

November 2, 2010 **Council Minutes**

The Budget Hearing for the 2011 Budget was called to order by Mayor Schmidt at 6:00 P.M. The clerk explained the new option to create a capital improvements fund in order to control fluctuation in the general fund budget. It was determined to move \$5,000 from contingency to planning/grant writing in order to allow for some work on plans for an expansion of the public library. Motion was made by Raatz, seconded by Schraufnagel to adjourn the budget hearing at 6:30 P.M. Motion carried with a voice vote.

The regular meeting of the Colby Common Council was called to order at 6:30 P.M. by Mayor James Schmidt. On roll call: Lange, Beisner, T Schmidt, Raatz, Schraufnagel, Holtzhausen, Hederer and Kaiser. Also present were Mayor James Schmidt, Clerk Connie Gurtner, DPW Harland Higley Jr, Mike Voss from MSA, Mike Stoffel from Ayres Associates and citizens at large.

Agenda was posted by the clerk. The agenda will stand as the order of the meeting.

Minutes of the October 5, 2010 council meeting were pre-read and reviewed.

Motion was made by T Schmidt, seconded by Hederer to approve the minutes as presented. Motion carried with a voice vote.

Financial Statement and Bills were discussed. Motion was made by Hederer, seconded by Schraufnagel to approve the bills. The amounts approved are as follows: General Fund \$328,481.44; Water Department \$99,376.78; Sewer Department \$22,118.03; Net payroll \$17,969.65. Motion carried with a voice vote.

Colby-Abbotsford Police Commission met on October 11th.

The commission approved the minutes and expenditures.

Under video/audio equipment for the interview and intoxilizer rooms, Chief Gosse explained that they sold some equipment (the vehicles from Smokey's parking lot) for roughly \$2,100 and would like to use that money to put a camera in the intoxilizer and interview room. He received two bids, one from Vital Communications and one from Per Mar. Per Mar was the lowest bidder. The commission approved the purchase of cameras for the interview room and intoxilizer room at a cost of \$2,559 with Per Mar. Motion was made by Lange, seconded by Schraufnagel to approve this purchase. Roll Call Vote: Ayes ♦ Schmidt, Raatz, Schraufnagel, Holtzhausen, Hederer, Lange. Noes ♦ Beisner, Kaiser. Motion carried.

The drug take back had a good turnout. It wasn't as large as the Chief would like to have seen, but he feels that may be due to that fact that people can turn in their pharmaceuticals at any time.

2011 budget, 3.9% increase, Chief Gosse stated that the only place he can see where they are maybe over budgeted is with the insurance. The only reason for that was because the Police Department doesn't have a ♦ general ♦ fund. They have to stick to the budget and if they go over they would have to ask the City for more money. This way the Police Department knows for sure they have enough to pay for the insurance. Lange felt that was not the best way to budget. He felt it would be better to have a contingent account. Mayor Sossaman would like to see the Police Department try to cut back on anything like overtime. Lange stated that at one point there was a time when the committee went through the budget line by line and there are not places to cut in the Police budget. It was established a while ago that everyone wanted 24 hour coverage and that makes it hard to cut back on the overtime. Wage increase this year is 4% according to the contract. The commission approved the 2011 budget without negative vote.

Under Chief's report, this year (2011) the Police Department will have to buy a car. It cost a few thousand to get the car equipped with radio and camera.

Motion was made by Lange, seconded by Beisner to approve the actions and expenditures of the Police Commission for October. Motion carried with a voice vote.

City Planning Committee met on October 18th and October 25th.

October 18, 2010

MSA Task Order for TIF Incentive Plan \$2,000-\$2,800:

Kirk Skooge from MSA Engineering presented a task order to prepare a policy for our TIF expenditures. This policy will put in writing and outline the City's position on TIF use and financing. The committee approved the recommendation of the Task Order for the TIF Incentive Plan to the council in an amount not to exceed \$2,000-\$2,800. Motion was made by T Schmidt, seconded by Raatz to approve the Task Order for the TIF Incentive Plan in the amount not to exceed \$2,000-\$2,800. Motion carried with a voice vote.

Building Codes Ordinance Review:

Jim Flood from Vierbecher Associates discussed with the council the current building code ordinances and options for enforcement. The main focus of the discussion was determining when the city should require an inspection and when an inspection is not needed. The city currently requires inspections on all new construction of one and two family dwellings

and additions to residential properties. We do not require inspections on decks/porches. Jim Flood and Clerk Gurtner will do some research on when the state law requires a UDC Inspection so the city can decide at what point they want to require an inspection.

State Law Change Regarding Land Divisions:

Clerk Gurtner passed out a memo from our Attorney Alan Harvey at Community Code Services regarding new state law changes in relation to land divisions. The committee will review at a future meeting.

