

Revised 12/7/18 - 1:30 pm

City of Chetek Common Council Meeting Agenda

Tuesday, December 11, 2018 - 6:00 p.m. – Council room, 220 Stout Street, Chetek, WI

AGENDA:

Call to order

Roll call – Scott Bachowski____, Denise Moran____, Mark Eby____, Mark Edwards____ Mayor Martin____

Prayer

Pledge of Allegiance

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 November and City claims from November
2. Department/Board reports as submitted: Library-November; Housing Authority-October; Police Dept-November
3. Resignations from boards/committees: None
4. Appointments to Boards & commissions: None
5. General licenses/permits:

OLD BUSINESS - discussion and possible action

Ordinance - 768A- Sex offender restrictions

Ordinance - 769A - tobacco products on school grounds (electronic devices)

NEW BUSINESS - discussion and possible action items

1. RFP - banking services
2. Approval - park improvements as recommended by parks committee: remove basketball court from downtown ballfield -create gravel parking lot; Main Street park improvements, roof at Phillips Park (Lions and Community Club each contributing \$3,000 towards new metal roof)
3. Employee vacation amendment - grandfather existing vacation for employees that exceed the maximum level
4. Request - police dept. Administrative asst. - credit for years of service from prior employer and vacation at 3 weeks
5. Approval - Asbestos removal at 805 2nd Street

Adjourn

Minutes of the Common Council Budget Hearing held on Tuesday, November 13, 2018 at 5:30 p.m. in the council chamber at 220 Stout Street, Chetek, WI

Mayor, Jeff Martin, called the hearing to order.

Present: Jeff Martin, Mark Eby, Denise Moran, Mark Edwards, Scott Bachowski.
Also present: Randi Osberg, city attorney; Ron Ambrozaitis, police chief

The purpose of this hearing is to discuss and review the proposed 2019 budget.

No public were present for the hearing.

Mark Eby noted that the Chetek Ambulance Service subsidy request should be amended to \$33,717. They hadn't submitted their budget so the line item was set at \$33,000.

Motion to adjourn hearing by Eby, 2nd by Bachowski. Carried.

Carmen Newman, clerk/treasurer

Minutes of the Common Council Meeting of the City of Chetek held on Tuesday, November 13, 2018 at 6:00 p.m. in the Council Chamber, 220 Stout Street, Chetek, WI

Meeting was called to order at 6:00 p.m. by Mayor Jeff Martin

Present: Scott Bachowski, Mark Eby, Denise Moran, Mark Edwards, Jeff Martin.

Also present: Randi Osberg, city attorney; Ron Ambrozaitis, police chief

Bachowski motioned to approve the agenda with an amendment adding item #14 to go into closed session. 2nd by Edwards. carried.

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;** reconvene, act on closed session item, if any. Consider operator license appeal.

Consent agenda - Eby motioned to approve: council minutes & claims from October; accept and place on file minutes: Community Center-September; Housing Authority-September; Personnel-September & October; Parks & Beach-September; Library-October; Police department-October. 2nd by Bachowski. carried.

Old business - Scott Cepek, Energy Positive Homes, Inc. was notified that the proposed agreement for the purchase of the city owned lot on Tainter Street expired September 26, 2018. The neighbor, Cherri Becker, may be interested in purchasing. Motion by Eby, 2nd by Bachowski, to set price at \$5,500. Carried.

New Business -

2019 Budget Resolution - Bachowski motioned to approve **Resolution 2019-19** adopting the 2019 budget and levy with the amendment to the ambulance subsidy to increase by \$717.00. Carmen Newman will deduct the same from the elections outlay account. City levy is the same as last year. 2nd by Moran. Carried.

Proposed ordinances - Council discussed proposed ordinances regarding sex offender residency and vaping by minors. City attorney will draft proposed ordinances for next month.

Airport hangar lease fees - Eby motioned to increase hangar lease fees by 20% - a \$35.00 increase for 2019. 2nd by Moran. Eby-yes, Moran-yes, Edwards-no, Bachowski-yes. Carried.

Hiring - Bachowski motioned to approve the hiring of Ashlea Olson as police administrative asst/court clerk at \$18 per hour with increase to \$19.70 after successful completion of 6 month probation period. 2nd by Moran. Carried.

