Mayor Schmidt called the public hearing to order for the CDBG-PF application at 6:15 PM. SEH representatives identified potential funds available, eligible CDBG activities, presentation of identified community development needs, identification of any community development needs by public, presentation of activities proposed for CDBG application, including potential residential displacement. The hearing was ended with any citizen input regarding the proposed and other CDBG activities. Motion was made by O’Brien, seconded by Oestreich to close the public hearing. 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: Flink, O’Brien, T Schmidt, Thieme, Lynn, Oestreich and Kaiser. Hederer was absent. Also present were Mayor James Schmidt, Clerk Connie Gurtner, DPW Harland Higley Jr, Librarian Vicki Calmes and citizens.

**Agenda** was posted by the clerk. The agenda will be amended to move items to accommodate the public.

**Minutes** of the April 19th re-organizational meeting were pre-read and reviewed. Motion was made by T Schmidt, seconded by Oestreich to approve the minutes as presented. Motion carried with a voice vote.

**Financial Statement and Bills** were discussed. Motion was made by O’Brien, seconded by Lynn to approve the bills. The amounts approved are as follows: General Fund $147,619.69; Water Department $80,730.77; Sewer Department $17,881.33; Net payroll $18,680.49. Motion carried with a voice vote.

**Buddy Poppy Proclamation:** Motion was made by Oestreich, seconded by Thieme to approve the Buddy Poppy Proclamation. Motion carried with a voice vote.

**Resolution Adopting a Citizen Participation Plan for CDBG Program 3-2016:** Motion was made by T Schmidt, seconded by Kaiser to adopt Resolution 3-2016 as follows. Motion carried with a voice vote.

***ADOPTING A CITIZEN PARTICIPATION PLAN***

*WHEREAS, the City of Colby is considering applying for a Community Development Block Grant (CDBG) for community improvements; and*

*WHEREAS, the State of Wisconsin Department of Administration and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan; and*

*WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizen reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for a complaint procedure and accommodate non-English speaking residents; and*

*WHEREAS, the City of Colby has prepared and publicly reviewed and amended a Citizen Participation Plan.*

*NOW THEREFORE BE IT RESOLVED, the Common Council of the City of Colby officially adopts the Citizen Participation Plan.*

**Authorizing Resolution for Submitting CDBG Application 2-2016:** Motion was made by Oestreich, seconded by Flink to adopt Resolution 2-2016 as follows. Motion carried with a voice vote.

***AUTHORIZING RESOLUTION***

*Authorizing Submission of a Community Development Block Grant Application*

*Relating to the City of Colby participation in the Community Development Block Grant – Public Facilities (CDBG-PF) program;*

*WHEREAS, Federal monies are available under the Community Development Block Grant program, administered by the Wisconsin Department of Administration (DOA) for the purpose of the provision or improvement of public facilities (CDBG-PF); and*

*WHEREAS, after public meeting and due consideration, the Common Council has recommended that an application be submitted to DOA for the following project(s):*

*CDBG Library Improvements*

*WHEREAS, it is necessary for the Common Council to approve the preparation and filing of an application for the City to receive funds from this program; and*

*WHEREAS, the Common Council has reviewed the need for the proposed project(s) and the benefit(s) to be gained there from;*

*NOW, THEREFORE, BE IT RESOLVED, that the Common Council does hereby approve and authorize the preparation and filing of an application for the above-named project(s); and that the Mayor is hereby authorized to sign all necessary documents on behalf of the City; and that authority is hereby granted to the Common Council to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.*

**City Planning Committee** met on April 28th.

Permission for Construction of Announcers Stand at Pulling Track Property: Scott Oestreich asked the committee for permission to construct an announcer’s stand at the pulling track property. It will be a 14 x 20 metal building on concrete – 7 feet tall on the North end of the track. Motion was made by Kaiser, seconded by O’Brien to give the Colby Pullers Club permission to construct a announcer’s stand as described. Motion carried with a voice vote.

Annual Sign Rental Contract with Abby Group Inc: The city had a ten year lease with Abby Group Inc to lease space for their sign located on our property on the south end of town. Motion was made by O’Brien, seconded by Kaiser to approve a ten extension to the current lease with the Abby Group Inc. The rental fee will remain $500 per year. Motion carried with a voice vote.

