources, etc).
- G. Designation of any decontamination site and procedures to follow for any responding personnel and/or citizens involved.

III) Emergency Medical Services Responsibilities

The responding Ambulance(s) will respond to the designated staging area for briefing and will remain there until notified by the Fire Chief to respond further. The Emergency Medical Services Chief or other ranking officer will respond to the Command Post to assist the Police Department and Fire Chiefs. The Emergency Medical Services Chief will be briefed on the situation and will make the following decisions:

- A. Determine if further medical mutual aid or assistance is needed and will order the same as necessary.
- B. He/she will notify the hospital of the estimated number of casualties and the nature of the injuries, including the hazardous substances involved in the case of a HAZMAT incident.
- C. Determine a location for a Triage area.
- D. Determine the need for the Coroner.
- E. Notify the Police personnel of any deaths.
- F. Keep the hospital and Public Information Officer informed of the casualties at least every 10 minutes.

- G. Decide if notification of the County Director of Nursing if the number of injuries tax the limits of local health care services.

Upon notification by the Fire Chief that the incident is contained for safe removal of any injured parties the Emergency Medical Services Chief will assume Command Post Authority and all other Agencies will respond to his/her direction until all injured parties are removed from the site.

IV) Public Works

The Public Works Director upon notification will respond directly to the designated Command Post. The Public Works Director upon notification will respond directly to the designated Command Post. The Public Works Director will be briefed on the situation and will be required to provide any or all of the following upon the request of the other service chiefs:

- A. Available equipment or manpower to assist the Police Department with traffic control and transportation for evacuation.
- B. Provide equipment and or material for chemical containment.
- C. Coordinate removal of any debris that interferes with responding agencies or creates any immediate health hazards.
- D. Determine if notification of the Township Chairman and Clark County Highway Commissioner for Mutual aid will be made.

The Director of Public Works along with the Police Chief or Designee will assume Command Post Authority upon containment by the Fire Department and removal of all injured parties by the Ambulance Services. They will take responsibility for security and traffic and pedestrian control until the site and surrounding area is deemed safe for entry and return of evacuees.

The Director of Public Works will assist all State and Federal Agencies that may arrive for clean-up operations. The Public Works Director will also coordinate all damage assessment along with the County Emergency Management Director for proper recording of all costs associated with the incident.

F. DAMAGE ASSESSMENT

In order to obtain mutual aid from the State or Federal Agencies as well as surrounding jurisdictions, it is imperative that proper documentation and assessment of all damage is conducted as soon as possible. The initial responsibility to initiate assessment lies with

the Police Department personnel upon their arrival at the command Post. Total assessment lies however with all Responding Department Heads and is coordinated by the Public Works Director. The County can activate the Damage Assessment Team, Clark County Office of Emergency, or Local Emergency Management Director at any time and they in turn will relieve the Public Works Director of the initial burden.

The following are the areas that the Assessment must include:

1. Immediate Concerns (Within first 2 hours)
 - a. Number of fatalities.
 - b. Number of critical injuries
 - c. Number of minor injuries
 - d. Number of homes damaged
 - e. Number of business damaged
 - f. Number of other buildings damaged
 - g. Number of power/phone lines, poles damaged
 - h. Number of highways, roads, bridges, etc. damaged
 - i. Environment damage to air, water, ground
2. 2nd phase of Assessment (Within 8 hours)
 - a. Recount of items 1 thru 9 above.
 - b. Videotape and still photos of major damages.
 - c. Approximate estimate of all property damage.
 - d. Approximate estimate of uninsured property damage.
3. 3rd phase of Assessment (Within 24 hours)
 - a. Update of items 1 thru 9 under phase 1.
 - b. Roster of all responders by agency, names and hours worked. (Including volunteers).
 - c. Cost estimate for rent or use of any equipment or material used in response, containment and recovery.
 - d. Typed report of all the above for submittal to State.
 - e. Photos and/or Video available to submit with report.
4. 4th phase of Assessment (Within 48 hours)
 - a. Updates to all previous phases.
 - b. Itemized name/address list of all injured victims.
 - c. Itemized listing of all property damage including, owner, address, phone, (new contact location), damage estimate, insurance coverage.

G. RESPONSE & PERSONAL SAFETY

All responding agencies are cautioned to respond with their utmost safety in mind and to utilize all possible care in the process. An assigned Fire Department member will keep a log of arriving personnel at the Staging Area. This Fireperson will record the arrival and deployment of all personnel and equipment on separate Agency Logs. If it appears that the incident will continue for more than 2 hours and if the Emergency Operating Center has been activated, then relief assistance will be the responsibility of the related Agencies represented at the emergency Operating Center.

All relieved personnel leaving the incident scene will checkout at the Staging Area. All logs from the Staging Area will be turned over to the respective Agency Supervisors at the Field Command Post.

All personnel working the incident scene or Command Post will be relieved for breaks every 2 to 4 hours and in no case will they be expected to work a continuous shift of more than 12 hours.

H. EVACUATION/PERSONAL PROTECTION OF CITIZENS

Evacuation is sometimes, but not always necessary. For some hazardous materials incidents it may be safer to utilize in-house sheltering techniques rather than to evacuate them.

1. Request for Evacuation

The decisions to implement evacuation or “in-house sheltering orders” can rest with the following person(s):

- a. Fire Chief.
- b. Local Emergency Management Director.
- c. City Mayor

The policy of the City of Abbotsford in reference to the ordering of an evacuation and to what extent shall ultimately be the responsibility of the City Mayor through the Fire Chief or Local Emergency Director. Upon such an order, the persons may be directed to a Temporary shelter area if the incident appears to be short lived (less than 4 hours). If full Shelter activation is necessary then the request must be directed to the Local Emergency Management Director who will in turn activate the Shelter Plan.

It will be the responsibility of the Police Department to notify the affected residents of the evacuation order. All requests for transportation will be directed to Public Works. In the event a resident declines to evacuate the Police's Deputy or assistant shall request names and addresses for future location of casualties should it become necessary. In so doing these people are releasing the City of Abbotsford and all its agencies from responsibility for such persons.

