

City of Chetek Common Council Meeting Agenda
Thursday, February 9, 2017 - 7:00 p.m. – Council room, 220 Stout Street, Chetek, WI

AGENDA:

1. Call to order
2. Roll call – Cliff Bronstad____, Bill Waite____, Mark Edwards____, Shirley Morley____
3. Prayer
4. Pledge of Allegiance

5. **Announcement of closed session** under Wisconsin Statute **19.85(1)(f)** considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations reconvene; act on closed session item, if any.

6. Approve agenda

PUBLIC COMMENT citizens may direct questions/comments to the council for items not on the agenda.

The council may have limited discussion, however; no action will be taken under public comments.

MAYOR COMMENTS

CONSENT AGENDA:

1. council minutes from **January, 2017**
2. Department/Board reports as submitted: **Housing Authority – annual minutes February, 2016 & December 2016 minutes;**
3. Claims: **January 2017**
4. Resignations from boards/committees – **Jim Fultz from Plan Commission, Bruce Hanson from Airport committee**
5. Appointments to Boards & commissions: **none**
6. General licenses/permits: **Chamber of Commerce – February 17 & 18th – Temporary Class “B” beer**

OLD BUSINESS

1. Approve/deny zoning change on two parcels created through subdivision of parcel 211-8110-29-000 as recommended by Plan Commission
2. Set sale price on lot created by subdivision of 211-8110-29-000

NEW BUSINESS

1. Proposal for law enforcement services - Barron County Sheriff, Chris Fitzgerald
2. Speed limit – Hwy 55 on north end of town and County Rd. D west
3. Sidewalks – plans for replacing public sidewalks throughout city
4. Resolution 2017-2 – appropriating library contributions for the 2017 budget
5. Resolution 2017-3 – adjusting 2016 building/zoning budget using additional revenues to cover expense for commercial inspections
6. Application to exceed pet limit – 1213 W. Leonard Street – Elizabeth Aamodt
7. approve “transitional return to work” program as recommended by Safety Committee
8. Request to make Lakeview Drive one-way traffic from Wisconsin Avenue to City Park Drive on February 17 & 18
9. Wage adjustment for interim police chief as recommended by personnel committee
10. Closed session as noted above.
11. Act on operator license as discussed in closed session

Adjourn

NOTE: Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the municipal clerk at (715) 924-4838 by 10:00 a.m. the Friday prior to the meeting, so that any necessary arrangements can be made to accommodate each request.

Minutes of the Meeting of the Common Council of the City of Chetek held on Tuesday, January 10, 2017 at 7:00 p.m. in the Council Chamber, 220 Stout Street, Chetek, WI

Meeting was called to order at 7:00 p.m. by Jeff Martin, mayor.

Present: Cliff Bronstad, Bill Waite, Mark Edwards, Shirley Morley, Jeff Martin

Also present: Ron Ambrozaitis, Dan Knapp, Joe Atwood

Mayor Martin announced a closed session later in the meeting under Wisconsin Statute 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and 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, reconvene; act on closed item, if any.

Agenda approval: Bronstad motioned to approve – 2nd by Edwards. Carried.

Consent agenda:

Bronstad motioned to approve: December council minutes, December Airport minutes, December claims. – 2nd by Waite. Carried.

Sheriff Chris Fitzgerald presented the “Life Saver Award to Danielle Riordan” for her efforts in removing residents safely during the fire at 251 Woodard. Danielle is an employee with Integricare, Inc.

Mayor Martin announced the anniversary of public works director Dan Knapp’s twentieth year of employment. Dan Knapp was thanked for his exemplary service to the City of Chetek.

Old business/updates:

Bronstad motioned to approve the 2017 wages/contracts as recommended by personnel committee. Regular full-time and part-time employees shall receive a 1% increase. Library employees are regulated by the library board. Employees health insurance deductibles will be \$750 single/\$1,500 family. 2nd by Edwards. Carried.

