City of Chetek Common Council Meeting Agenda

Tuesday, May 9, 2017 - 7:00 p.m. - Council room, 220 Stout Street, Chetek, WI

AGENDA:
Call to order
Roll call – Scott Bachowski (1st), Cliff Bronstad (2nd), Mark Eby (3 rd) , Mark Edwards (4 th)
Mayor, Jeff Martin
Prayer
Pledge of Allegiance
Approve agenda

Announcement of closed session later in meeting — 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—appeal on denied operator license and 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved — regarding Central States Pension plan.

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

Employee recognition – Tim Berning retiring May 26th – 34+ years Introduce new part time police officer – Alec Erlandson

CONSENT AGENDA:

- 1. council minutes from April regular & organizational meetings & City claims for April
- 2. Department/Board reports as submitted accept and place on file. March Housing Authority minutes, April Airport minutes, April Library minutes, May Board of Appeals minutes
- 3. Resignations from boards/committees none
- 4. Appointments to Boards & commissions: none
- 5. General licenses/permits: Chamber of Commerce Liberty Fest temporary class "B" fermented malt Beverage softball games July 1st and 2nd, Street dance July 1st, Beach party July 4th.

OLD BUSINESS - discussion and possible action

Sidewalk replacements in downtown area

NEW BUSINESS - discussion and possible action on the following items.

- 1. Award of paving bid
- 2. Award of sewer lining bid
- 3. Fee Schedule review and recommend any changes for June meeting
- 4. Schedule special council meeting for May 23rd to award bid on fine screen replacement for treatment plant
- 5. Purchase of John Deere tractor for cemetery
- 6. Discussion/action options regarding Central States pension for public works employees
- 7. Ordinance 763A boat launch fees
- 8. Closed session as noted earlier in meeting, reconvene; act on closed session item.
- 9. approve/deny operator license as discussed in closed session

Minutes of the Meeting of the Common Council of the City of Chetek held on Tuesday, April 11, 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, Mark Edwards, Shirley Morley, Jeff Martin

Absent: Bill Waite

Also present: Ron Ambrozaitis, Dan Knapp

Mayor Martin announced a closed session under Wisconsin Statute 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 session item, if any.

Agenda approval: Bronstad motioned to approve -2^{nd} by Edwards. Carried.

Consent agenda:

Edwards motioned to approve: March council minutes and claims, February Housing Authority minutes, February and March Library minutes, board/committee resignations: Jeff Ohde from fire district board, Darryl Skoug from Board of Appeals, 2nd by Edwards. Carried.

Old business/updates:

Council discussed sidewalk replacements. Street committee will determine what section of sidewalks should be done this year and set up a schedule for replacements.

New Business:

<u>Employee resignations/promotions</u> – Bronstad motioned to accept Ricky Lewallen's resignation from police department at chief's discretion and promote Cody Stauner to full time coinciding with Lewallen's resignation date. 2nd by Edwards. Carried.

Edwards motioned to approve promotion of Travis Hakes to full time officer effective April 1, 2017. 2nd by Bronstad. Carried.

Bronstad motioned to accept Tim Berning's resignation from public works department effective May 26, 2017. 2nd by Edwards. Carried.

<u>Resolution 2017-5</u> – appropriating \$11,634 State of Wisconsin technology grant money for police department. Bronstad motioned to approve – 2^{nd} by Morley. Carried.

<u>Ordinance 761A</u> – amending section 2-177 public works director and supervisor position language. Motion by Bronstad to approve, 2nd by Edwards. Carried.

<u>Hydroflites permit renewal</u> – Edwards motioned to approve annual permit for Chetek Hydroflites pick up and drop off area – 2^{nd} by Morley. Carried.

<u>Home Inspection services</u> - Bronstad motioned to authorize building inspector to perform home inspection and rental weatherization services. Joe Atwood has completed the required certification. Fees will be set at \$250 for rental weatherization inspections and \$375 for home inspections which include well and septic.2nd by Morley. Carried.