2. Shelter Activation and Management

The City of Abbotsford has established shelters at the following locations:

City Hall	203 E. Birch St Abbotsford, WI 54405	715-223-3444
Abbotsford High School	307 N 4 th St Abbotsford, WI 54405	715-223-2386
Abbotsford Fire Dept.	112 W Spruce St Abbotsford, WI 54405	715-223-2313

Clark County Human Services Director, Ken Arneson is the liaison person with the Red Cross. Upon request of Shelter Activation, the Local Emergency Management Director will contact the county Emergency Management Office who will notify Ken Arneson & the Red Cross. The Red Cross will assist with the overall operation of the shelters to include: Shelter management, Documentation and food supplies.

I. DOCUMENTATION AND INVESTIGATIVE FOLLOW-UP

In order to determine the overall costs of response and recovery and to discover and minimize any deficiencies, all responding Agencies will be required to submit detailed typed reports of their response and recovery operations to include rosters and hours worked by their respective employees. Copies of all reports will be submitted to the Local Emergency Management Director. He/she will be responsible for submitting any reports to requesting County, State, and Federal Agencies. The Local Emergency Management Director will be responsible for conducting a formal critique with all responding Agency Heads.

In the event an incident is not a natural disaster, the Fire Chief and Police Chief (or Designee) will order a complete investigation into the cause of the disaster. The results to be submitted to the County District Attorney and Local/County Emergency Management Director.

DISPOSAL SITE

In the event of a major disaster, it is imperative to have a designated disposal area where debris can be taken during clean up operations. The site for Abbotsford has not yet been determined.

TESTING AND UPDATING THE PLAN

The Local Emergency Management Director in conjunction with the County Emergency Management Office will conduct various drills and /or exercises to test various provisions of this plan. The drills will range from Table-tip to Full-scale Field exercises and at least 1 type of drill can be conducted annually.

This plan will be reviewed annually by each Department Head and collectively together as a Team. Requests for changes and updates will be reviewed by the Local Emergency Management Director and submitted to the Chief Elected Official for submittal into the plan. Copies will be distributed to all Department Heads and to the County Emergency Management Office.

LIST OF SARA FACILITIES

City of Abbotsford	Well #10, 2 Miles East of Hwy 13 & 29, ¼ Mile North and ¼ Mile West Route 1 Abbotsford, WI 54405
	Wastewater Treatment Plant 504 E. Linden Street Abbotsford, WI 54405 715-223-4353
Foremost Farms USA	313 North 1 st Street Abbotsford, WI 54405 715-223-6341
H. G. Meigs, Inc.	North Sycamore Street Abbotsford, WI 54405 715-223-3400
All-Metal Stamping	411 W. Spruce St Abbotsford, WI 54405 715-223-6324

Minutes from the Public Works/Water and Sewer meeting held February 24, 2016 in the Council Chambers

Chairman Voss **call the meeting to order** at 6:00 pm.

Roll call: Voss, Horacek, Faber, Mediger and Weideman

The **Pledge of Allegiance** was recited

Others Present: Clerk Seefluth, DPW Stuttgart, Water/Waste Water Manager Medenwaldt and Kevin O'Brian – Tribune Phonograph

Under **Comments from Chairman**, Voss stated that some of the out of town people that are coming to look at the new Waste Water Plant have stopped in at Hawkeye and seemed to be very impressed with how things are going and look.

There were **no comments from the public**

Under **updates on Waste Water Treatment Plant**, Medenwaldt stated that they are 3 months ahead of schedule. They have scheduled training to begin the first week of March. They are scheduled for March 28th to go online.

Under **hiring of Town and Country**, Stuttgart recommended paying them a flat rate of \$15,500.00 per season plus leaf pickup. This will not include mowing new Waste Water Plant or Bushhogging. Motion Mediger/Weideman to pay flat rate of \$15,500.00. Motion carried without negative vote.

Under **replacing 6" pipe**, Stuttgart explained how this will be done by feeding pipe thru existing 6" cast iron pipe then expanding it causing old pipe to break away. 685 feet of pipe will be needed. Medenwaldt has budgeted \$40,000.00 for this project but will likely come in way under that amount. Motion needed to recommend to council to put out for bids. Motion Weideman/Mediger to bid the 6" pipe replacement project. Motion carried without negative vote.

Motion Faber/Horacek to **adjourn** at 6:20pm. Motion carried without negative vote.

Change Order

No. 2

Date of Issuance: November 20, 2015 Effective Date: _____

Project: <u>Main Lift Station</u>	Owner: <u>City of Abbotsford</u>	Owner's Contract No.:
Contract:		Date of Contract:
Contractor: <u>Miron Construction Co., Inc.</u>		Engineer's Project No.: <u>ABBOT 125711</u>

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

Description: Reroute water service lateral to west as requested by Owner (PCI0006-CB4) \$5,747.91

Water main reroute and insulation due to conflict with sanitary sewer (PCI0007-CB5) \$3,681.00

Attachments: (List documents supporting change):

Change Order Request from Contractor

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 1,163,652.00

[Increase] from previously approved Change Orders No. 1 to No. 1

\$ 136,021.53

Contract Price prior to this Change Order:

\$ 1,299,673.53

[Increase] of this Change Order:

\$ 9,428.91

Contract Price incorporating this Change Order:

\$ 1,309,102.44

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working days Calendar days

Substantial completion (days or date): June 1, 2016

Ready for final payment (days or date): June 30, 2016

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____

Substantial completion (days): _____

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

[Increase] of this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): June 1, 2016

Ready for final payment (days or date): June 30, 2016

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 11/20/15

ACCEPTED:

By: [Signature]
Owner (Authorized Signature)

Date: 2-1-16

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)
David G. Voss Jr., President

Date: 12/16/15

Approved by Funding Agency (if applicable): _____

Date: _____



Building Excellence.

CHANGE ORDER REQUEST

Date: November 10, 2015

State/Federal Job#:

To: Jennifer Lopez
City of Abbotsford
PO Box 589
Abbotsford, WI 54405

Re: Abbotsford Main Lift Station
Abbotsford, WI 54405
Project #150110

Notice of Change - PCI # PCI0006

Rev # 01

Change Description: CB004 Water routing - Additional labor and material are required to reroute the water pipe to the west.