New Business:

Clerk/treasurer, Carmen Newman, updated the council members on the financial status of the Cemetery Association. The City and Town of Chetek each contributed \$7,500 towards the operation of the cemetery. She advised council members that the City and Town boards should consider setting aside money for the replacement of equipment. The cemetery board does not have a replacement fund for equipment. Motion by Waite to postpone to a later date. 2nd by Morley. Carried.

Bronstad motioned to approve ordinance 760A adopting the updated comprehensive plan. 2nd by Waite. Carried.

Bronstad motioned to approve Resolution 2017-01 appropriating/adjusting budget funds in the 2016 budget. 2nd by Edwards. Carried.

Bronstad motioned to approve the lease agreement for hangar site #19 – transferring from Terry Kohler to Mark Schoonover as recommended by the airport committee. 2nd by Morley. Carried.

Edwards motioned to authorized the proceed with the rezoning, title search, and surveying of city property located behind the treatment plant for the purpose of donating and/or selling parcels (211-8110-29-000). One parcel will be donated to the Chetek Food Shelf, Inc. for a new building. The City will keep a 66 foot right of way so a road can be constructed in the future connecting 1st street to Hwy SS. The food shelf has a proposal to sell their current building to the company that currently rents half of the building. The food shelf would then be able to pay off the current mortgage and build a new building and carry little to no mortgage. 2nd by Bronstad. Carried.

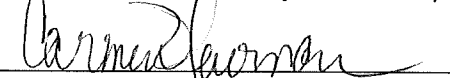
Dan Knapp presented a quote for the replacement of the water meters. Current brass meters, which are twenty years old, need to be replaced due to new regulations eliminating meters with lead. Since the current meters are due to be tested (which can cost the same as replacing a meter) and each residence is due for a cross connection inspection (every ten years) it would be financially advantageous to replace the meters this year. The vendor would replace the meters and take care of the cross connection inspections at the same time. Morley motioned to approve the quote in the amount of \$341,388 from Dakota Supply Group. The City will be able to finance the cost at an interest rate of 3.121% or less over a ten year period, if needed. 2nd by Edwards. Carried.

Bronstad motioned to go into closed session as noted above, reconvene; act on closed session items. 2nd by Edwards. Carried. Motion by Edwards to go into open session – 2nd by Bronstad. Carried.

Bronstad motioned to approve operator license for Scott Gray. 2nd by Waite. Carried.

Bronstad motioned to approve a 6-month probationary period for Ron Ambrozaitis as interim police chief. Council will review performance in June, 2017. 2nd by Edwards. Carried.

Bronstad motioned to adjourn – 2nd by Edwards. Carried.


Carmen Newman, clerk/treasurer

THE CHETEK HOUSING AUTHORITY

ANNUAL BOARD MINUTES - February 25, 2016

The Chetek Housing Authority met at Lone Oak Manor Apartments in the community room at 801 W. Stout Street, Chetek WI.

CALL TO ORDER: Vice Chairman Judy Anderson opened the meeting with roll call at 12:35 p.m..

ROLL CALL: In attendance were Judy Anderson, Lou Ann Novak, Shirley Morley and Tom Nicolaides. Nicolaides will be the new Board member, but has not yet been sworn in. Jean Odell, Executive Director, and one resident were also in attendance.

MINUTES: Motion was made by Lou Ann Novak to approve last year's annual meeting minutes; seconded by Shirley Morley. Minutes approved.

ELECTION OF OFFICERS:

Chairman - Motion was made by Lou Ann Novak to retain the slate of officers and to add Shirley Morley as secretary. Motion seconded by Shirley Morley. A vote was taken and the motion was approved. Chair will be Judy Anderson; Vice Chair will be Lou Ann Novak; Secretary will be Shirley Morley.