October 25, 2010

Meeting with Library Board to discuss Library Construction

Options/Timeline/Funding: The current library is 2,400 square feet including the bathrooms. WVLS recommends a library of 6,500 square feet based on the circulation that the library currently has and still allows for future growth. The city priced a 30x91 foot addition to the current city hall at a cost \$273,000. There was also a separate estimate that included remodeling the city hall basement and adding an elevator, this estimate came in at \$220,000. The librarian presented information to the committee members with suggestions of different scenarios for expanding the library. The first option was a free standing building. They brought up two locations for a free standing library and those were: the area west of the Colby District Center and the area west of the Burnett Bus Garage. The city had called the Village of Marathon City who recently constructed a new 3,000 square foot library and the cost of this library was \$500,000. This did not include the cost of land or the cost of exterior brick. The second option was an addition to the south end of the building. If this were to be the option that was chosen the current layout of the library would need to be completely revamped to better accommodate the staff and the library's needs. If the basement were also remodeled the library members felt this could be the best long term option for the library. This option also has benefits because in 2011 the library will be getting \$100,000 worth of fiber optic going into the building. This is state funded right now and if the library were to move to a free standing building this would then be the library's responsibility to pay for the fiber optic. Questions brought up during discussion were land prices, stand alone building construction prices, and different funding options. It was suggested to look into more grant money options and that also included looking into grants for municipal buildings because the basement is the cities storm shelter and there could be funding to help with the remodeling of the basement. You would also have to consider the cost of the new furnishings for the library expansion. A way of raising money could be a capital campaign to help with the cost of expansion. It was suggested to present to the council adding to next year's budget money for engineering and get a shovel ready plan together for an addition.

Mayor Schmidt: Mayor Schmidt reported on the meeting of the United Communities of Clark County meeting. Mayor Schmidt reported on the McDevco meeting. He also discussed items from the Clark County Economic Development Meeting. The DOT has announced that the Highway 13 Project may be move up to 2012 and that they have determined a need for stop and go lights at the corner of Adams and Highway 13.

DPW Harland Higley: The following building permits were issued: Lavern Nosbisch, 309 N 3rd Street, re-roof; Craig Lieders, 508 Terrace Street, replace shingles; Paul Johnson, 701 W Dolf Street, shingle roof; Jennifer Langreck, 501 N 4th Street, 10 x 22 storage shed; Terry & Mary Dorn, interior remodeling; Ross Rannow, 411 S 6th Street, pave driveway, replace tub.

Lieders Street should be blacktopped tomorrow. The crew had a water main break on North Seventh Street. Washington Street is in progress.

Engineer Report: Mike Voss reported on the Well #13 project approximately 85% of the piping has been installed. The well house is just about complete.

Mike Stoffel reported that most of the road is complete for Washington Street. He suggested holding some retainage through the winter for the completed restoration work. There has been a second walk through with Melvin's on the Spence Street project and many items are still being worked on for completion. The county has been billed for their portion of the project. The retainage for this project has been increased to 10% to account for some final work.

Operators' Licenses: The following application for an operator's license was received: Sherry Viegut, 208 Hickory Street, Abbotsford, WI. Motion was made by Kaiser, seconded by Hederer to approve the Operators' Licenses as presented. Motion carried with a voice vote.

Capital Improvements Fund: The city is working on keeping the General Fund budget stable and with fluctuating capital improvements the clerk suggests creating a capital improvements fund. This fund can show all revenue and expenditures dedicate to large capital improvement projects and will allow the city to set aside money in one year and spend in another or to borrow for an entire project in order to complete in one budget year. Motion was made by Hederer, seconded by Schraufnagel to create a new fund called Capital Improvements Fund. Motion carried with a voice vote.

Engineering Bids for N 1st Street Design, Bidding & Construction Observation: The city received two bids for the engineering of this job Ayres Associates total of \$74,200 and MSA Engineering total of \$57,057. Motion was made by Lange, seconded by Holtzhausen to approve the bid for MSA Engineering at a cost of \$57,057. Roll Call Vote: Ayes T Schmidt, Raatz, Schraufnagel, Holtzhausen, Hederer, Kaiser, Lange, Beisner. Noes none. Motion carried.

2011 Budget: The budget was discussed in length during the budget hearing. The council has created a capital expenditure

fund in order to keep the budget from fluctuating. Motion was made by Beisner, seconded by Hederer to approve the City of Colby Proposed 2011 Budget as presented. Roll Call Vote: Ayes ♦ Raatz, Schraufnagel, Holtzhausen, Hederer, Kaiser, Lange, Beisner, Schmidt. Noes ♦ none. Motion carried.

Security Health Plan Renewal: We received renewal information from Security Health Plan for the 2011 premium renewal. The overall increase for the city's plan is 4.44% or a total premium of \$7,753.65/month. Motion was made by Raatz, seconded by Kaiser to approve the renewal for 2011 with Security Health Plan. Motion carried with a voice vote.

Committee meetings for November: Colby-Abbotsford Police Commission will meet on November 15, 2010 at 5:30 P.M. at the Colby City Hall. Personnel Committee will meet on November 15, 2010 at 6:00 P.M. at the Colby City Hall.

Adjourn: Motion was made by Raatz, seconded by Beisner to adjourn at 8:00 P.M. Motion carried with a voice vote.

Approved _____
James W Schmidt, Mayor

Attest _____
Connie Gurtner, Clerk