<u>Contractor</u>	<u>Amount</u>
August Winter & Sons Inc	\$5,420.00
* SUB-TOTAL *	\$5,420.00
Subcontractor Mark-up - 5%	\$271.00
* SUB-TOTAL *	\$5,691.00
Bond - 1%	\$56.91
** TOTAL **	\$5,747.91


Impact Working Days: 1

All terms of our agreement apply and preclude Miron Construction Co., Inc. from performing any extra work without approval. Please provide your approval by signing this request.

Miron Construction Co., Inc.



Aaron Crass, Project Manager



Date



AUGUST WINTER & SONS, INC. MECHANICAL CONTRACTORS

2323 NORTH ROEMER ROAD * APPLETON, WI 54911
PO BOX 1896 * APPLETON, WI 54912
PHONE: 920-739-8881 * FAX: 920-739-2230

1023115

Aaron Crass
Miron Construction

3

CHANGE ORDER PRICE AND BREAKDOWN

Project/Job#: 69715 Abbotsford Main Lift Station
Description: CB #4 - Water Routing

Our change order price and breakdown follows:

August Winter

Material.....	\$	788
Labor..... 20 hrs	\$	1,094
Direct Costs.....	\$	416
Equipment Rental.....	\$	2,300
Indirect Costs.....	\$	115
Subtotal.....	\$	4,713
Overhead.....	\$	707
Total.....	\$	5,420

Subcontracts

Total Subcontractor Costs.....	\$	-
Subcontractor Markup.....	\$	-
Total Subcontractor Costs w/overhead.....	\$	-
Total AWS/Subcontractor Costs.....	\$	5,420
Profit/Bond.....	\$	-

Change Order Total..... \$ 5,420

Time extension required is 1 days.

This quotation based upon acceptance within 30 days.

Exclusions: 0

Kurt Van Grinsven

August Winter & Sons, Inc.
PH: 920-739-8881 FX: 920-739-2230

VISIT OUR WEB SITE AT WWW.AUGUSTWINTER.COM

Branch Office: 5613 Schofield Avenue * Schofield, WI 54476 * PH: 715/355-7555 * FAX: 715/355-9048
HVAC * PLUMBING * TANK FABRICATION * PROCESS PIPING * IND. SHEETMETAL
SPECIALTY METAL FAB. * ASME PRESSURE VESSELS * ASME CODE WELDING * 24 HR. SERVICE * ENGINEERING
STATE OF WISCONSIN LICENSED MASTER PLUMBERS, LICENSE NUMBER 227170

August Winter Sons, Inc.
Change Order/Small Projects Report

Project/Job#: 69715 Abbotsford Main Lift Station
Description: CB #4 - Water Routing

Date: 10/23/15

Change Order #: 3

MATERIAL

Material Credit w/restocking	0.00
Material ADD	\$ 746.50
Sales Tax	5.5%	\$ 41.06

Material Subtotal \$ 788

LABOR

General Foreman Hours	0.0	@	\$ -	\$ -
Foreman Hours	10.0	@	\$ 56.17	\$ 561.70
Field Plumber/Fitter Hours	10.0	@	\$ 53.27	\$ 532.70
Field Tinner Hours	0.0	@	\$ -	\$ -
Shop Hours	0.0	@	\$ -	\$ -
Operator Hours	0.0	@	\$ -	\$ -

Labor Subtotal \$ 1,094

DIRECT COSTS

Insurance & Taxes	27.0% of Labor	\$ 295.49
Trucking	5.0% of Labor	\$ 54.72
Testing & Cleaning	0.0% of Labor	\$ -
Balance Air/Water	0.0% of Labor	\$ -
Tools & Expendables	6.0% of Labor	\$ 65.66
Shop Equipment Charge	\$ 6.00 per shop hour	\$ -
Subsistence		\$ -

Subtotal \$ 416

Equipment

Rental	0.0 Hours @	\$ -	\$ -
Backhoe w/ operator	10.0 Hours @	\$ 190.00	\$ 1,900.00
Loader w/ operator	4.0 Hours @	\$ 100.00	\$ 400.00
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -

Subtotal \$ 2,300

Indirect Costs

Indirect Costs Total	\$ 115
Total Contractor Costs	\$ 4,713
Overhead	15.0% \$ 707
Subtotal Contractor Costs	\$ 5,420

SUBCONTRACTS

.....	\$ -
.....	\$ -
.....	\$ -
.....	\$ -

Total Subcontractor Costs	\$ -
Overhead	10.0% \$ -
Subtotal Subcontractors Costs	\$ -

NOTE: This change order does not address impact costs on base contract.

Total Contractor/Subcontractor Costs	\$ 5,420
Profit	0.0% \$ -
Bond	0.0% \$ -
Total Amount Of Change	\$ 5,420

Time extension required is 1 days. This quotation based upon acceptance within 30 days.

Exclusions:

NOTE: This change order does not address impact costs on base contract.



CHANGE ORDER REQUEST

Date: November 13, 2015

State/Federal Job#:

To: Jennifer Lopez
City of Abbotsford
PO Box 589
Abbotsford, WI 54405

Re: Abbotsford Main Lift Station
Abbotsford, WI 54405
Project #150110

Notice of Change - PCI # PCI0007

Rev #

Change Description: CB005 Water service reroute and insulation

<u>Contractor</u>	<u>Amount</u>
August Winter & Sons Inc	\$3,471.00
* SUB-TOTAL *	\$3,471.00
Subcontractor Mark-up - 5%	\$173.55
* SUB-TOTAL *	\$3,644.55
Bond - 1%	\$36.45
** TOTAL **	\$3,681.00

Impact Working Days:

All terms of our agreement apply and preclude Miron Construction Co., Inc. from performing any extra work without approval. Please provide your approval by signing this request.

Miron Construction Co., Inc.



Aaron Crass, Project Manager

11/13/15

Date





AUGUST WINTER & SONS, INC.