Bronstad motioned to go into closed session as noted earlier in meeting -2^{nd} by Edwards. Carried. Bronstad motioned to go into open session, 2^{nd} by Edwards. Carried.

Bronstad motioned to engage in services with law firm Michael Best & Friedrich LLP regarding pension plan for public works employees. 2nd by Edwards. Carried.

Motion to adjourn by Bronstad.

Carmen Newman, clerk/treasurer

Minutes of the Annual Organizational meeting of the Common Council of the City of Chetek held on Tuesday, April 18, 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, Mark Eby, Jeff Martin, Mark Edwards, Scott Bachowski

Also present: Dan Knapp, Ron Ambrozaitis

New officials, Mark Eby and Scott Bachowski were sworn in.

Agenda approval: Bachowski motioned to approve agenda, 2nd by Eby, Carried.

Elect council president: Edwards motioned to elect Cliff Bronstad as council president. 2nd by Bachowski.

Carried.

Appointments: Eby motioned to accept the following appointments:

Airport committee: Howard Thalacker, Mike Peterson, Mark Edwards, Toby Kutrieb, Shawn Ayers; Budget committee: Jeff Martin, Carmen Newman, Cassandra Larson, Mark Edwards, Cliff Bronstad; Fire District Board: Cliff Bronstad, Grievance committee: Jeff Martin, Mark Edwards, Scott Bachowski; Joint Ambulance commission: Cliff Bronstad; Parks: Dianne Knowlton, Scott Bachowski; Personnel/wage negotiating: Jeff Martin, Cliff Bronstad, Scott Bachowski; Utility committee: Scott Bachowski, Mark Eby; Street committee: Cliff Bronstad, Mark Edwards; Barron County Economic Development representative: Jim Metcalf; Board of Review: Steve Kiefer; Plan commission: Mark Eby, John Hunsinger, Del Wacker; Housing Authority: Mark Eby; Library board: Jeff Martin, Kathy Hayes, Rachel Westberg, Jean Wacker; Citizen review committee: Don Hajek, Robin Fossum, Dave Ziarnik; Community center board: Mark Eby; Economic development committee: Jeff Martin, Mark Edwards, Jim Metcalf, Kyle Jerman, Lynn Marty, Bruce Gagner, Dianne Knowlton, Mark Atkinson; Safety committee: Cassandra Larson, Jessica Larson, Joe Fostvedt, Carol Burnham, Jeff Martin; Property committee: Joe Atwood, Cliff Bronstad, Dianne Knowlton, Jeff Martin, Barb Flor; Loan review committee: Carol Busta, Butch Flor, Jim Metcalf, Jim Albrecht, Mark Etten. Motion 2nd by Edwards. Carried

Ordinance 762A – amending formal bidding requirements to meet state statute. Costs under \$25,000 do not require formal bidding versus \$15,000 previously. Motion to approve by Bronstad, 2nd by Eby. Carried.

Motion by Bronstad, 2nd by Edwards to reject all bids on fine screen project for wastewater plant. Carried. Motion by Edwards, 2nd by Bachowski to have S.E.H. engineering redraw plan and rebid project at a cost of \$800. Carried.

Resolution 2017-6 – final approval on sale of city property located between Water Street and Hwy SS – next to treatment plant. Motion to approve by Bronstad, 2nd by Eby. Carried.

Motion to adjourn by Bronstad, 2nd by Bachowski. Carried.

Carmen Newman, clerk/treasurer

THE CHETEK HOUSING AUTHORITY

MONTHLY BOARD MINUTES March 23, 2017

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

<u>CALL TO ORDER / ROLL CALL</u>: Vice Chair Judy Anderson opened the meeting at 10:30 AM. Board members present are Judy Anderson, Shirley Morley, Lou Ann Novak, and Denise Moran. Executive Director Jean Odell was present, as were several 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 February meeting were reviewed. Shirley Morley 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 February, 2017. Lou Ann Novak had asked last month what is included in the "Sundry" account thus far this fiscal year. Odell followed up with an explanation by email. Commissioners would like Odell to ask the accountant if all "sundry" items are placed in the proper account. Lou Ann Novak made a motion to submit the financials for audit; motion seconded by Denise Moran. Motion passed.