OTHER BUSINESS TO DISCUSS:

- A. Review CD's and other Investments: The list of investments, last updated in June of 2015, was reviewed. Overall, the financial picture is quite good.
- B. Capital Improvements for 2016: Board members, tenants, staff will consider items to be placed on the Capital Improvements list for this and future years. Some items up for consideration include: replacement windows; replacement of appliances, as needed; exterior lighting updates; additional sidewalk work; fire extinguishers for range hoods.
- C. Review flat rent compared to fair market rent: Jean Odell explained that Barron County's Fair Market Rent is \$520 for 2016. The flat rent has to fall at or above 80% of that amount, thus, \$416 or above. Thus, our flat rent amount of \$450 is within the acceptable range. Our security deposit is currently set at \$150. Lou Ann Novak made a motion to keep our flat rent at \$450 and the security deposit at \$150. Motion seconded by Shirley Morley. Motion approved.
- D. No other business was discussed.

ADJOURN ANNUAL MEETING: Motion was made by Lou Ann Novak to adjourn; seconded by Shirley Morley. Meeting was adjourned at 1:00 p.m.

Respectively submitted by:

Jean Odell, Executive Director

Judy Anderson, Board Chair

THE CHETEK HOUSING AUTHORITY

MONTHLY BOARD MINUTES

December 1, 2016 (November meeting)

The Chetek Housing Authority met at Lone Oak Manor Apartments in the community room at 801 W Stout Street, Chetek WI.

CALL TO ORDER / ROLL CALL: Chair Judy Anderson opened the meeting at 10:30 AM. Board members present are Judy Anderson, Shirley Morley, Tom Nicolaides, Lou Ann Novak, and Denise Moran. Executive Director Jean Odell was present, as were six tenants.

ASSURE COMPLIANCE WITH OPEN MEETING LAW: Meeting is in compliance with open meeting law.

MOMENT OF SILENCE: There was a moment of silence to open the meeting.

MINUTES OF PREVIOUS MEETING: Minutes of the October 27, 2016 meeting were reviewed. Tom Nicolaides made a motion to approve the minutes; seconded by Lou Ann Novak. Minutes were approved.

HAAS FINANCIALS: Executive Director Jean Odell and Board members reviewed the financials from October, 2016. There was a brief discussion of the Payment in Lieu of Taxes (PILOT), which is paid to the City of Chetek. Odell distributed copies of three PILOT submissions from various years to show the formula used in computing it. Tom Nicolaides made a motion to submit the financials for audit; motion seconded by Shirley Morley. Motion passed.

CHECK REGISTER / CHECKS FOR NOVEMBER: The check register was reviewed. Executive Director Odell explained a voided check and a change since our last meeting. Board chair Judy Anderson recommended shopping around for printer ink. Lou Ann Novak made a motion to approve the November checks, motion was seconded by Denise Moran. Motion approved. Checks will be signed and mailed today.

OLD BUSINESS:

A. EXECUTIVE DIRECTOR'S REPORT:

1. Maintenance: Executive Director, Jean Odell, reported that staff has been busy with maintenance and grounds work; the tree trimming and removal project will be completed once the ground freezes to avoid damage to the sidewalks and ground; outdoor lighting is completed; our staff are completing projects that should alleviate the sidewalk water/ice issues; the snow removal brush issue is fixed although not needed yet. Getting ready for winter involves a few other topics including parking. If you have an assigned carport spot, use it or risk losing it. Erv will appreciate tenants moving cars in advance of a snowfall. Erv will not be moving cars for tenants. Staff and tenants need to work together to keep Lone Oak in good shape and energy efficient.
2. Complaints: There were two written complaints both on the same issue of laundry. Odell has addressed it; hopefully the issue is resolved.
3. Vacancies: We currently have no vacancies.

B. TENANT MEETING SUMMARY: A summary of the Nov. 15 tenant meeting was distributed and discussed. Some of the topics included having a bench available; garbage pickup days; holiday decorating; having a phone in the community room; winter parking; what to do about squirrels; ideas for education and training; posting refrigerator rules, including labeling anything left in the refrigerator.

