The regular meeting of the Colby Common Council was called to order at 6:30 P.M. by Mayor James Schmidt. On roll call: Sazama, O’Brien, T Schmidt, Kolden, Hesgard, Hederer and Lindeman. Also present were Mayor James Schmidt, Clerk Connie Gurtner, Deputy Clerk Erin Hennes, DPW Harland Higley Jr and Tom Hubbard of MSA.

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

**Minutes** of the November 2nd meeting minutes were pre-read and reviewed.

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

**Financial Statement and Bills** were discussed. Motion was made Schmidt, seconded by Hesgard to approve the financial statement and bills. The amounts approved are as follows: General Fund $111,622.45; Capital Fund $244,892.50; Water Department $24,211.39; Sewer Department $24,437.58; Net payroll $24,347.31. Motion carried with a voice vote.

**Colby/Abbotsford Police Commission** met on October 11th.

The commission approved minutes and expenditures.

2022 Health Insurance Renewal: The commission voted to recommend to the Abbotsford and Colby city councils renewal of the 2022 Health Insurance with Security Health Plan through the Spectrum Employee Business Cooperative ($2000/$4,000 Umbrella, Maximum $3,000/$6,000 Out of Pocket Plan) at a 0% premium increase. Motion made by T Schmidt, seconded by O’Brien to approve the renewal as presented. Motion carried with a voice vote.

2022 Delta Dental Renewal: The commission voted to recommend to the Abbotsford and Colby city councils the renewal of the 2022 Delta Dental Plan with the same design as the 2021 Plan at the monthly premium cost of $665.45, which is a 0% premium increase. Motion was made by T Schmidt, seconded by Hesgard to approve this recommendation. Motion carried with a voice vote.

2022 Worker's Compensation Renewal: The commission voted to recommend to the Abbotsford and Colby city councils renewal of the Worker's Compensation Plan through the League of Wisconsin Mutual Insurance at an estimated annual premium of $12,111, which is a decrease of $917 from the expiring policy premium amount. Motion made by T Schmidt, seconded by Lindeman to approve this recommendation. Motion carried with a voice vote.

Chief's Report: Chief Bauer said activity in the area was high. He noted a drug arrest was made, with a van being seized. He said the processing of the case and disposal of the van would take awhile. He thanked volunteers from AbbyBank, who recently painted the CAPD hallway as a community project. They did the labor and the CAPD purchased the paint. He said it would cost approximately $700 to fix a headlight in a squad car. Parts are hard to get and it may take up to 30 days to complete the repair. There were nine K-9 activities reported for the month of October, resulting in 11 arrests. There were 930 total CAPD activities reported for the month of September and 1,021 total CAPD activities reported for the month of October, for a cumulative total of 7,574, compared to 8,785 activities for the first 10 months of 2020.

The commission met in closed session to discuss wage negotiations for Chief Bauer, Lieutenant Bowman and Police Secretary Jessica Weich.

The commission voted to recommend to the Abbotsford and Colby city councils a wage increase of $2.25 per hour for Police Secretary Jessica Weich, establishing an hourly wage rate of $21.00 per hour, effective with the first payroll period in December following approval by both city councils. Motion was made by T Schmidt, seconded by Lindeman to approve this recommendation. Motion carried with a voice vote.

The commission voted to recommend to the Abbotsford and Colby city councils a wage increase of $2.00 per hour for Lieutenant Alex Bowman, establishing an hourly wage rate of $28.97 per hour, effective with the first payroll period in December following approval by both city councils. It was noted that Lieutenant Bowman is a non-union employee who receives an additional $1.00 per hour above the union wage scale for the lieutenant position. Motion was made by T Schmidt, seconded by Hederer to approve this recommendation. Motion carried with a voice vote.

The commission voted to recommend to the Abbotsford and Colby city councils a wage increase of $1.79 per hour for Police Chief Jason Bauer, establishing an hourly wage rate of $37.00 per hour, effective with the first payroll period in December following approval by both city councils. It was noted that Chief Bauer does not receive longevity pay increases. Motion was made by T Schmidt, seconded by Lindeman to approve this recommendation. Motion carried with a voice vote.

**Personnel/Labor Relations** met on November 8th and 29th.

Employee Handbook: The committee reviewed a draft from Pamela Ploor, of Stafford Law. She replaced the previous personnel reviewer from the League of WI Municipalities. Ploor had updated items the committee had reviewed at past meetings and made some minor suggestions. The committee review the entire handbook and made some suggested changes. Clerk Gurtner will send the amendments to Ploor for updates before we meet at the end of the month. The committee will review the final copy and plan to have a final draft available for approval at the December council meeting.

2022 Wages: Kolden reviewed the latest CPI information. The committee has been using the upcoming January 1st rate to analyze wage increases for the city employees. The committee reviewed three different options: annual wage increases using CPI and splitting out management in the calculation; annual increases using CPI and combining all city employees; and using CPI increase along with ½ of the annual health insurance savings. The third option would be an $.83/hr raise for all employees. Kolden suggested a $.75/hr raise which would utilize a portion of the health insurance savings. Kolden asked Clerk Gurtner to rework the third option to represent this option for the next committee meeting.