MECHANICAL CONTRACTORS

2323 NORTH ROEMER ROAD * APPLETON, WI 54911
PO BOX 1896 * APPLETON, WI 54912
PHONE: 920-739-8881 * FAX: 920-739-2230

November 5, 2015

Aaron Crass
Miron Construction

4

CHANGE ORDER PRICE AND BREAKDOWN

Project/Job#: 69715 Abbotsford Main St. LS
Description: 18" Sewer conflict/ Water main changes

Our change order price and breakdown follows:

August Winter

Material.....	\$	1,280
Labor..... 10 hrs	\$	550
Direct Costs.....	\$	209
Equipment Rental.....	\$	665
Indirect Costs.....	\$	76
Subtotal.....	\$	2,779
Overhead.....	\$	417
Total.....	\$	3,196

Subcontracts

Total Subcontractor Costs.....	\$	250
Subcontractor Markup.....	\$	25
Total Subcontractor Costs w/overhead.....	\$	275

Total AWS/Subcontractor Costs.....	\$	3,471
Profit/Bond.....	\$	-

Change Order Total..... \$ 3,471

Time extension required is 1 days.

This quotation based upon acceptance within 30 days.

Exclusions: 0

Kurt Van Grinsven

August Winter & Sons, Inc.
PH: 920-739-8881 FX: 920-739-2230

VISIT OUR WEB SITE AT WWW.AUGUSTWINTER.COM

Branch Office: 5613 Schofield Avenue * Schofield, WI 54476 * PH: 715/355-7555 * FAX: 715/355-9048
HVAC * PLUMBING * TANK FABRICATION * PROCESS PIPING * IND. SHEETMETAL
SPECIALTY METAL FAB. * ASME PRESSURE VESSELS * ASME CODE WELDING * 24 HR. SERVICE * ENGINEERING
STATE OF WISCONSIN LICENSED MASTER PLUMBERS, LICENSE NUMBER 227170

August Winter Sons, Inc.
Change Order/Small Projects Report

Project/Job#: 69715 Abbotsford Main St. LS
Description: 18" Sewer conflict/ Water main changes

Date: 11/5/2015

Change Order #: 4

MATERIAL

Material Credit w/restocking	0.00
Material ADD	\$ 1,212.96
Sales Tax	5.5%	\$ 66.71

Material Subtotal \$ 1,280

LABOR

General Foreman Hours	0.0	@	\$ -	\$ -
Foreman Hours	6.0	@	\$ 56.17	\$ 337.02
Field Plumber/Fitter Hours	4.0	@	\$ 53.27	\$ 213.08
Field Tinner Hours	0.0	@	\$ -	\$ -
Shop Hours	0.0	@	\$ -	\$ -
Operator Hours	0.0	@	\$ -	\$ -

Labor Subtotal \$ 550

DIRECT COSTS

Insurance & Taxes	27.0% of Labor	\$ 148.53
Trucking	5.0% of Labor	\$ 27.51
Testing & Cleaning	0.0% of Labor	\$ -
Balance Air/Water	0.0% of Labor	\$ -
Tools & Expendables	6.0% of Labor	\$ 33.01
Shop Equipment Charge	\$ 6.00 per shop hour	\$ -
Subsistence		\$ -

Subtotal \$ 209

Equipment	<u>Backhoe w/ Operator</u>	3.5 Hours @	\$ 190.00	\$ 665.00
Rental	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -
	0.0 Hours @	\$ -	\$ -

Subtotal \$ 665

Indirect Costs

Indirect Costs Total	\$ 76
Total Contractor Costs	\$ 2,779
Overhead	15.0% \$ 417
Subtotal Contractor Costs	\$ 3,196

SUBCONTRACTS

<u>Trucking</u>	\$ 250.00
.....	\$ -
.....	\$ -
.....	\$ -

Total Subcontractor Costs	\$ 250
Overhead	10.0% \$ 25
Subtotal Subcontractors Costs	\$ 275

NOTE: This change order does not address impact costs on base contract.

Total Contractor/Subcontractor Costs	\$ 3,471
Profit	0.0% \$ -
Bond	0.0% \$ -
Total Amount Of Change	\$ 3,471

Time extension required is 1 days. This quotation based upon acceptance within 30 days.

Exclusions:

NOTE: This change order does not address impact costs on base contract.

Material & Labor Worksheet

Project: 69715 Abbotsford Main St. LS
 Description: 18" Sewer conflict/ Water main changes

Date: 11/5/2015

Material Description	Qty	Material		Labor	
		Each	Total	Ea	Total
6" MJ C153 45 Bend L/A	4	67.04	268.16		\$ -
6" CL DI PIPE/FT	20	12.00	240		\$ -
4' X 8' X 2" POLYSTYRENE INSUL	2	29.90	59.8		\$ -
DI megalug kits w/ bolts	10	58.00	580		\$ -
6" MJ C153 Sleeve L/A	1	65.00	65		\$ -
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			1212.96		\$ -

Article B: Street Traffic Regulations

Sec. 10-1-10 Operators to Obey Traffic Control Devices.

Every operator of a vehicle approaching an intersection at which an Official Traffic Control Device is erected in accordance with this Chapter shall obey the direction of such Official Traffic Control Device as required by the Wisconsin Statutes incorporated by reference in Section 10-1-1 of this Chapter. Operators of vehicles approaching a stop sign shall stop before entering a highway as required by Sec. 346.46, Wis. Stats. Operators approaching intersections at which a yield sign has been installed shall yield the right-of-way to other vehicles as required by Sec. 346.18(6), Wis. Stats.

Sec. 10-1-11 Heavy Traffic Routes.

- (a) **Definition.** For purposes of this Section, heavy traffic shall be defined as:
- (1) All vehicles not operating completely on pneumatic tires, and
 - (2) All vehicles or combination of vehicles, other than motor buses, designed or used for transporting property of any nature and having a gross weight of more than fourteen thousand (14,000) pounds.
- (b) **Prohibited Routes.** Heavy traffic is prohibited from using any City street or highway not designated as a heavy traffic route. This Section shall not act to prohibit heavy traffic from using a City of Abbotsford street or highway for the purpose of obtaining orders for supplies or moving or delivering supplies or commodities to or from any place of business or residence which has an entrance on such street or highway. Furthermore, this Section will not act to prohibit heavy traffic from using any City streets over which are routed state trunk highways. When being driven to the site of any construction, repair or maintenance of electric, gas or water service, vehicles owned and operated by a public utility will be exempt from the provisions of this Section.
- (c) **Administration.** The Chief of Police, with assistance from the Director of Public Works, shall administer this Section. Administration shall include:
- (1) **Posting of Signs.** Appropriate signs shall be posted giving notice of this Section and of the heavy traffic routes established herein. Yellow sign posts may also be used to designate heavy traffic routes.
 - (2) **Maps.** Maps of the City showing heavy traffic routes shall be prepared and shall be available upon request by heavy traffic operators and owners.
 - (3) **Construction Equipment.**
 - a. The Chief of Police, or his/her designees, may grant temporary permits to allow heavy construction equipment to use City streets or highways not designated as heavy traffic routes. These permits may be granted only when use of a nondesignated route is necessary for the equipment to reach a construction site.