- C. REVISION OF DOCUMENTS: Commissioners Denise Moran and Lou Ann Novak have made suggestions for revisions of the lease documents. This revision of documents will require a Board resolution, and should be completed within the next two months.
- D. ANY OTHER OLD BUSINESS: There was no other old business.

NEW BUSINESS:

- A. L.O.R.A.C.: Pamela Haas gave a L.O.R.A.C. report. The group is looking for ways to increase participation, may consider restructuring so that each activity has a chair.
- B. ANY OTHER NEW BUSINESS: There was no other new business.

OPEN DISCUSSION / COMMENTS: A tenant asked what interest rate we are earning on our investments.

DISCUSS / ADD AGENDA ITEMS FOR THE NEXT BOARD MEETING:

- A. Holiday meals: Board Chair Judy Anderson will contact the Chetek Cafe to schedule a holiday meal for Dec. 14.
- B. A decision will be made regarding phone service

ADJOURN MEETING: Motion was made by Lou Ann Novak to adjourn the meeting; motion seconded by Tom Nicolaides. Motion passed and meeting was adjourned at 12:10.

Jean Odell, Executive Director

Judy Anderson, Chair

Feb. 1st 2017

To: Mayor of City of Chetek Wi.

And Airport Committee Members

Due to the conflicting schedule of day's home and Airport Meeting dates. I feel I should resign from the committee to make way for someone who can be more active with the airport. I have enjoyed my time on the committee but feel this is the right thing for me and the airport. I will however stay on to you can replace me.

Sincerely.

Bruce A. Hanson

Bruce A. Hanson

Copy to Cassie to Bill
2/6/17

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

Fee \$ 1500
☐ Town ☐ Village ☒ City of Chetek

Application Date: 9-30-16
County of Barron

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → ☐ Bona fide Club ☐ Church ☐ Lodge/Society
☒ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name Chetek Chamber of Commerce
(b) Address PO Box 747 Chetek WI 54728
(Street) ☐ Town ☐ Village ☒ City

- (c) Date organized _____
(d) If corporation, give date of incorporation _____
(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:
President Megan Bachman
Vice President Jayne LeMans
Secretary Whe Stangle
Treasurer Aux Swanson

(g) Name and address of manager or person in charge of affair: Jennifer Blatz

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

- (a) Street number City Beach - Lakewood Drive
(b) Lot _____ Block _____
(c) Do premises occupy all or part of building? No
(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

- (a) List name of the event Winter fest
(b) Dates of event Feb 24th + 25th 2017

add 17th + 18th - 2/6/17

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature]
(Signature/date)
Officer _____
(Signature/date)

Chamber of Commerce
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 9/30/16

Date Reported to Council or Board _____

Date Granted by Council 10/11/16

License No. 2017-1 +

Sec. 90-121. - Costs.

(a)

Whenever sidewalks are installed, all property owners receiving the benefits thereof shall be responsible and liable for all material costs for all replacements, repairs, damage and maintenance and during any period of construction on the property against which it abuts, regardless of how the property is zoned.

(b)

The Common Council may authorize the repayment of the costs described in Subsection (a) of this section together with appropriate interest to be amortized over a period set by the Common Council, not exceeding one year as a special assessment against the property.

(Code 2005, § 6-2-2(a)(1), (a)(2); Ord. No. 730A, § 1, 7-10-2012)

The city pays for all new sidewalk construction, but we assess the property owner 50% when it is replacement sidewalk. I hope this helps you! Sandy (City of Waupaca)

(Village Palmyra)

We figure out their square footage of sidewalk that runs past their home and we have a cost of the project by square footage. So we take that sq. footage cost X the sq. feet of sidewalk we are repairing and village pays half and we assess the home owner half.

Example: project cost is \$10 per sq. foot. Homeowners sidewalk is 35 sq. feet. $35 \times \$10 = \350 total. \$175 assessed to homeowner, \$175 Village pays.