Police contract - Eby motioned to approve the 2019 WPPA contract with amendments as noted. 2nd by Edwards. Carried.

Employee wage/benefits - Eby motioned to approve amendment to vacation schedule (80 hrs 1st year, 120 hours after 5 years, 160 hours after 10 years, 200 hours after 15 years, and 240 hours after 25 years), 2% wage increase effective 1/1/2019, comp time for hourly police officers up to 24 hours, building/zoning wage at \$26.50, payment in lieu of insurance at \$200/single-\$400 family/couple per month - not to be included in retirement calculation, and adding language to personnel manual regarding part-time officers overtime- overtime to be paid for all hours worked in excess of standard pay period as set by police chief. 2nd by Moran. Carried.

Affordable housing - Resolution 2018-14 - extending the life of TID#2 to fund affordable housing projects - motion to approve by Eby, 2nd by Moran. Carried.

Fund balance - Resolution 2018-15 - designating fund balance from 2017. Motion to approve Bachowski - 2nd by Eby. carried.

Budget adjustment - Resolution 2018-16 - adjusting 2018 community center budget. Motion by Eby, 2nd by Moran. Eby-yes, Moran-yes, Edwards-yes. Bachowski abstained. Carried.

Resolution 2018-17 - authorizing the redemption of a portion of the City's General Obligation Refunding Bond dated September 2, 2011. Motion to approve by Eby, 2nd by Edwards. Carried.

Resolution 2018-18 - appropriate the sale proceeds from sale of 2014 police vehicle to the police revenue and vehicle outlay account - motion to approve by Moran, 2nd by Bachowski. Carried.

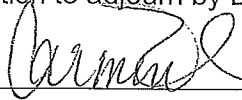
Resignation - approve the resignation of Kathy Davis effective January 5, 2019. Motion by Bachowski - 2nd by Eby. carried.

Motion to go into closed session under Wis.Stats 19.85(1(f) as noted earlier in meeting - appeal denial of operator license - Bachowski - 2nd by Eby. carried.

Motion to go into open session - Eby, 2nd by Bachowski. Carried.

Eby motioned to approve operator license for Shelby Hegna. 2nd by Edwards. Carried.

Motion to adjourn by Eby, 2nd by Moran. Carried.



Carmen Newman, clerk/treasurer

Calhoun Memorial Library Board Meeting Minutes
Nov. 6, 2018

Minutes of the Calhoun Memorial Library Board of Director's Meeting: Nov. 6, 2018

The regular monthly meeting was called to order at 9 a.m. on Nov. 6, 2018, by President Jean Wacker, at Calhoun Memorial Library.

Members present: Jean Wacker, Rachel Westberg, Jeff Martin, Nancy Nix, Evie Nelson, and Louise Brown. Also present was library director Carol Burnham.

The agenda was approved by motion of Nancy Nix, seconded by Rachel Westberg. Motion carried.

Public Comment: There were no public comments, but Carol Burnham did share Kids' Story Time Artwork and Halloween pictures.

Minutes of the Oct. 2 meeting were presented to Board members in printed form. Motion by Evie Nelson, seconded by Louise Brown, to accept the minutes of the Oct. 2 meeting as presented. Motion carried.

Treasurer Kathy Hayes was absent from meeting, but director Carol Burnham presented the October expenditures, year to date budget, Act 150 and checking account reports on her behalf. Motion by Jeff Martin, seconded by Evie Nelson, to approve October expenditures. Motion carried.

Library Director Carol Burnham presented petty cash, statistics, activities and Friends of the Library liaison reports in her director's reports.

Rachel Westberg, school representative, reported on Chetek-Weyerhaeuser school activities.

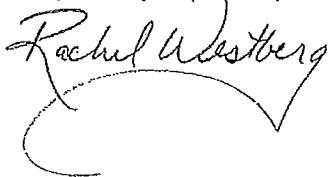
Burnham updated board members on a draft of the 2019 budget request that was presented to city officials. He had a meeting between department heads and city administrators prior to the approval of the budget later this fall.

Board members continued discussion on items that they felt needed to be considered should the city move forward with a municipal building feasibility study. Individual ideas and concerns from board members are being collected by Carol. The board also had a conversation about the potential for current building expansion and how they could grow programming by re-evaluating the building and current space.