CHECK REGISTER / CHECKS FOR MARCH, 2017: The check register for March was reviewed. Lou Ann Novak made a motion to approve the March, 2017 checks, seconded by Shirley Morley. Motion approved. Checks will be signed and mailed today.

OLD BUSINESS:

- A. EXECUTIVE DIRECTOR'S REPORT:
 - 1. Maintenance: Executive Director, Jean Odell, reported that the tree project has been completed, with trimming and the removal of two trees. The problem areas of the sidewalks need to be documented. Leaking toilets are being fixed.
 - 2. Complaints: There were no written complaints at this time. Pet owners need to comply with the Pet Ownership policy, including cleaning up after pets.
 - 3. Vacancies: We are at full occupancy, but will have a vacancy at the end of next month.
- B. TENANT MEETING DOCUMENTS: Executive Director Odell stated that a tenant meeting had been held to discuss two topics: 1. Decorating of the community room; 2. Tenant commitments regarding the extension/continuation of the "Bulk Spectrum (Charter) contract through April of 2021.
- C. UPDATING DÉCOR: A decorating committee meeting will be held.
- D. BULK CHARTER SPECTRUM DECISION: Each current tenant has been asked whether he/she intends to make a commitment to continue with the Spectrum Charter bulk Internet and cable. Twenty-seven tenants have said they will be continuing if the Board decides to continue the contract. After some discussion of the prices and costs, Shirley Morley made a motion to extend the contract through the 2021 date, motion seconded by Denise Moran. Motion passed.
- E. REVISION OF DOCUMENTS: Continued.
- F. MISSION STATEMENT: Continued.

G. ANY OTHER OLD BUSINESS: Some of the lights in apartments are being replaced by LED lights; toilets are being repaired as needed.

NEW BUSINESS:

- A. L.O.R.A.C.: 1. Welcome packet for new tenants: A draft of a welcome packet has been typed, which addresses some of the basics of living at Lone Oak, such as garbage pickup, and other topics not specifically addressed in lease; 2. The St. Patrick's Day meal was very nice, but not necessarily a good fundraiser. Thrift sales are potentially good fundraisers, with the next one scheduled for April 7 8.
- B. FOCUS ON ENERGY: Tabled.
- C. RADON AND/OR MOLD: Tabled.
- D. APARTMENT INSPECTIONS SCHEDULED: The annual inspections will be held prior to mid-May.
- E. PROPERTY APPRAISAL: Our property insurance carrier will be doing a property appraisal.
- F. REAC INSPECTIONS THIS YEAR?: It is likely that there will be a REAC inspection this year, as the last one was held in Sept., 2014.
- G. COMMUNITY GARDEN: We need to find out how many tenants intend to participate in the community garden project, to decide if expansion or changes are needed.
- H. WAHA CONVENTION: The spring WAHA Convention is intended for Management, and does not have an agenda for Commissioners. ED Odell will not be attending due to other commitments.
- I. ANY OTHER NEW BUSINESS: ED Odell will obtain information about a CET program.

<u>OPEN DISCUSSION / COMMENTS</u>: A tenant asked if new lightweight, collapsible hoses could be purchased.

DISCUSS / ADD AGENDA ITEMS FOR THE NEXT BOARD MEETING:

- 1. Capital improvements (sidewalks, boilers, etc.)
- 2. Apartment update options

Jean Odell, Executive Director

ADJOURN MEETING: A motion was made by Shirley Morley to adjourn the meeting;	; motion
seconded by Lou Ann Novak. Motion passed and meeting was adjourned at 11:50.	The next Board
meeting will be held on April 27, 2017 at 10:30 a.m.	