West Salem assesses the entire cost to the adjacent property owner PLUS a 7.5% administrative fee.

Teresa L. Schnitzler
Village Administrator/Clerk-Treasurer
Village of West Salem
175 South Leonard Street
West Salem, WI 54669
Population: 4,960
(608) 786-1858
(608) 786-1988 (Fax)

The City of Two Rivers assesses the entire cost of sidewalk construction and repairs to the abutting property owner. The exception is if it is a corner lot, which then the City pays for work in the intersection/corner (handicapp ramps, and adjacent sidewalk.)

Hi Carmen,

Since 1990, the city has paid for sidewalk repairs and replacement. The exception being if the property owner deliberately damages it.

About the only time that has happened would be replacing a sewer or water later which required digging. I cannot recall any time that something was charged back.

Tony (city of Barron)

RESOLUTION NO. 2017-2

WHEREAS, monies were received from Barron County, Chippewa County and Dunn Counties for Library contributions;

WHEREAS, the revenues from aforementioned receipts need to be appropriated to the revenue and expense accounts;

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Chetek that the City Clerk/Treasurer be authorized to adjust the **2017 budget** with the aforementioned funds to the following accounts:

\$ 52,443.00– Barron County 2016 library contribution

\$ 3,139.35 – Chippewa County library contribution

\$ 1,522.26 Dunn County Library contribution

\$ 58,348.00 Barron County 2017 library contribution

\$ 115,452.61 revenue 100-46711 (Act 150/520) expense 100-57611 (Act 150/520)

CITY OF CHETEK

By: _____
Jeff Martin, Mayor

Attest: _____
Carmen Newman, Clerk/Treasurer

Passed: February 9, 2017

RESOLUTION NO. 2017-3

WHEREAS, we received an invoice in the amount of \$3,150 from Jim Heldstab for commercial inspections for 2015 and 2016;

WHEREAS, the 2016 building/zoning expense account has approximately \$1,200 remaining;

WHEREAS, the revenues from building permits exceeded the amount budgeted for 2016;

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Chetek that the City Clerk/Treasurer be authorized to adjust the **2016 budget** with the aforementioned funds to the following accounts:

Appropriate \$2,000

To: revenue 100-44300 (building permits & fees) expense 100-52420 (bldg expense)

CITY OF CHETEK

By: _____
Jeff Martin, Mayor

Attest: _____
Carmen Newman, Clerk/Treasurer

Passed: February 9, 2017

*entered
2/3/17*

City of Chetek Application to Exceed Pet Limit
(per ordinance 708A enacted 6-8-2010)

Fee: \$25.00

Receipt # 2015374
1/23/17

Requestor information

Name: Elizabeth Amott telephone 715-764-9225
Property address 1213 W Leonard St. Chetek WI 54728
Mailing address 1213 W Leonard St. Chetek WI 54728

Pet owner Information

I own the property and the pets _____

I own the property but the pets belong to another individual _____ (if this is checked explain why the pets reside at your residence and for how long)

I rent the property x If this is checked, owner permission needs to be given and written permission attached.

Pet Information: Number of cats residing with you? _____ Number of dogs residing with you? 3

What are the ages of the above pets? 8 yrs old

How many of the above pets reside outdoors? 0

If your pets reside outdoors, what type of containment/shelter is provided for the pet?

Have you ever received complaints regarding your pets? _____ yes x no If yes, please describe the
Circumstances: _____

Have your current pets been continually licensed annually? yes

Request being made: I am seeking to harbor an additional dog (dog/cat)

Please explain why you feel the additional pet will not be a nuisance to the neighbors:

He is an inside dog. He goes out on a leash.
Someone is always with him when outside.

Requestor signature Elizabeth Amott **Date** 1/20/17

Council meeting date _____ granted _____ denied _____

Reason granted or denied: _____

Letter sent to requestor _____

Dear City Of Chetek,

My name is Elizabeth Aamodt.