Items for next meeting agenda on Dec. 4 include continued discussion on the municipal building feasibility study, an update on the budget approval, policies, and a website update.

Motion to adjourn by Evie Nelson, seconded by Nancy Nix. Motion carried; meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Rachel Westberg". The signature is written in dark ink and is positioned below the text "Respectfully Submitted,".

THE CHETEK HOUSING AUTHORITY

MONTHLY BOARD MINUTES

October 25, 2018

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 Mark Eby opened the meeting at 10:30 AM. Commissioners present were Mark Eby, Judy Anderson, Lou Ann Novak, Shirley Morley and Victoria Kutchins. Executive Director Jean Odell was present, as were 12 tenants. Marge Jost of Barron County Housing Authority was in attendance as a guest.

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 September meeting were reviewed. Victoria Kutchins made a motion to approve the minutes; motion seconded by Lou Ann Novak. Minutes were approved.

HAAS FINANCIALS: Executive Director Jean Odell and the Board reviewed the HAAS financials for September. Shirley Morley made a motion to file the financials for audit; motion seconded by Lou Ann Novak. Motion passed.

CHECK REGISTER / CHECKS FOR OCTOBER, 2018: Checks for October were reviewed by Board members and Exec. Dir. Odell. Lou Ann Novak made a motion to approve the checks; motion seconded by Judy Anderson. Motion passed.

OLD BUSINESS:

A. EXECUTIVE DIRECTOR'S REPORT:

1. Maintenance: Executive Director, Jean Odell, reported that Apt. 11 make-ready will soon be completed. Fire extinguisher checks will be announced and completed within the next couple of weeks. The decorating committee will be meeting today.
2. Complaints: Parking is still an issue (see below). Lease violations have been or will be issued.
3. Vacancies: Tenant will be moving into Apt. 11.

B. DOCUMENT REVISIONS: All documents that need revision should be completed within the next two months.

C. PARKING: In order to update records, Jean has requested information pertaining to vehicle ownership, including driver's license, insurance, registration, etc. Parking assignments will be issued by 10/31/18. Parking on city streets, including alley behind Lone Oak, is prohibited between the hours of 2 a.m. through 6 a.m. starting November 1 until April. To avoid parking citations, use your assigned parking space.

D. APARTMENT INSPECTIONS: Apartment inspections were completed earlier this month. A few issues were detected, which will need to be resolved either by the tenant or by maintenance staff.

E. TENANT MEETING IN OCTOBER: A tenant meeting was held on Oct. 11, with 26 tenants in attendance. Several topics were covered at the meeting, including lighting.

F. ANY OTHER OLD BUSINESS: There was no other old business.

NEW BUSINESS:

- A. L.O.R.A.C.: Pam H. reported that L.O.R.A.C. had a successful thrift sale and that it continues to

have monthly meetings at the birthday and Bingo party. She said there are various tenant activities that take place, but the group is looking for other activities and interests. She said that several tenants will be taking an excursion to Hayward soon.

- B. PHYSICAL NEEDS ASSESSMENT: This could be a future project.
- C. ENERGY AUDIT: This could also be a future project.
- D. DATES FOR HOLIDAY MEALS: If the caterer is available, we will have the Thanksgiving Dinner on Nov. 29 following the Board meeting. The Christmas/Holiday Dinner will be held on Dec. 27 following the Board meeting.
- E. ANY OTHER NEW BUSINESS: Jean will provide a job description to aid in our search for a new director.

OPEN DISCUSSION / COMMENTS: Tenants brought up topics, including advertising for director, heat settings, energy conservation, tenant rule breakers, leaves.

DISCUSS / ADD AGENDA ITEMS FOR THE NEXT BOARD MEETING:

- 1. Job Descriptions
- 2. Physical Needs Assessment and Energy Audit (Can we share resources with other housing authorities?)

ADJOURN MEETING: A motion was made by Lou Ann Novak to adjourn the meeting; motion was seconded by Shirley Morley. Motion passed and meeting was adjourned at 12:15.

NEXT MEETING: The next monthly Board meeting is scheduled for 10:30 a.m. on November 29, 2018. Thanksgiving Dinner will follow the Board meeting at noon.