Tom Nicolaides, Chair

CHETEK AIRPORT COMMITTEE APR. 25, 2017 5 PM. CITY HALL

ROLL CALL: Howard Thalacker, Shawn Ayres, Mark Edwards

Dan Knapp, Toby Kutrieb, Mike Peterson, Scott Bachowski,

Dave Phillips

Absent: Mayor: Martin

Pilot; Jim Larson

Agenda:

1. Pavement markings: Dan Knapp reports That we are on the State schedule.

- 2. West taxiway crack filling and crack repair: Dan Knapp reports that He will be checking with the State about these repairs and then solicit bids for the repair work..
- 3. Migratory bird permit is in the terminal building. Shawn Ayres and Mark Lenbom are listed operators. Others may be certified by contacting Shawn or Mark and be added to the permit.
- 4. Seaplane landing: Brush has been cleared to open up the North side of the ramp. A new larger dock will be installed on the North side. Ski club and the City will be working on this dock.
- 5. Summer Fly-in: Sunday Aug 20^{th} . Shawn Ayres gave and up date on planning. Chicken and fixings will be the menu.

Pilots who can give rides are requested. A stated donation for the ride will be posted.

The Air National Guard May be bringing in a Black Hawk helicopter.

6. Summer parking on the airport for the water ski shows: Toby Kutrieb will work with Jim Larson to call in to FAA a weekly NOTAM stating displaced threshold to Runway 7/25, to cover this parking South of the current roped-off boat trailer parking area.

Meeting adjourned 5:45 PM Howard Thalacker, Chairperson Minutes of Calhoun Memorial Library Board of Directors Meeting, April 4,2017.

The regular monthly meeting was called to order at 9:00 A.M. on March 7, 2017, by President, Jean Wacker, at Calhoun Memorial Library.

Members present :Jean Wacker, Nancy Nix, Shirley Morley, Rachel Westberg, Kathy Hayes, and Lucy Zachary. Also present: Library Director, Carol Burnham.

The agenda was approved by acclamation.

Public Comment: Thank you notes from patrons were presented.

Minutes of March 7, 2017 meeting were presented to Board members in printed form. Motion by Shirley Morley, second by Kathy Hayes, to accept minutes of March 7, 2017 meeting as presented. Motion carried.

Treasurer, Kathy Hayes presented her reports of March transactions, year to date budget, Act 150, and checking account. Motion by Nancy Nix, second by Rachel Westberg, to accept treasurer's reports as presented. Motion carried.

Library Director, Carol Burnham presented petty cash, statistics, activities Friends of the Library Liaison, and her director reports. Cleaning and Library Aid positions have been filled. National Library week recognition is planned and Friends of the Library are hosting the event.

Rachel Westberg reported on school activities.

Wage comparison study is being done by Carol in anticipation of 2018 budget planning.

Election of officers and Director's terms were discussed.

.Our next meeting is scheduled for May 2, 2017.

Meeting was adjourned.

Respectfully submitted,

Lucy Zachary, Secretary

City of Chetek Board of Appeals – Determination Hearing Minutes

For May 2nd, 2013 – 6:30p.m. The Variance Hearing was held at the Chetek City Hall.

Members in attendance: Jan Sobus - Chairman, Ryan Mattison, Mark Eby, Steve Kiefer, and Mark Etten

Also Attending: Randi Osberg – City Attorney, Tom & Beth Nicolaides

Determination Hearing Board of Appeals members to make determination on two city lots. Determination

on city lots between Hwy SS and Water Streets – proposed structures shall not be considered "commercial or residential construction" and proposed uses will not be considered "commercial or residential uses" – Warehousing and Warehousing

functions.

6:00p.m.

Jan Sobus called the Variance Hearing to order. Attendance was taken with all Board of Appeals members in attendance with the exception of Darrel Skoug.