I went into the city to register my 2 dogs and found out that there was a 2 dog limit per household, and I need to write for a variance on the 2 dog limit.

I have recently moved to Chetek to live with my parents due to the fact that I am in the middle of getting a divorce from my husband that lives in North Dakota.

I wanted to move closer to family cause all of my family lives in this area, and I would like to get back on my feet. And get my own home to stay in this area.

I am disabled and I help with certain things that I do on a daily basis.

I have brought the 2 dogs with me from North Dakota because they are like my children, I have had them since they were 8 weeks old and they are brothers.

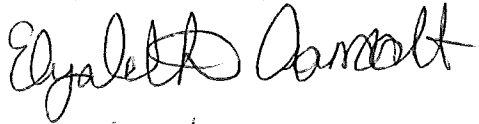
I do not and did not want to leave them in North Dakota, and be away from them.

Please allow me to keep my dogs with me.

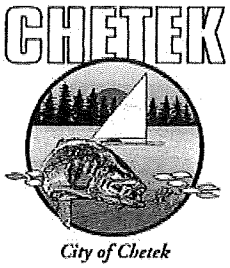
I will be getting my own home in the future and they will be coming with me, so that we can all be a family.

Thank you sincerely,

Elizabeth Aamodt

A handwritten signature in black ink that reads "Elizabeth Aamodt". The signature is written in a cursive, flowing style.

1/16/17



Transitional Return to Work Program

Scope: The Transitional Return to Work Policy applies to all employees of the City of Chetek.

Objectives:

- To ensure consistency in the management of our workers compensation claims
- To ensure that employees who sustain a work related injury/illness receive timely and proper medical care
- To ensure that department heads, supervisors, and the employees clearly understand their roles and responsibilities when work related injury/illness occurs
- To ensure that the employee returns to work in as timely fashion as medically permissible
- To ensure that all work related incidents are thoroughly and properly investigated. Each incident should have the root cause(s) identified and the corresponding corrective action(s) implemented.

Roles and Responsibilities for Management

Items to consider: All work related injury/illnesses should be reported to the employee's direct supervisor/manager immediately. In the event that the employee's direct manager is not available the employee should report the incident to clerk or deputy clerk at city hall. This should be communicated and reinforced with employees on a regular basis.

1. In the case of a **medical emergency** ensure that prompt medical treatment is provided. Call 911 for ambulance and direct them to the nearest emergency medical facility.
2. For non-medical emergencies, but the employee is seeking medical attention – the following steps should be followed:
 - a. Request employee fill out "**employee work injury report**"
 - b. If any witnesses, make sure they note that on the form.
 - c. Review employee incident report with them and have them sign.
3. Give employee the "work related injury/illness report" to bring to physician.
Instruct that the form need to be completed and returned to city hall directly after appointment – if possible.
4. Complete the "**Supervisor Investigation Report**".
5. Ensure that the root cause(s) have been identified and the corresponding corrective actions have been implemented to prevent a reoccurrence.
6. Forward forms to city hall: employee work injury report, supervisor Investigation report, and physican report

If Employee comes back to work with restrictions from the doctor/medical provider:

1. Review restrictions with the employee. Assure the transitional return to work tasks assigned are within the documented restrictions.
2. Assure that the employee is filling out the **Transitional Work Schedule Form**.
3. If employee is not able to complete the work tasks assigned to them, employee will need to discuss this with their supervisor and be directed to immediately contact their physician and schedule a doctor's appointment to have their restrictions re- evaluated.

If Employee is unable to return due to physician restrictions:

Contact the employee weekly to see how employee is doing.