Jean Odell, Executive Director

Mark Eby, Chair

ORDINANCE NO. 768 A

NOW COMES the Common Council of the City of Chetek who ordain as follows:

Section 1: Chapter 62 (Offenses and Miscellaneous Provisions), Article III (Offenses Against Public Safety and Peace) is hereby amended to add: Division 4 (Sex Offender Restrictions), Section 62.123 (Residency Restrictions).

Section 2: The Common Council hereby finds that:

1. Repeat sex offenders, sex offenders who use physical violence, and sex offenders who prey on children, are sex predators who present an extreme threat to the public safety.
2. Sex offenders are extremely likely to use physical violence and to repeat their offenses; and most sex offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes.
3. This makes the cost of sex offender victimization to society, while incalculable, clearly exorbitant.
4. It is the intent of this section not to impose a criminal penalty, but to serve the City's compelling interest to promote, protect, and improve the health, safety, and welfare of the citizens of the City by creating areas around locations where children regularly congregate in concentrated numbers wherein certain sex offenders and sex predators are prohibited from establishing temporary or permanent residence.

Section 3: This ordinance is adopted for the purpose of protecting the public health, safety, comfort, and general welfare of the people of the City of Chetek, especially its youth.

Section 4: Division 4 (Sex Offender Restrictions). Section 62.123 (Residency Restrictions) is hereby created in Article III (Offenses Against Public Safety), Chapter 62 (Offenses and Miscellaneous Provisions) as follows:

DIVISION 4. – SEX OFFENDER RESTRICTIONS.

Section 62.123. Residency Restrictions

A. Residency Restrictions for Sex Offenders.

1. Definitions. As used in this section, the following terms shall have the meanings provided herein:

(a) "Child" or "Children" means a person(s) under the age of 16 years.

(b) "Designated Offender" means any person who is required to register under § 301.45, *Wis. Stats.*, for any offense against a Child or any person who is required to register under § 301.45, *Wis. Stats.*, and who has been designated a Special Bulletin Notification sex offender pursuant to §§ 301.46(2) and (2m), *Wis. Stats.*

(c) “Residence (Reside)” means the place where a person sleeps, which may include more than one location, and may be mobile or transitory.

2. Residency Restriction.

(d) Restriction. A Designated Offender shall not establish a Residence or Reside within 200 feet of any school, licensed day-care center, park, recreational trail, or any other place where Children are known to congregate.

(e) Measurement of Distance.

i. For the purposes of determining the minimum distance separation, the distance shall be measured by following a straight line from a point on the outer property line nearest to the point on the other property line of a school, licensed dairy-care center, park, recreational trail, playground, or any other place designated by the City as a place where Children are known to congregate.

ii. The City Clerk shall maintain an official map showing prohibited locations. The City Clerk shall update the map at least annually to reflect any changes in the prohibited locations. These prohibited locations shall be designated on the map as “Child safety zones”.

3. Residency Restriction Exceptions. A Designated Offender residing within a prohibited area as specified in Section 62-123 A.2. does not commit a violation of this section if any of the following applies:

(f) The person established a Residence and reported and registered the Residence as provided in § 301.45, *Wis. Stats.*, before the effective day of this section.

(g) The person was under 17 years of age and is not required to register under §§ 301.45 or 301.46, *Wis. Stats.*

(h) The school, licensed day-care center, park, recreational trail, or any other place where Children are known to congregate within 200 feet of the person’s Residence was opened after the person established the Residence and reported and registered the Residence as provided in § 301.45, *Wis. Stats.*

(i) The Residence is also the primary Residence of the person’s spouse, parents, grandparents, siblings, or Children, provided that the spouse, parents, grandparents, siblings, or Children established the Residence at least one year before the Designated Offender established Residence at the location.

4. Original Domicile Restriction. In addition to the restrictions of Section 62-123 A.2., but subject to Section 62-123 A.3., no Designated Offender who has been convicted of a sexually violent offense or a crime against a Child shall be permitted to Reside in the City, unless such person was domiciled in the City at the time of any offense resulting in a person’s conviction for committing a crime against a Child or for committing a sexually violent offense.