Randi Osberg provided the board members with documentation outlining elements of the determination to review and consider. After much discussion on the definition of commercial business versus warehouse functions, Randi provided the board members with a questionnaire. The questionnaire covered elements to consider when developing and finalizing determination on the issue before them. The board made their way through the questionnaire with lively discussion.

Jan Sobus asked one final time for questions or comments and the meeting was closed at 6:40p.m.

Board of Appeals Meeting 6:40p.m.

Members in attendance: Jan Sobus - Chairman, Ryan Mattison, Mark Eby, Steve Kiefer, and Mark Etten

Also Attending: Randi Osberg – City Attorney, and Beth Nicolaides

Jan Sobus called the Board of Appeals meeting to order. Attendance was taken with all Board of Appeals members in attendance with the exception of Darrel Skoug. With assistance from Randi Osberg the board developed a mutual determination.

The following determination was forwarded;

Interpretation of warehouse and warehousing functions are generally not commercial uses provided the uses comply favorably with the guidance in the attached example. (Completed questionnaire agreed upon by Board of Appeals members was attached and included with the "Order and Determination".

A motion was made by Jan Sobus, Second by Mark Etten to close the meeting, carried and the meeting closed at 6:53p.m.

Respectfully submitted,

Mark Etten Board of Appeals Secretary



Building a Better World for All of Us®

May 4, 2017

RE: CIPP Lining Chetek, Wisconsin SEH No. CHETW 139206 14.00

Carmen Newman City of Chetek 220 Stout Street, PO Box 194 Chetek WI 54728

Dear Ms. Newman:

On Thursday, May 4, 2017, unit price bids were received for the CIPP Lining project. The attached Bids Received summary shows the total amount bid and bid bond received from each Contractor.

Five bids were received for the project. The bids ranged from \$103,812.00 to \$284,659.20. The low bid was submitted by Michels Corporation, Brownsville, Wisconsin. Based on our experience and review of the submitted bidders qualification materials, it is our opinion that Michels Corporation has the required equipment and expertise to perform the work as outlined in the contract specifications. We, therefore, recommend award of the project to Michels Corporation in the low bid amount of \$103,812.00.

We hope this analysis of the bids is adequate for your needs. If you have any questions regarding this information, please contact me.

Sincerely,

Mike Van Gilder, PE Project Manager

C: Dan Knapp, DPW

ch

Enclosure

\lsehrl\Projects\AE\C\Chetw\139206\Bidding Documents\Itrs\bid award Itr_5.4.17.docx



Building a Better World for All of Us®

BIDS RECEIVED

SEH No. CHETW 139206 64.20

CIPP Lining Chetek, Wisconsin

Project Manager: Mike Van Gilder, PE

Bid Date: 10:00 a.m., Thursday, May 4, 2017

Page 1

Bidder	Addendum Acknowledged	10% Bid Bond	Bid Amount
Michels Corporation Brownsville, WI	Х	Х	\$103,812.00
Visu-Sewer Pewaukee, WI	X	Х	\$120,006.20
Veit & Company, Inc. Rogers, MN	X	Х	\$130,020.00
Lametti and Sons, Inc. Hugo, MN	Х	Х	\$176,790.00
Insituform Tech USA, LLC White Bear Lake, WI	Х	. X	\$284,659.20

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Selling Equipment

Quote Id: 15102006

Customer: LAKEVIEW CEMETARY ASSOC.