Roles and Responsibilities for the Employee

- Report all work related incidents immediately to supervisor
- Complete the "Employee Work Injury Report"
- If seeking medical attention you will be required to take a drug and alcohol test at Midelfort Clinic. Medical treatment can be provided at this facility at the time of the drug test.
- You may be requested to sign a medical authorization form to release your medical records to insurance claims representative. This will assist with the processing of your claims and payments.
- The City of Chetek has developed a transitional return to work program. It is your responsibility to inform your physician of this program.
- If your physician places you on work related restrictions these are to be delivered in person to city hall or your supervisor the day of your appointment.
- You are required to stay within these restrictions at all times during work and non-work related activities.
- While on restrictions you will be required to fill out the transitional work log. Your supervisor will review this with you on at least a weekly basis while you are on restrictions. It will be periodically sent to your treating physician so they are aware of the tasks that you have been completing at work.
- If you are not able to complete the transitional work tasks assigned to you, you are required to discuss this with your supervisor. You will need to immediately schedule an appointment with your physician so that your restrictions can be reevaluated.
- Communication during your healing process is important. It is your responsibility to communicate all doctor's appointments, therapy appointments or related appointments to your supervisor. Every attempt should be made to attend your appointments outside of your scheduled work hours.
- If you are restricted to be off work by your treating physician you are required to bring this written information into city hall immediately.

Identifying Transitional Return to Work Tasks

There are several options to consider when identifying transitional return to work tasks for your injured employee ideally keeping the employee as close to their normal job duties is preferred. However, if that is not possible you may want to consider the following:

- Modify current job tasks within physical capabilities
- Combine job tasks from various jobs
- Gradual acclimation to regular work duties
- Placement in other locations and/or shifts
- Pre-identify transitional return to work tasks throughout the organization (see Example of pre-identified TRTW task list at end of document)

Work should be meaningful and be within current physical restrictions

TRTW Provider Letter

Date_____

Subject: Transitional Return to Work Program

Dear Health Care Provider:

The City of Chetek believes that the prevention of occupational injuries and illnesses cannot be overemphasized. The protection of our employees is very important.

However, in the event of an occupational injury or illness, The City of Chetek believes that it is our responsibility to accommodate an employee by maintaining a **Transitional Return to Work Program**. This program is designed to provide meaningful work activities for an employee during the time that they are rehabilitating, until they are able to return to their normal work assignment.

In order for this program to continue its success, a coordinated effort between the employee, their health care providers, The City of Chetek, and our workers compensation carrier is imperative.

Please complete and return the attached **Work Related Injury/Illness Report**. Based upon your evaluation of the employee's ability to work, we will then be able to determine what Transitional work assignments are available.

The City of Chetek appreciates your cooperation. If you have any questions, please contact Carmen Newman or Cassandra Larson at 715-924-4838.

Letter to employees for the TRTW program

To: All Employees

Subject: Transitional Return to Work Program (TRTW program)

At the City of Chetek our goal is to provide you with the safest working environment that we can provide for you. However, in the event you do suffer a work-related injury or illness a TRTW program has been developed to help you in retuning to a productive lifestyle as quickly as possible. When injuries do occur, a TRTW program is the fastest means available to return employees to full earning capacity. It also helps us control our insurance costs.

Studies have shown that TRTW programs have other benefits:

- ❖ Prevents you from becoming de-conditioned which will help you have a faster recovery process.
- ❖ Allows you to stay in touch with the work environment and your fellow employees.
- ❖ Allows you to maintain your same wage and benefits
- ❖ Helps us retain an experienced workforce

Transitional return to work tasks have been established to meet most or all of the medical restrictions injured employees may face. We will work with the medical providers and our insurance provider for workers comp to provide an injured employee with work tasks that meet his or her medical restrictions. In addition, since these tasks are temporary in nature, each return-to-work case will be reexamined on a week-to-week or month-to-month basis, depending on the circumstances. It is the intention that no job is to exceed 90 days in duration. However, in the unlikely event that the occasion would arise, management will evaluate the case based on its merit.