Land Purchase from Colby School District for Library Project: The Colby School District has presented an offer to the city to purchase the current district center building property. The offer is to sell the property “as is” for $100. Closing cost would be split with the district equally. The closing date must be no later than March 1, 2017. Included in this sale is a condition that if the city sells any of this property within the next 25 years, 75% of the sale price will be returned to the district. The committee discussed in great detail the concerns with having to share the profits if we would ever want to develop the land that is not being used by the new library. Motion was made by T Schmidt, seconded by Oestreich to approve the land purchase proposal from the Colby School District. Roll call vote: Ayes – T Schmidt, Oestreich, O’Brien, Thieme, Lynn, Kaiser, Flink. Noes – none. Hederer was absent. Motion carried.

Preliminary Architectural Plans/Library Square Footage Needs/Construction and Future Overhead & Maintenance Costs: Vicky Calmes present the current timeline to the committee. The Library Building Committee met prior to this meeting to discuss the building needs for the new library. It was determined by the committee that 8,000 square feet may be too small for our current needs and there is concern about building to small. Rita Liddell from Cedar Corp had done a space analysis and 10,000 square feet is the minimum space that she is recommending. The anonymous donor has increased their pledge towards the construction of the project from $500,000 to $800,000. They also have presented consideration to help with the future maintenance and utility of the building. Rita presented the committee with some preliminary construction costs for a 10,000 square foot construction. She also showed the committee an aerial view of the existing lot and the suggested location of the new library. Rita also had two different design ideas for the construction of the building. Motion was made by T Schmidt, seconded by O’Brien to approve the 10,000 square foot floor plan for writing the CDBG application. Motion carried with a voice vote.

City of Colby Clerk’s Office Staff doing the Colby Fire/Ambulance Financial Books: Ross Rannow from the Colby Fire Department asked the committee if the city would be interested in having the clerk’s office do the books for the department. There was discussion as to whether there was any benefit to making this change now. The Central Wisconsin Fire & EMS District committee had discussed bidding out the service. The committee discussed if they should bid. Motion was made by T Schmidt, seconded by Flink to consider bidding on the bookkeeping services for the Central WI Fire & EMS District and to decide on the Colby Fire bookkeeping service after the bids are awarded. Motion carried with a voice vote.

Revolving Loan Fund Approval Process: Barb Gabrielson from BG & Associates suggested that the city allow the Mayor, Clerk and administrator to make loan approval decisions on loans that may have a time restraint. The committee approved this suggestion with a voice vote.

Outside Consumption Ordinance: Attorney Gamoke along with Chief Bauer re-wrote our existing Outside Consumption ordinance as requested from the Cheese Days beer tent organizers. There were some concerns about how this will be regulated. The committee thinks that they would like to do this for a trial period. The idea of adopting the ordinance but not having it updated in the code book until after Cheese Days was suggested. Motion was made by O’Brien, seconded by Flink to approve Ordinance 2016-1 Amendments to 11-4-1 Outside Consumption of Alcoholic Beverages as presented. Motion carried with a voice vote.

Ordinance Regulating Residential Remodeling in Downtown Commercial District: Most recently our downtown district has had a lot of residential construction on the main level and we are losing commercial rental space. The committee would like for us to look for some model ordinances that would regulate this in the future.

Fraud Reporting & Fraud Reporting Procedures: Our accounting firm has asked that we adopt Fraud Reporting and Fraud Reporting Procedures. The committee review the samples provided by Johnson Block. Motion was made by T Schmidt, seconded by Oestreich to adopt the Fraud Reporting & Fraud Reporting Procedures as recommended from the accountants. Motion carried with a voice vote.

**Colby-Abbotsford Police Commission** met on April 11h.

The commission approved minutes and expenditures.

Under Sandy Kocian’s retirement from the Police Department: Kocian’s last day in the office will be May 13, 2016, however, with her vacation remaining she will continue on the payroll until sometime in June. Kocian offered to help train the new police secretary. The position would require 32 hours per week if vehicle registration were going to continue. Chief Bauer, Abbotsford City Clerk Lopez, Colby City Clerk Gurtner and Police Commission President Schmidt will review applications received (application deadline April 22) to reduce to three applicants to be interviewed at the May 9 Police Commission meeting. Anders said the United Seven Fire District would also need a secretary, and he suggested sharing duties with the Police Secretary position, making it full-time, with the additional wages over 32 hours per week paid by the Fire District.

Under hiring of part-time officer: The part time officer will work 16 hours per pay period @ $15.00 per hour. The commission approved a part-time employment of Alex Bowmann.