Motion was made by Kolden, seconded by O’Brien to approve the committee’s recommendation for a wage increase for all non-probationary employees of $.75/hour. Al Raatz and Clint Smith $25.54 to $26.29; Craig Lieders and Merlin Schaefer $25.04 to $25.79; Harland Higley $31.28 to $32.03; Connie Gurtner $29.00 to $29.75. Motion carried with a voice vote.

The committee reviewed the final draft of the Employee Handbook. The committee voted to recommend adoption of the Personnel Manual as amended for adoption effective 1/1/22. Motion was made by Kolden, seconded by Hederer to approve the final draft of the Employee Handbook as presented with an effective date of 1/1/22. Motion carried with a voice vote.

**Central Fire & EMS District** met on November 18th.

Nancy O’Brien reviewed the activities of the Central Fire & EMS District with the board.

**City Planning Committee** met on December 7th.

Motion was made by T Schmidt, seconded by Kolden to approve the Certified Survey Map as presented to divide property for Tom Zettler, owner of Fourmen’s of Colby. Motion was approved with a voice vote.

**Mayor Schmidt:** Mayor Schmidt congratulated the Colby High School football team for their win at the WIAA State Tournament. Mayor Schmidt reported on his meeting of the United Communities of Clark County.

United Communities in Clark County asked if city’s would like to purchase a bench for Farm Technology Days at a cost of $300. This bench would be out at Farm Technology Days and then the city would be able to use the bench. Motion was made by T Schmidt, seconded by Sazama to approve the purchase of a $300 bench. Motion was approved with a voice vote.

Mayor would like to appoint the following as election inspectors for the 2022-2023 term: Joanne Bartnik, Lee Kaschinska, Julie Johnson, Charlotte Haines, Janet Gurtner, Sharon Rachu, Emily Gurtner, Bev Fecker, Michelle Albrecht, Irene Haas, Bonnie Hoernke, Karen Winkler, Donna Klemke, Henry Sanchez, Nancy O’Brien, Hannah Gurtner, Rick Huxtable, Sandy Huxtable and Jessie Polivka, Donna Schmidt. Motion was made by Kolden, seconded by Hesgard to approve the appointments. Motion carried with a voice vote.

**Clerk Gurtner:** Clerk Gurtner introduced our new Deputy Clerk/Treasurer Erin Hennes. She also distributed the tax rate worksheet for the 2021 taxes and also reported that tax bills should be mailed out early next week. She also reported that the clerk’s office is settled into the newly remodeled space and acknowledge the superior work of Market & Johnson.

**DPW Higley:** The following building permits were issued: Cara Ciriacks, 408 N 6th St, replace siding; Donald Kunze, 203 W North St, walk in shower; Lukas Decker, 602 N 7th St, siding & windows; Kevin Wiese, 408 N 7th St, reshingle.

DPW Higley reported on the precipitation and flows for November 2021 at the STP. He also reported on the pumpage of water for November 2021.

**MSA Engineering**: Tom Hubbard was in attendance and stated that he will be the engineer on site for our 2022 Street Projects. The bidding process has started and there has already been interested in bidding.

**Johnson Block 2021 Audit Contract:** The city received an engagement letter from Johnson Block for the 2021 Audit. The fee is $18,475 compared to last year of $17,800. Motion was made by Kolden, seconded by T Schmidt to approve the contact. Motion carried with a voice vote.

**Cross Connection Inspection Contract with Hydrocorp:** Motion was made by Hederer, seconded by Hesgard to approve a contract with Hydrocorp for cross connection inspections at a cost of $6,096/two year contract-payable monthly for 32 non-residential services and an overall total of up to 40 inspections. Motion carried with a voice vote.

**Employee Christmas Gifts:** Motion was made by Hederer, seconded by T Schmidt to give each employee a $50 AbbyColby Crosssing Chamber gift certificates. Motion carried with a voice vote.

**2022 Property/Liability/Auto/Workers Comp Renewal:** The city got an estimate from McGillis for insurance coverage through CWG to compare to our existing coverage through the League of WI Municipalities and MPIC. This is for Liability, Auto, Building/Equipment, Workers Comp coverages. The premium from McGillis was $885 cheaper, but the dividends and other membership benefits from the League of WI Municipalities would actually make our existing coverage cheaper. McGillis did over a possible credit to bring the premium down to match our existing policies. The city is currently happy with our company and coverage and didn’t think the change would be beneficial to the city. Motion was made by Hederer, seconded by Hesgard to continue our Liability, Auto, Building/Equipment, Workers Compensation Insurance with Spectrum Insurance Group – League of WI Municipalities/MPIC at a cost of $44,478/year. Motion carried with a voice vote.

**Committee meetings for December:**  Colby-Abbotsford Police Commission will meet on December 13, 2021 at 6:30 P.M. at the Police Department. Central Fire & EMS District will meet on December 16, 2021 at 7:00 P.M. at Station 2.

**Adjourn:**  Motion was made by Hederer, seconded by Kolden to adjourn at 7:31 P.M. Motion carried with a voice vote.

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

 James W Schmidt, Mayor

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