5. Penalty. A Designated Offender who violates Section 62-123 B. shall be subject to a forfeiture of not less than \$1,000 nor more than \$2,500 for each violation and in default of payment may be imprisoned as provided by law. Each day a violation continues shall constitute a separate offense. The City may also seek equitable relief.

B. Loitering of Sex Offenders.

1. Loitering. It shall be unlawful for any person defined as a Designated Offender under Section 62-123 A.1. to loiter or prowl, in the locations specified in Section 62123 A.2., in a place, at a time, or in a manner not usual for law-abiding individuals under circumstances that warrant alarm for the safety of persons or property in the vicinity. Among the circumstances which may be considered in determining whether such alarm is warranted is the fact that the actor takes flight upon appearance of a police officer, refuses to identify himself or herself, or manifestly endeavors to conceal himself or herself or any object. Unless flight by the actor, or other circumstances, makes it impracticable, a police officer shall, prior to any arrest for an offense under this section, afford the actor an opportunity to dispel any alarm which would otherwise be warranted by requesting him or her to identify himself or herself and explain his or her presence and conduct at the locations specified in Section 62-123 A.2. No person shall be convicted of an offense under this section if the police officer did not comply with the preceding sentence, or if it appears at trial that the explanation given by the actor was true and, if believed by the police officer at the time, would have dispelled the alarm.

2. Exceptions. This section shall not apply where the person was accompanied by his or her parent, guardian, or other adult person having his or her care, custody, or control, or where that person was exercising First Amendment rights protected by the U.S. Constitution or Wisconsin Constitution, including freedom of speech, the free exercise of religion, or the right of assembly.

3. Penalty. Any person violating this section, upon conviction, shall forfeit not less than \$500 nor more than \$5,000, and in default of payment may be imprisoned as provided by law.

C. Appeals.

1. Appeal Process. Appeals for exceptions outside those enumerated above are to be referred to the Chief of Police to be processed as follows:

(j) The Chief of Police is authorized to grant temporary exceptions to the sex offender restricted zone restrictions established in Section 62-123 A.2. to allow a person to be within a sex offender restricted zone temporarily for events such as a family reunion in a park, at special event at or within a restricted zone involving a person's Child or spouse, or other similar situations.

(k) For all other applications for exceptions, the Chief of Police shall call a special meeting of a committee to review the application. The committee shall be made up of:

i. Chief of Police;

ii. Council President;

- iii. Mayor; and a
- iv. Wisconsin Department of Corrections representative, as a non-voting advisory member.

(l) Standards for granting exceptions. To grant an exception, the committee must find that:

- i. There are circumstances unique to the person that would not be common among other persons subject to this section, and that application of the section to the person would cause an extreme hardship to that person because of these unique circumstances.

- ii. Granting the exception will not be detrimental to the public health, safety, or welfare of the community, or to the neighborhood for which the exception is sought.

- iii. Granting the exception will not violate the spirit and the general and specific purposes of this section.

- iv. To be approved, an exception must receive a majority vote of the committee members.

(m) All exceptions granted are to be documented. The document is to be maintained by the Police Department and will be released upon a Wisconsin open records request in a proper form.

ORDINANCE NO. 769A

NOW COMES the Common Council of the City of Chetek who ordain as follows:

Section 1: Section 62-62 (Tobacco products on school grounds prohibited) is hereby repealed.

Section 2: The Common Council hereby finds that:

1. It is recognized that smoking of cigarettes and use of tobacco products is hazardous to an individual's health and may affect the health of non-smokers when they are involuntarily in the presence of smoking.
2. Numerous scientific studies have found that tobacco smoke is a major contributor to indoor air pollution.
3. Reliable scientific studies, including studies conducted by the Surgeon General of the United States, have shown that breathing sidestream or second-hand smoke is a significant health hazard to non-smokers; particularly to children, elderly people, individuals with cardiovascular disease, and individuals with impaired respiratory function, including asthmatics and those with obstructive airway disease.
4. Air pollution caused by smoking is an offensive annoyance and irritant. Smoking results in serious and significant physical discomfort to non-smokers.
5. Electronic delivery devices are currently unregulated and have been proven to emit nicotine, ultra-fine particles, volatile organic compounds, and other toxins. Inhalation of nicotine is proven to be dangerous to everyone, especially children and pregnant women. Exposure to ultra-fine particles may exacerbate respiratory illness, such as asthma, and may constrict arteries which could trigger a heart attack. The volatile organic compounds such as formaldehyde and benzene found in electronic smoking device aerosols, such as conventional cigarette smoke, are proven carcinogens.
6. School age and younger individuals are particularly at risk from these dangers.