Transitional Work Schedule

Policy – Every employee returning to temporary restricted work duty must use a “temporary transitional work schedule”. It is the employee’s immediate supervisor’s responsibility to thoroughly explain the use of the work schedule. The temporary Transitional Work Schedule must be completed daily. **The temporary tasks assigned to you may or may not be normal and customary job duties.**

The **employees responsibility** to complete:

- Restrictions
- Symptom control techniques
- Date
- Hours works – log breaks, rest and lunch
- Duties performed
- Employee comments
- Employee signature

The **supervisors responsibility** to complete:

- Supervisor’s comments (documents discussion of problems and actions taken)
- Supervisor’s signature

The Supervisor and Employee must sign schedule daily

Supervisors turn schedule in the city hall at end of every week

City Hall will forward to insurance company and, if necessary, to treating physician.

Temporary Transitional Work Schedule

Name:		Restrictions:		
Supervisor:		Symptom Control Techniques:		
Date	Work log Include breaks	Tasks completed	Employee signature	Supervisor Signature
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

I understand, take responsibility for, and acknowledge the limitations my physician Dr. _____ has placed on me while participating in this temporary transitional work program.
 _____ date _____

Employee signature

Employee Restriction Responsibility Form

In the event that you must seek further medical attention, you are obligated to inform the treating physician that the City of Chetek is willing to accommodate modified job duties.

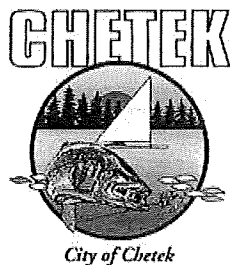
Ensure that the Attending Physician's Return to Work Recommendations Record is completed at each visit. The form should be provided to City Hall the day of your appointment.

Know your restrictions and be aware of them at all times.

Do not attempt tasks that exceed the restrictions. If a question exists about the task(s) at hand and your restrictions, advise your supervisor immediately.

The medical restrictions are in effect 24 hours per day. Exercise caution in your personal time to see that the restrictions are maintained. If you have hobbies or other outside activities, consult with the treating physician on all possible effects.

An employee who conducts activities which are inconsistent with medical restrictions and/or treatment patterns, whether on or off the job, may jeopardize your right to maintain workers compensation benefits.



Transitional Return to Work Program

Please read the program in its entirety. Sign this form and return to your supervisor.

I certify that I have read, understand, and agree to the employee responsibilities.

_____ date _____
Employee signature

I understand my responsibilities when on restriction for my work related injury/illness.

_____ Date _____
Employee Signature

REQUEST TO CLOSE STREET/ALLEY

and 17th and 18th

Date/s for closing Feb 24 & 25th 2017

Organization/person requesting: Chetel Chamber of Commerce

Address ~~Chetel Chamber of Commerce~~ PO Box 747

Phone 715-642-0173

Reason for street/alley closing: Winterfest

* Not Closure just a one way

List Street/alley requesting to be closed – include starting and ending points and time of day.

Street Spheerian Dr from Wisconsin ending City Park Dr From/to _____ am/pm _____ am/pm

Street _____ from _____ ending Friday 12-9pm _____ am/pm

Street _____ from _____ ending Sat 8-9pm _____ am/pm

HIGHLIGHT THE ABOVE ON THE ATTACHED MAP

ALSO – ATTACHED PROPERTY OWNER CONSENT FORM NEEDS TO BE FILLED OUT.

Failure to contact affected owners may result in denial.

BARRICADES NEEDED X YES _____ NO

Will there be amplified music/noise? X yes _____ no During What hours? - Fri 12-9pm
Outdoor music may require permit – You must contact Police Department. - Sat 9am-9pm

If this is a County Road, authorization needs to be attached – either a letter or email from County. Attached? _____

Signature

date 9-29-16

Printed name

Jennifer Blatz

COUNCIL APPROVED _____ DENIED _____ DATE OF MEETING 10/11/16

ROUTED TO PUBLIC WORKS DEPARTMENT 1/5/17

ROUTED TO POLICE DEPARTMENT 1/5/17

Email