10-1-11

No permit may be issued unless the person or corporation owning the equipment agrees to reimburse and hold the City harmless for any damage done to the City street by the equipment and/or any personal injury or property damage caused in part or in whole by the street damage.

- b. City-owned or operated equipment is specifically excluded from the provisions of this Section.
- (d) **Liability.** Any operator, corporation, owner or agent whose heavy traffic vehicle damages any City streets or highways in violating this Section shall be liable and required to pay the City of Abbotsford the cost of repair or replacement of the damaged street or highway.
- (e) **Through Streets and Heavy Traffic Routes Designated.** The following streets and parts of streets are designated as through streets and heavy traffic routes:
 - (1) State Highway 13 (Business).
 - (2) ~~State Highway 29 (Business).~~ (2) Spruce Street from 4th Street East to Cemetery Avenue
- (f) **Certain Streets.** No person shall operate a heavy traffic vehicle on any streets or parts of streets not designated in Subsection (e) provided however, the ordinary use of such streets for obtaining orders for supplies, or moving or delivering supplies or commodities to or from any place of business or residence fronting on such streets shall be permitted, but the weight of the vehicle and its load shall not exceed the limitations of Sections 348.15 and 348.16(3), Wis. Stats., pertaining to Class "A" highways or deliveries on Class "B" highways.
- (g) **Heavy Load Traffic; Class "B" Designation.** All streets and alleys within the City of Abbotsford, except those enumerated in Subsection (e) above are hereby designated Class "B" highways and shall be subject to weight limitations imposed by Sec. 348.16, Wis. Stats.

Sec. 10-1-12 Speed Limits.

- (a) **General Speed Limits Established.** Except as provided in Subsection (b) below, the provisions of Sections 346.57, 346.58 and 346.59, Wis. Stats., relating to the maximum and minimum speed of vehicles are hereby adopted as part of this Section as if fully set forth hererin.
- (b) **Thirty-Five (35) Miles Per Hour.** The Common Council establishes a speed limit of thirty-five (35) miles per hour for all vehicles on the following specified highways, roads and streets:
 - (1) **Spruce Street/Business Hwy. 29.** From Second Avenue to Hi Line Avenue.
 - (2) **Spruce Street/Business Hwy. 29.** From Sixth Street to Eleventh Street.
 - (3) **Hi Line Avenue.** From Old Highway 29 to Pine Street.
 - (4) **West Old Highway 29.** From Spruce Street/Business Hwy. 29 to Basswood Avenue.

MINUTES of Abbotsford Fire Department

Meeting date: January 27th, 2016

Call to order: A regular meeting of the Abbotsford Fire Department was held on January 27th, 2016. Chief Jody Apfelbeck called the meeting to order at 7:14 pm.

Members in attendance: 24

Members of the Public in attendance: Kevin O'Brien from TP Printing, no comments.

Approval of minutes/financial reports: Motion was made by Mark Gorke, and seconded by Tonya Dommer to approve the minutes of the December 23rd 2015 meeting and the December 2015 financial reports as presented. **Motion carried.**

Consolidation Update: Next meeting will be at the Abbotsford City Hall, scheduled for February 20th, 2016 at 10:00 am. This will be an informational meeting. Meeting will be open to the public; anyone with questions should attend.

Unfinished Business:

Insurance cards need to be turned in if members have not already done so.

The new boots have arrived for the few who ordered them; member payment is needed to be made on them.

New Business:

Forward Financial gave the department a donation of \$963.12 from their Charitable Money Market program.

The \$100 raffle fundraiser will be held on Friday 4/1/2016. Proceeds will be used towards new radios and pagers.

Currently, the department is short on pagers; John Austin will place an order for three pagers.

A thank you card for the funeral plant has been received from the Flink family.

Mark Gorke would like to take pictures of current members for the hall tonight.

Elections:

Election of Fire Chief: Nomination made to nominate Jody Apfelbeck as Fire Chief.

Motion made by Mark Gorke, with a second by David Wiese to close all nominations and cast a unanimous ballot for Jody Apfelbeck as Fire Chief. A voice vote taken, **motion carried.**

Fire Chief Jody Apfelbeck appoints members to the following positions: 1st Assistant Chief John Austin, 2nd Assistant Chief Kyle Uhlig, Lieutenant Jason Treankler, and Captain Christopher Esselman. Anthony Resler has requested to step down as 1st Assistant Chief.

Election of Secretary: Nomination made to nominate Lysie Edblom as department secretary.

Motion made by Mark Gorke, with a second by Sarah Diedrich to close all nominations and cast a unanimous ballot for Lysie Edblom as department secretary. A voice vote taken, **motion carried.**

Election of Treasurer: Nomination made to nominate Lysie Edblom as department treasurer.

Motion made by Mark Gorke, with a second by John Austin to close all nominations and cast a unanimous ballot for Lysie Edblom as department treasurer. A voice vote taken, **motion carried.**

Election of Trustees: Nominations made to nominate Jeffrey Diedrich, Dallas Wiese, David

Wiese, Anthony Resler (declined), Chris English, Eric Totzke, Ray VanLuven, and Sean Wiese. Motion made by Eric Totzke to close nominations, with a second by John Austin.

A paper ballot vote was taken, with the following members elected to trustee positions: Jeffrey Diedrich, Dallas Wiese, David Wiese, and Chris English.

Training/Schooling:

A farm safety drill is tentatively planned for the March practices. If able, surrounding departments will be invited to attend. Small groups will be rotated through different stations such as grain bin rescue, PTO accidents, machinery entrapment, etc.

There will be a storm spotter class offered at the Abbotsford High School on April 12th, 2016 at 6:30 pm.