Section 3: This ordinance is adopted for the purpose of protecting the public health, safety, comfort, and general welfare of the people of the City of Chetek, and especially its youth.

Section 4: Section 62-62 is hereby re-created to provide as follows:

Section 62-62. Tobacco Products and Electronic Delivery Devices are Prohibited on School Grounds.

A. Definitions. As used in this section, the following terms shall have the meanings provided herein:

1. "Educational Facility" or "School" means any building used principally for educational purposes in which a school is located or a course of instruction or training program is offered that has been approved or licensed by a state agency or board.

2. "Electronic Delivery Device" means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

3. "Smoking" or "Smoke" means to smoke or carry a lighted pipe, cigar, cigarette, or tobacco-related products in any form. Smoking also includes the use of an electronic delivery device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device.

4. "Tobacco Product" means cigarettes; cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready-rubbed, and other smoking tobacco; shorts; refuse scraps, clippings, cuttings, and sweepings of tobacco and other kinds and forms of tobacco prepared in such a manner as to be suitable for smoking in a pipe or otherwise.

5. "Use Tobacco Products" means to consume by means of smoking, chewing, spitting, swallowing, snorting, inhaling, or ingesting of any tobacco product.

B. Prohibition: It shall be unlawful for any person to possess, Smoke, Use Tobacco Products, or use any Electronic Delivery Device in the following places:

1. All Educational Facilities; or
2. In or upon all other premises owned, rented by or under the control of a School Board.

C. Exception: The prohibition in Section 62-62 B. shall not apply to individuals who are legally adults, but as to Smoking or Use Tobacco Products, only Smoke or Use Tobacco Products in properly designated smoking areas.

Section 5: This ordinance shall become effective upon its passage and publication as provided for by law.

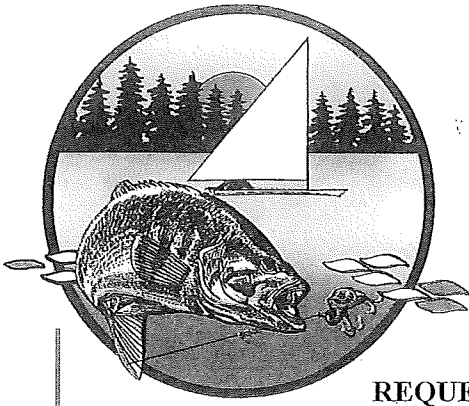
CITY OF CHETEK

By: _____
Rev. Jeffrey Martin, Mayor

Attest: _____
Carmen Newman
City Clerk/Treasurer

Date Passed: _____

Date Published: _____



City of Chetek

P.O. Box 194 • 220 Stout Street • Chetek, Wisconsin 54728-0194

Phone 715-924-4838

Fax 715-924-2476

Email: chetekch@chibardun.net

REQUEST FOR PROPOSALS FOR BANKING SERVICES

The City of Chetek is requesting proposals for their main checking account service and other investments. The general checking account is used on a daily basis for deposits, wires, transfers, etc. This should be an interest bearing account, with capability for unlimited deposit, check writing, transfer, wires, etc.. The investments will be in the form of money market accounts and/or CDs.

The checking account and approximate usage is summarized as follows:

1. Pre-numbered checks will be used. The City will purchase all checks from a separate vendor. All checks will be preprinted with a void if not cashed within 180 days notation.
2. Approximately 1,300 checks were written and approximately 200 teller deposits and 840 ACH deposits were made in 2018.
3. Peak month end balance for the past twelve months was \$ 2.5mil.
4. Low month end balance for the past twelve months was \$ 26,000.
5. Average month end balance for the past twelve months was \$ 350,000.

The City wants to maximize the amount of interest earned on all of its funds. In no case shall the fees exceed the interest earned in any month on this account.