Under Lexipol Policies: *The following policies were reviewed*:*102 Police Manual, 201 Department Directives, 430 Civil Disputes, 406 Hostage and Barricade Incidents, 414 Emergency Utility Services, 418 Detentions, Contracts and Photographing Detainees, 421 Mobile Audio Video, 423 Portable Audio Video Recorders, 433 Medical Aid and Response, 500 Traffic Function and Responsibility, 803 Records, 1003 Grievances.*  The commission approved the policies as presented. Motion carried without negative vote.

Under overtime for the Chief for Click-it or Ticket: Chief Bauer has offered all overtime hours to the full-time employees. He said he would need to help out with some overtime hours. Chief Bauer applied for the seatbelt grant and was awarded $7.500.00; in turn, all the funds must be spent on the Click-it or Ticket project. With applying for this grant the Police Department is also eligible to win $4,000.00 in police equipment. The commission approved to pay Chief Bauer overtime hours if needed at a rate of his current salary divided by 2,080 hours times 1.5 to calculate the overtime rate of pay. Motion was made by T Schmidt, seconded by Kaiser to approve the overtime for Chief Bauer for the Click-it or Ticket project. Motion carried with a voice vote.

Chief’s report: The new Durango is in and currently waiting to install Cradle Point (Internet connection) with a cost of $900.00. Cradle Point will be installed on all vehicles as they are replaced. This will save money in the long run compared to the cost of air cards. April 30th is Drug Take Back Day. Chief Bauer noted that the garage door was backed into and the repair expenditure will not be turned it into the insurance company.

**Central Fire & EMS District Committee** met on April 26th.

Election of Officers for Fire District:

Larry Oehmichen called for nominations for President announcing that the Board would abide by Robert’s Rules of Order: Larry Oehmichen was nominated for President by Pat Tischendorf, second by Gerry Anders. Having called for other nominations for President three times, a motion was made by Shane Graffunder, second by Jim Dukelow to close the nominations for President. Motion carried.

Larry Oehmichen called for nominations for Vice President: Pat Tischendorf was nominated for Vice President by Wayne Rau, second by Shane Graffunder. Having called for other nominations for Vice President three times, a motion was made by Shane Graffunder, second by Gerry Anders to close the nominations for Vice President. Motion carried.

Larry Oehmichen asked for comments or suggestions on the election of Secretary/Treasurer. Gerry Anders stated that the Colby/Abbotsford Police Department will be hiring a part-time secretary which is currently only a 30/32-hour position, there may be a possibility that the fire district may be able to share this position, the City of Abbotsford is also considering this. Larry Oehmichen stated that the City of Colby would be interested in presenting a proposal for the billing and Treasurer’s position. Based on this information, no decision was made on the Treasurer’s position at this meeting. Carol Staab stated she would assume the Secretary position if no nominations for an existing Board member were made. A motion was made by Shane Graffunder, second by Pat Tischendorf to appoint Carol Staab as acting Secretary. Motion carried.

Discussion and Authorization of Bank Account(s):

Discussion was postponed until the May meeting to allow for a decision on who or which municipality will be hired for the Treasurer position. The Treasurer’s position will be open to the municipalities and private CPA firms for the best pricing with the Board having the right to accept/refuse any proposal submitted.

Also discussed was additional funds requested from the municipalities that has not yet been received. Two bills have been paid from Attorney Fenner with another bill anticipated for additional work on the Intergovernmental Agreement in regard to the exhibits listing equipment, etc.

The Colby Fire Commission has offered to loan funds to the Fire District to allow for the hiring/payroll of the fire chief, etc. until funds are received from the municipalities in 2017. A motion was made by Pat Tischendorf, second by Gerry Anders that the Fire District accept a loan from the Colby Fire Commission in the amount of $100,000 available July 1, 2016 with interest charged at 1% payable from July 1, 2016 to December 31, 2016. Motion carried.

Discussion and Appointment of Committee Chairpersons:

1. Oversight Committee (5 voting, responsible for legal matters, etc.)

a. Larry Oehmichen, Chair

b. Pat Tischendorf

c. Gerry Anders

d. Wayne Rau

e. New Fire Chief

2. Finance Committee (Bank accounts, appointment of Treasurer, etc.)

a. Gerry Anders, Chair

b. Nancy O’Brien

c. Shane Graffunder

3. Resources (Equipment and Human Resources)

a. Pat Tischendorf, Chair

b. Larry Oehmichen

c. Shane Graffunder

4. Operations

a. Wayne Rau, Chair

b. Jim Dukelow

c. Pat Tischendorf

d. Travis Nixdorf

e. Ross Rannow

f. Rick Rinehart

Each Committee will prepare a list of topics to be covered/discussed and will call their own meeting times.