Training officer Randy Younker believes that most departments will be requiring state certified status from their members in the near future. Local classes are being offered through NTC.

Motion to Adjourn: Motion made at 8:25 pm by Sarah Diedrich; seconded by Tonya Dommer.

Respectively Submitted,

Lysie Edblom

Secretary

Abbotsford Ambulance Service, Inc.
February 8, 2016
Meeting Minutes

The meeting of the Abbotsford Ambulance Service was called to order by Chief Travis Nixdorf with 22 members present.

A motion was made by Dave Behnke, second by Kristi to approve the January, 2016 minutes. Motion carried.

The Treasurer's report was read as follows:

Payables

Colby Chrysler Center	\$341.85	
EMP	\$419.95	
Heartland Cooperative	\$140.08	
Megan Zoellick	\$1,181.97	EMT class reimb.
Noel Bareck	\$81.00	J. Van Over CPR
OW Community Ambulance	\$850.00	Radios
Physio-Control	\$78.72	
Pike Office	\$6.38	
ProVision Partners Cooperative	\$163.51	
Smith Bros. Meats	\$945.88	Christmas Party
TuMarx Printing	\$7.00	
Payroll	\$4,563.65	
Total Expenses	\$8,779.99	

Deposits

Forward Financial Donation	\$51.20
	\$.64
Misc. Revenue	\$200.00
Total Deposits	\$251.84

Account Balances

Checking	\$65,082.94
Savings	\$45,749.02
Capital Investment Savings	\$25,520.06
Forward Financial Bank Savings Acct.	\$587.88

A motion was made by John, second by Ann to approve the Treasurer's report. Motion carried.

Chief's Report

Ray Esselman resigned from the service on January 13, 2016. Also, Christopher Brandner resigned from the service effective today due to work commitments but would like to stay on as a driver.

Jeremy had triple bypass surgery a few weeks ago and is back in the hospital now. He will be on medical leave until further notice. Please listen to the pager/radio and help out when available. Carol Nelson is also on medical leave for the next 6 weeks.

The contract with Medevac has been signed; they charge \$150 per intercept, the same as Spirit.

St. Joseph's Hospital has been approached on buying back the 12-lead in Med 2. Jeff from LifePak has a lead on a possible sale of this unit and will forward the information to Travis.

EVOC training will consist of watching a 1/2-hour video along with taking a test. After the driving portion is completed, members will be certified for a 2-year period. EMT's who are also on the fire department and have EVOC through the fire department will be required to participate in this training. This training will take place in the spring.

The Board discussed EMT payout for new EMT's at their January meeting. Past practice has been that EMT's receive a coat and \$900 (\$500 after six months, \$400 and a coat after one year). Moving forward, new EMT's will receive a coat and service T-shirt upon certification, then \$500 after 6 months and \$500 after one year of service. Discussion was held on high visibility jackets; the department won't order high visibility jackets, however there are a few jackets in the ambulance area that could be used if they fit; high visibility vests are available in the med units.

The service license has been updated to 2018.

The trans cooler in Med 1 has been replaced.

EMT refresher will be held the second and 4th weekends in February.

Tim Ludwig's father recently passed away; the service will send a plant in memory of Jerry.

The portable radios have been programmed for the repeater tower in Dorchester; members need to remember to use this frequency for good communication.

Reed Welch thanked the service for covering at the football games this year.

Justin Michlig will be on medical leave beginning on 2/22/16 for approximately 2 weeks. Please cover when available.

The recent snowmobile races in Dorchester resulted in 4 transports, 2 before the races even started.

Assistant Chief Report

Lori will be assisting Travis with inventory and ordering.

Training Officer's Report

Training tonight will be held on the new LifePak defibs with Jeff Preston presenting.

EMS/Infection Control Officer's Report

Kristi recently attended the WEMSA Conference and will give a presentation at the next meeting.

Secretary's Report

Nothing noted.

Treasurer's Report

Nothing noted.

Application Committee Report

Nothing noted. Travis will sit on this committee until Jeremy is off medical leave.

Open Business:

The next consolidation meeting will be held on Saturday, February 20, 2016 beginning at 10:00 a.m. at the Abbotsford City Hall. A proposed intergovernmental agreement was presented at the January meeting; this document has been sent to Attorney Tim Fenner for review. Members were encouraged to attend these meetings. If you have any questions, you can call Larry Oehmichen.

Discussion was held on purchasing defib mounts for the med units. Two quotes have been received: Ferno, \$507 each = \$1,053.20; NCE, \$380 each = \$805. A motion was made by John, second by Justin to purchase 2 defib mounts from NCE for \$805. Motion carried. Travis will order these units.

New Business:

Discussion was held on the recent Christmas party as EMT participation is low; having a separate Christmas party was discussed. This will be discussed in the fall.

Med 1 has 2 pediatric bags; these will be combined into one bag.

Discussion was held on purchasing a desktop computer for the service to be kept in Travis' office. A motion was made by John, second by Al to purchase an Apple computer and printer not to exceed a total of \$1,300. Motion carried.

A motion was made by Kristi, second by Tonya to adjourn. Motion carried.

Respectfully submitted,

Carol Staab
Secretary

Minutes from the Finance and Personnel meeting held February 22, 2016 at the Abbotsford City Council Chambers

Chairman Schwantes **called the meeting to order** at 6:00 p.m.

Roll call: Chairman Schwantes, Mediger, Horacek and Voss

Others present: Clerk Lopez, Water/Wastewater Manager Medenwaldt, and K. O'Brien – Tribune Phonograph

The **Pledge of Allegiance** was heard

There were **no comments by the public.**

Under **comments by the Finance Chairman**, Chairman Schwantes stated there was a great turnout on Saturday for the Fire Consolidation meeting; information was presented well.

Under **discuss/approve February bills**, motion Horacek/Voss **to pay the bills** in the amount of \$149,441.71. Motion carried without negative bills.

Motion Horacek/Mediger to **approve the USDA bills in the amount of \$741,790.75.** Motion carried without negative.

January receipts and expenditures were reviewed.

Overtime report was discussed.

Budget comparison reports will be presented during the March council meeting.