Reports – The City requires bank statements with copies of processed checks and the ability to print and review copies of the checks via the internet. This may be accomplished by providing a paper report, a CD with copies of both sides of checks or access to all checks for seven (7) years. The City of Chetek requires the ability to check daily balances via internet for this account.

ACH—The City requires the ability to have residents pay utility bills and taxes directly to our account utilizing ACH. The City would also use this function to distribute payroll.

A collateral agreement will be required. The City accounts may hold up to \$4 million during December, January and February due to tax collection.

In order to be able to compare the proposals, we ask you to bid based on the facts given. We realize there may be services you offer which we may want to use in the future, but these will be negotiated at a later date.

Please complete attached form and return to City of Chetek no later than 4:00 p.m. on December 3, 2018.

Sincerely,

Carmen Newman,
Clerk/Treasurer
City of Chetek

PROPOSAL FOR BANKING SERVICES

We, the undersigned, propose to furnish the City of Chetek banking services as described in the "Request for Proposal" for the following terms and amounts:

1. Cost of Services:

1. Checking/Sweep Account

- a. Fees charged for service to the checking account _____
Please specify service and fee involved if more than one type of charge
- b. Minimum balance required on this account _____
Is there a penalty for dropping below, if so what? _____
- c. Interest rate to be paid on the checking account. _____
Set or Variable: if variable, how computed _____
- d. Basis for interest to be computed: daily, monthly, etc. _____
Please specify _____

2. Money Market Account(s)

- a. Minimum balance required on this account _____
Is there a penalty for dropping below, if so what? _____
- b. Interest rate to be paid on the checking account. _____
Set or Variable: if variable, how computed _____
- c. Basis for interest to be computed: daily, monthly, etc. _____
Please specify _____

3. Collateralization

- a. Fees charged for collateralization _____
- b. Maximum amount of collateralization offered _____

2. Estimated time required to implement these banking services after being notified by the City of acceptance of your proposal.
3. You may include any other information you feel the City may wish to review. You may also make alternative proposals, but must include at least the information requested above.

(Name of Financial Institution)

_____, 2018

Date

(Signature of individual completing this
proposal with authority to commit the proposal)

(Print name & Title)

***ASBESTOS REMOVAL/DISPOSAL
PROPOSAL***

For

CITY OF CHETEK, WI

For work at:

*803 2nd STREET
CHETEK, WI*

NOVEMBER 26, 2018

***MASTER ASBESTOS ABATEMENT, INC
520 17th Street
Dallas, WI 54733***

Ph: 715.837.2040

LOCATION OF PROJECT:

All work, herein proposed, shall be accomplished for the City of Chetek, WI., at the vacant commercial building at 803 2nd Street, Chetek, WI 54728

SCOPE OF WORK:**BASE PROJECT:**

1. Removal and disposal of the asbestos containing building materials from the interior of the building, as identified in the Legend Technical Services asbestos survey of October 8, 2018.

*Approximately 2 weeks will be required to complete the removal/disposal.

PRICING:

Base Project: \$13, 750.00 (\$13,750.00)

INSURANCE:

Master Asbestos Abatement, Inc. shall maintain public liability, workers compensation, automobile and unemployment compensation insurance during the term of this project. A Certificate of Insurance shall be issued including the Owner as an Additional Insured, if requested.

QUALIFICATIONS:

Master Asbestos Abatement, Inc. fully complies with all of the licensing requirements for the personnel utilized during the asbestos activities that we perform. Copies of the license numbers shall be provided to the Owner, or Owner's representative.

OWNER/GEN. CONTRACTOR PROVIDED SERVICES:

1. Access to the all site work areas shall be provided when the work is scheduled.
2. Water, heat and electrical power as necessary for the work.
3. Removal of all portable/transportable items from the affected work spaces.

NOTIFICATIONS:

Notification (10 working day) and fees submission to the WI DNR will be required for this project. Notification and fee submission will be done by Master.

DAMAGES:

Master Asbestos Abatement shall not be held responsible for damages resulting from the placement of drop cloths, barriers and safety equipment that are necessary for the work.

REPLACEMENT MATERIALS:

Master Asbestos Abatement does not install replacement materials where the asbestos materials have been removed. The Owner shall be responsible for all replacement costs.

AIR CLEARANCE:

Air clearance testing is not required upon the completion of this work. If air testing is requested, the Owner will be responsible for payment of IH fees.