Discussion and Possible Approval on Bringing in Outside Resources to Assist with New Corporation Documentation (ID numbers, documents, etc.):

Andrew Schlagel, SAFER Fire District Battalion Chief, was present to give recommendations/insight into the merger process. Andy stated he would be willing to assist the Fire District with the merger process on a paid per hour basis depending on what is requested. Gerry Anders stated that in a conversation with John Neihart, he would also be available to assist with the consolidation process and would charge $25/hour port to port. John also stated that if need be he would consider assuming a temporary fire chief/administrator position on a part-time basis until a full-time chief is hired.

Discussion and Possible Approval of Fire District Name:

The committee voted to name the new district “Central Fire & EMS District”.

Next Meeting Date:

Fire Board meetings will be held on the third Wednesday of each month with the next meeting scheduled for May 18, 2016 at the Colby City Hall beginning at 7:30 p.m. The meeting locations will rotate between the municipalities. Agendas for committee meetings will be forwarded to Carol Staab for emailing/posting purposes.

The Oversight Committee will meet on Thursday, May 5, 2016 at the Abbotsford Fire Hall beginning at 7:30 p.m. The Oversight Committee will determine the bid application for the Treasurer position and will also work on duties for the other committees. All meetings will be open to the public.

**Mayor Schmidt**: Mayor Schmidt reported on the annual meeting of the Clark County Economic Development Corp.

Mayor Schmidt would like to appoint James Schmidt as the alternate City of Colby representative on the Central Fire & EMS District. Motion was made by Kaiser, seconded by Oestreich to approve the appointment. Motion carried with a voice vote.

**DPW Harland Higley:**  The following building permits were issued: Joe Muell,er 309 S 3rd, interior drywall, garage door; Carissa Sobeck, 307 W Broadway St, garage doors, windows, siding; Donald Uerling, 309 N 3rd St, re-shingle garage; Smith Bros, 822 S Division St, awning across front of building; Lesa Hawkey, 602 S Main St, handicap bathroom; Colby Chrysler Center, 818 S Division St, raze building; Arthur Klabon, 308 N 6th St, replace kitchen cabinets; Jim Schmidt, 201 S 6th St, new countertop & windows in sun room; S & K Dairy, 201 S First St, roof repair; Scott Seemann, 317 N 7th St, replace shingles; Orville Lieders, 608 E Terrace St, re-roof detached garage; Dulcie Lilly, 107 S 6th St, insulation work inside; Bulmaro Arriola, 209 S Division St, concrete floor in garage; Robert Boeck, 427 Dehne Dr, driveway opening; Dennis Koch, 603 E Terrace St, interior remodeling; Marshfield Clinic, 111 Dehne Dr, re-side building.

DPW Higley reported on the precipitation and flows for April 2016 at the STP. He also reported on the pumpage of water for April 2016.

Street sweeping should take place tomorrow.

**Operator License:** An operator’s license was received from: Jeremiah Douglas, R951 Spruce Ln, Athen, WI – motion was made by Kaiser, seconded by Oestreich to approve. Motion carried with a voice vote.

**Picnic License:** A picnic license was received from: St Mary’s Church, East Street Ballpark, July 14-18, 2016 – motion was made by Oestreich, seconded by Lynn to approve. Motion carried with a voice vote.

**Re-hire Summer Lawn Mowing Help:** Motion was made by Kaiser, seconded by Thieme to re-hire Trevor Stuttgen for summer lawn mowing help at $9.00/hour. Motion carried with a voice vote.

**Second Driveway Request for Lloyd Kuehling @ 704 W Spence St:** Motion was made by Kaiser, seconded by Flink to approve the request for a second driveway off of N 6th Street at 704 W Spence Street property per city ordinances. Motion carried at a voice vote.

**Committee meetings for May:**  Colby-Abbotsford Police Commission will meet on May 9, 2016 at 6:30 P.M. Public Works Committee will meet on May 17, 2016 at 7:00 P.M. Parks/Rec/Recycling Committee will meet on May 16, 2016 at 6:30 P.M. Library Building Committee will meet on May 11, 2016 at 6:30 P.M.

**Adjourn:**  Motion was made by Kaiser, seconded by Oestreich to adjourn at 7:50 P.M. Motion carried with a voice vote.

Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 James W Schmidt, Mayor

Attest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Connie Gurtner, Clerk