Fire/EMS financials were reviewed

Under **discuss incidents/accidents/training** it was stated Medenwaldt is planning on attending the WRW conference in March, and Lopez stated that she budgeted for Seefluth to attend the WMCA Clerk's Academy in Green Bay in July

Under **discuss/recommend joining the Fire District**, Schwantes stated that the Consolidation meeting went through the plan in great depth. Voss stated she is abstaining from the vote as she is the Assistant Chief. It was stated that Harland Schraufnagel stated he is in favor of this consolidation and asked that his voice be heard. It was stressed that we are a community and need to do what is best for the entire community. Motion Schwantes/Mediger to recommend to the Council to join the Fire District. This motion was rescinded due to the Chairman making the motion.

Motion Mediger/Horacek to **recommend the Council to join the Fire District.** Roll call vote: Voss-Abstained, Mediger – yes, Horacek – yes, and Schwantes – yes Motion carried 3:0:1

Motion Mediger/Horacek to **adjourn** at 6:15 pm. Motion carried without negative vote.

Minutes from the Colby Abbotsford Board of Police Commissioners meeting held February 8, 2016 at the Colby Abbotsford Police Department

President Todd Schmidt **called the meeting to order** at 6:30 p.m.

Roll call: President Todd Schmidt, D. Hederer, K. Lynn, B. Weideman, and B. Faber (Anders – absent)

Others present: Clerk Lopez, Mayor Schmidt, Sandy Kocian and Officer Schreiber

Under **comments by the public**, Sandy Kocian mentioned that after reading the newspaper she felt the commission thought she did not have a job description in the past. Kocian stated that she had always had a job description, but the recently approved version is an updated version.

Motion Faber/Lynn to **approve the minutes from the January 11, 2016 Police Commission meeting**. Motion carried without negative vote.

Motion Hederer/Faber to **approve the expenditures** in the amount of \$18,509.48. Motion carried without negative vote.

Under **Lexipol policies** President Schmidt stated that Chief Bauer distributed a packet of policies earlier. *The following policies were reviewed: 320 Standards of Conduct, 321 Information Technology Use, 322 Report Preparation, 323 Media Relations, 324 Subpoenas and Court Appearances, 325 Part-Time Officers, 327 Mutual Aid and Outside Agency Assistance, 328 Registered Offender Information, 329 Major Incident Notification, 330 Firearm Injury Reporting, 331 Death Investigation, 332 Identity Theft, 333 Private Persons' Arrests, 337 Biological Samples, 340 Child and Dependent Adult Safety, 344 Off-Duty Law Enforcement Actions, 345 Department Use of Social Media.* Motion Lynn/Hederer to **approve policies as presented**. Motion carried without negative vote.

Chief's report was provided by a written summary by Chief Bauer, as Chief Bauer is at training this month. It was noted that there were 139 more contacts made in January of 2016 than January of 2015. President Schmidt commended the officers on doing an effective job. Mayor Schmidt stated that the Chief has asked Officer Rannow to return his issued equipment back to the department. Officer Rannow said he would turn in his department-issued gear on his last official day of work on February 17, 2016. It was stated that this has made it difficult in the transition as the replacement Officer has already been hired. President Schmidt said this topic would be placed on the March agenda to clarify policy language to address this situation in the future. Motion Hederer/Weideman to **approve the January activity report**. Motion carried without negative vote.

The **next meeting date** will be March 14, 2016 at 6:30 p.m.

Motion Hederer/Faber to **convene to closed session** pursuant to State Statutes 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 wage and benefit negotiations for Kocian

Roll call: President Schmidt – yes, Hederer – yes, Lynn – yes, Weideman –yes, Faber – yes
Sandy Kocian and Mayor Schmidt were invited to participate in the closed session discussion.

Motion Lynn/Hederer to **convene to open session** at 7 p.m.

Roll call: President Schmidt – yes, Hederer – yes, Lynn – yes, Weideman –yes, Faber – yes

Motion Hederer/Weideman to approve a wage increase of 35 cents per hour for Kocian, adjusting her hourly wage rate to \$18.10 per hour beginning with the next pay period. Motion carried without negative vote.

Motion Hederer/Weideman to **adjourn** at 7:10 p.m. Motion carried without negative vote.

1/12/2016 2:41 PM

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ALL Checks

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Dated From:

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Check Nbr	Check Date	Payee	Amount
11846	1/12/2016	COLBY ABBOTSFORD PROFESSIONAL POLICE	
		DEC DUES	
500-00-21115-000-000		UNION DUES PAYABLE	203.75
		DEC DUES	
		Total	203.75
11847	1/12/2016	KOCIAN, SANDY	
		JAN MEDICARE REIMBURSEMENT	
500-00-51004-407-000		HEALTH INSURANCE	83.92
		JAN MEDICARE	
		Total	83.92
11848	1/12/2016	SECURITY HEALTH PLAN	
		FEBRUARY PREMIUMS	
500-00-51004-407-000		HEALTH INSURANCE	5,957.09
		FEB PREMIUMS	
500-00-51004-407-000		HEALTH INSURANCE	17.00
		EBC BILLING	
		Total	5,974.09
Grand Total			1/12 6,261.76

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Check Nbr	Check Date	Payee	Amount
11849	2/08/2016	A-Z ANIMAL FEED AND SUPPLY LLC BATTERIES & TAPE	
500-00-51012-000-000		MISCELLANEOUS EXPENSE	8.26
Total			8.26
11850	2/08/2016	CAPITAL ONE BANK TRAINING AND CLOTHING ALLOWANCE	
500-00-51009-000-000		TRAINING	214.00
500-00-51007-000-000		CLOTHING ALLOWANCE	775.90
Total			989.90
11851	2/08/2016	CARQUEST AUTO PARTS BULB	
500-00-51006-000-000		AUTOMOBILE MAINTENANCE #1939-453821	11.59
Total			11.59
11852	2/08/2016	CELL COM CELL PHONES & AIR CARDS	
500-00-51003-000-000		TELEPHONE #444387	176.57
500-00-51016-001-000		MOBILE DATA (AIR CARDS) AIR CARDS	87.84
Total			264.41
11853	2/08/2016	CHARTER COMMUNICATIONS PHONE & INTERNET	
500-00-51002-001-000		INTERNET	69.99
500-00-51003-000-000		TELEPHONE	146.96
Total			216.95
11854	2/08/2016	CITY OF ABBOTSFORD 12/29-1/26	
500-00-51003-003-000		WATER WATER BILL	65.16