2017 J	OHN DEERE Z915E Commerc	ial ZTrak -	1TC915ECAHT	052542
Hours:	0			
Stock Number:	: 158650			
				Selling Price
				\$ 7,100.00
Code	Description	Qty	Unit	Extended
2500TC	Z915E GAS MIDZ MOWER	1	\$8,379.00	\$ 8,379.00
	Standard Option	ns - Per Unit		
2500TC001A	COUNTRY CODES - US/CANADA	1	\$ 0.00	\$ 0.00
2500TC1036	54-60"DK PNEUMATIC TIRE	1	\$ 0.00	\$ 0.00
2500TC1504	60" DECK	1	\$ 540.00	\$ 540.00
2500TC2001	ISO SEAT ASSEMBLY KIT	1	\$ 195.00	\$ 195.00
	Standard Options Total			\$ 735.00
	Value Added Services Total			\$ 0.00
	Other Ch	arges		
	Setup	1	\$ 100.00	\$ 100.00
	MISC	1	\$ 40.00	\$ 40.00
	Other Charges Total			\$ 140.00
	Suggested Price			\$ 9,254.00
	Customer Di	scounts		
	Customer Discounts Total		\$ -2,154.00	\$ -2,154.00
Total Selling Pr	ice			\$ 7,100.00

Ordinance 763A

To adopt Section 66-164, Division 5 of Article III, Chapter 66 – Parks and Recreation; Boat launch user fees

The Common Council of the City of Chetek does hereby ordain as follows:

Section 1: Section 66-164, Division 5, of Article III, Chapter 66 be adopted to read:

DIVISION 5. – BOAT LAUNCH FEES

Sec. 66-164

(a) Prohibited Act.

No person shall use any City of Chetek owned or operated boat launch facility listed below for launching purposes without an annual or daily launching permit. The annual permit shall be valid from April 1 of the year of issuance to March 31 of the next year. The daily permit shall only be valid during the day of purchase. Daily permits will be sold through "self" registration at each boat launch site. Annual and daily permits will also be sold at the City Clerk's office.

Boat launch sites include: 726 Lakeview Drive boat launch

A boat launch is defined as the use of the launch facility for the placement of one boat into the water and for the retrieval of the boat from the water to a trailer or device used to remove the boat from the water.

(b) Fees

The fees are in the amount established from time to time by the common council and maintained in the fee schedule available in the city clerk's office and on the City of Chetek website.

(c) Permit to be affixed

Vehicles with boat trailers or other vehicles used to transport water craft launched at any City owned or operated boat launch facility shall have affixed an annual or daily launching permit. Annual stickers shall be prominently placed and displayed on the starboard side of the boat trailer used for launching. The daily launching permit shall be prominently placed and displayed on the interior (dash) of the driver's side window of the vehicle used to transport the boat to the launching area.

(d) Responsibility of Owner

If any vehicle with a boat trailer that has used a boat launch without obtaining the proper permit or does not have the permit affixed as set forth in this Ordinance, and the vehicle is parked upon any street, alley, highway, park or other public grounds of the City, and the identity of the driver cannot be readily be determined, the owner or person in whose name such vehicle is registered, shall be held prima facie responsible for such violation.

(e) Enforcement

The enforcement of this section of the Code of City of Chetek Ordinances shall fall under the jurisdiction of the City of Chetek police department. Law enforcement officers observing violation of this Ordinance may issue citations. Failure to pay the fee for the launching permit or to property display the launching permit at all times that the motor vehicle is parked while the watercraft is in the waters of City of Chetek shall be deemed to be in violation of this ordinance.

(f) Use of Launch Fee Revenue

The net revenue resulting from the sale and enforcement of launch fee permits shall be used to establish, maintain and improve boat launch facilities with the City of Chetek.

Exemption from payment of the boat launch user fee may be granted for launching of certain authorized government watercraft or fire department water rescue vehicles with the express approval of the commor council or police chief. Chetek Hydroflites water-ski team shall also be exempt from fees when launching for team practice or shows. Individual members shall not be exempt.	ı or
Section 2	
This ordinance shall take effect on its passage and publication as provided for by law.	
CITY OF CHETEK	
Ву:	
Jeff Martin, Mayor	
Attest: Carmen Newman, clerk/treasurer	
Carmen Newman, clerk/treasurer	
Passed:	
Published	

(g) Exemptions