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Check Nbr	Check Date	Payee	Amount
			Total 65.16
11855	2/08/2016	CLIFF'S SERVICE INC FUEL & MAINT.	
500-00-51002-000-000		FUEL	88.90
500-00-51006-000-000		AUTOMOBILE MAINTENANCE MAINT.	127.00
			Total 215.90
11856	2/08/2016	COLBY ABBOTSFORD PROFESSIONAL POLICE JAN DUES	
500-00-21115-000-000		UNION DUES PAYABLE JAN	207.50
			Total 207.50
11857	2/08/2016	DALCO JANITORIAL SUPPLIES	
500-00-51010-005-000		JANITORIAL SUPPLIES #2974899	66.31
			Total 66.31
11858	2/08/2016	DELTA DENTAL OF WISCONSIN FEBRUARY PREMIUMS	
500-00-51004-408-000		INSURANCE - DENTAL #870269	557.72
			Total 557.72
11859	2/08/2016	FASTNAL COMPANY FOLDERS	
500-00-51010-000-000		OFFICE SUPPLIES #WIABB7489	26.90
			Total 26.90
11860	2/08/2016	HOLIDAY COMMERCIAL DEC FUEL	
500-00-51002-000-000		FUEL	292.81
			Total 292.81

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Check Nbr	Check Date	Payee	Amount
11861	2/08/2016	INTOXIMETERS MOUTHPIECES	
500-00-51012-000-000		MISCELLANEOUS EXPENSE #520651	92.00
Total			92.00
11862	2/08/2016	KOCIAN, SANDY REIMURSE FOR FEB MEDICARE	
500-00-51004-407-000		HEALTH INSURANCE FEB MEDICARE	83.92
Total			83.92
11863	2/08/2016	MEMORIAL MEDICAL CENTER BLOOD DRAW	
500-00-51019-000-000		INVESTIGATIONS AMANDA RONEK	75.00
Total			75.00
11864	2/08/2016	MENDEZ, JOHN INTERPRETER	
500-00-51019-000-000		INVESTIGATIONS 1/2, 3AM-3:30AM	60.00
500-00-51019-000-000		INVESTIGATIONS 1/16, 3:30AM-5AM	60.00
Total			120.00
11865	2/08/2016	PIKE OFFICE SUPPLY OFFICE SUPPLIES	
500-00-51010-000-000		OFFICE SUPPLIES #9829	4.27
500-00-51010-000-000		OFFICE SUPPLIES #9808	5.79
Total			10.06
11866	2/08/2016	POSTMASTER ROLL OF .49 STAMPS	
500-00-51010-000-000		OFFICE SUPPLIES	49.00
Total			49.00

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Check Nbr	Check Date	Payee	Amount
11867	2/08/2016	PROVISION PARTNERS DEC & JAN FUEL	
500-00-51002-000-000		FUEL	639.10
		DEC FUEL	
500-00-51002-000-000		FUEL	396.02
		JAN FUEL	
		Total	1,035.12
11868	2/08/2016	SEBOLD CHEVROLET INC BATTERY 2012 IMPALA	
500-00-51006-000-000		AUTOMOBILE MAINTENANCE #14769	150.05
		Total	150.05
11869	2/08/2016	SECURITY HEALTH PLAN MARCH PREMIUMS	
500-00-51004-407-000		HEALTH INSURANCE	5,957.09
		MARCH PREMIUMS	
500-00-51004-407-000		HEALTH INSURANCE	17.00
		EBC BILLING	
		Total	5,974.09
11870	2/08/2016	SUPER 29 SHELL JAN. FUEL	
500-00-51002-000-000		FUEL	488.26
		FUEL	
		Total	488.26
11871	2/08/2016	TU MARX PRINTING ENVELOPES	
500-00-51010-000-000		OFFICE SUPPLIES #27083	88.50
		Total	88.50
11872	2/08/2016	WE ENERGIES 12/15-1/18	
500-00-51003-001-000		HEAT	439.30
		12/15-1/18	
		Total	439.30

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Check Nbr	Check Date	Payee	Amount
11873	2/08/2016	WI DEPT. OF JUSTICE-TIME QUARTERLY CHARGE 1/16-3/16	
500-00-51022-000-000		TIME SYSTEM T20454	223.50
Total			223.50
11874	2/08/2016	WRPD ADAM SAZAMA TRAINING	
500-00-51009-000-000		TRAINING TRAINING	10.00
Total			10.00
11875	2/08/2016	XCEL ENERGY 12/19-1/20	
500-00-51003-002-000		ELECTRIC 12/19-1/20	485.51
Total			485.51
Grand Total <i>2/8</i>			12,247.72

Grand total: \$ 18,509.48

The Board of Trustees will be assigning Nancy Corley to the position of Interim Director beginning on February 19, 2016. She will hold this title until the new director is in place. The board recognizes that this position is temporary and Nancy will return to the position of Library Assistant when a new director is hired.

2/10/2016

Mayor Dale Rachu

City Of Abbotsford

Mr. Mayor:

The Board of Trustees wishes to recommend for reappointment Nina Writz for a three year term on the Abbotsford Public Library Board of Trustees.

Thank You,

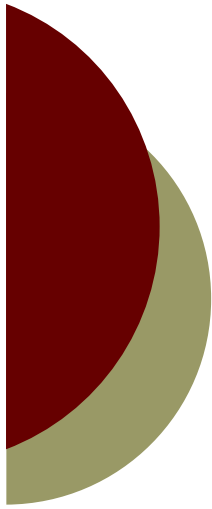
A handwritten signature in cursive script, appearing to read "Erica Grunseth".

Erica Grunseth; Director

March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 COUNCIL	8	9	10	11	12
13	14 POLICE	15	16	17 	18	19
20	21	22 BOA 5:30 PLAN COM 5:45	23	24	25	26
27	28	29	30	31		

CITY OF ABBOTSFORD



April 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 COUNCIL	5 ELECTION	6	7	8	9
10	11	12	13	14	15	16
17	18	19 REORG	20	21	22	23
24	25	26	27	28	29	30

CITY OF ABBOTSFORD