PAYMENT TERMS:

Payment terms for the work described herein shall be due upon completion and receipt of the invoice each month.. Unpaid invoices shall be subject to a one and one-half per cent (1.5%) finance charges, per month, on unpaid balances.

This quotation remains firm for a period of ninety (90) days from the date of this proposal. Purchase orders received after that time may be subject to price increase, based upon materials and labor costs in effect upon receipt of the order.

This proposal is offered this 26th day of November, 2018.

Kevin R. Masrud

Kevin R. Masrud
President/General Manager

WI Lic: ACS-176, AI-176, APD-176, AMP-176, LSR-176
WI Lic. Asbestos Contractor -CAP15590
WI Lead-Safe Contractor -LSC15590
WI DNR Waste Hauler- 12270

Should you decide to purchase the services proposed herein you may issue a purchase order to Master Asbestos Abatement, Inc.

Asbestos Notification Summary

State of Wisconsin Department of Natural Resources

Bureau of Air Management

**PROJECT INFORMATION****Project No:** 1116.18

Invoice to: Abatement Contractor
Notification ID: 19-2202
Notification Type: Original
Project Type: Abatement/Demolition
Insp Start Date: 10/08/2018
Inspector: MCNIERNEY CAMERON
Asbestos Present: Yes
Postmark Date: 11/27/2018
Abtment Start Date: 12/17/2018
Ren/Dem Start Date: 01/02/2019
Working Days: Mo,Tu,We,Th
Start Hours: 08:00
Ordered Demolition: No
Emergency: No
Project: Standard demolition of vacant commercial/residential (2 apts and former cafe) bldg. Abatement of 2,600 sf of ceiling/wall texture in residences, 300 sf of vinyl flooring in residence, and 450 sf of vaat and/or mstic in various areas, 1 sink and 40 sf of wood panel adhesive.
Schedule/Comments:

Notification Status: Submitted
Insp End Date: 10/08/2018
Abtment End Date: 12/28/2018
Ren/Dem End Date: 02/28/2019
End Hours: 16:30
Emergency Date:

Submitted By: KEVIN MASRUD 11/27/2018 10:03:20**FACILITY INFORMATION**

Name: Former Chetek Cafe & apartments
Address 1: 803 2nd Street
Address 2:
City: CHETEK
Zip Code: 54728
Prior Use: Commercial
Age: 80
Stories No: 2
Contact:
County: BARRON
Current Use: Vacant
Size (sqft): 2400
Unit No: 2
Phone No:
One single family home and/or garage or apartment with less than NO
5 units?:
Does the project have one or more houses as part of an urban NO
renewal project, city/county condemnation project, highway
construction project, or a project to develop a shopping mall,
industrial facility or other commercial development?:

Owner Name: City of Chetek
Address 1: 220 Stout Street
Address 2: PO Box 194
City: CHETEK
Zip Code: 54728
Contact: Joe Atwood
Email: jatwood@cityofchetek-wi.gov
State: WI
Phone No: 715-764-2948

Asbestos Notification Summary

State of Wisconsin Department of Natural Resources

Bureau of Air Management



ASBESTOS REPORT

Structures Demolished: 1

Inspection Procedures: Visual inspection, sampling of suspect mtl's, analysis by plm

Description of ACM: Ceiling and wall textures, vinyl flooring, kitchen sink, wall panel adhesive in apartments;
some vat and/or mastic in café.

Description of work: Assumed Cat I roofing mtl's to remain for demolition.
Wet stripping or removal of wallboard with texture plasters within containments, flooring removal with hand tools.

Work Practices: Containments/regulated areas, hand tool removal, bagging of waste for disposal.

If new ACM discovered: Stop work, notify owner, have licensed workers contain/remove the materials.

NAME	A. Friable RACM to be Removed	B. NonFriable to be Removed CAT I	B. NonFriable to be Removed CAT II	C. Nonfriable not removed CAT I	C. Nonfriable not removed CAT II
Pipes (linear feet)	0	0	0	0	0
Surface (square feet)	2900	600	40	1200	0
Volume (cubic feet)	0	0	0	0	0

ABATEMENT CONTRACTOR

Project No: 1116.18

Contractor: Master Asbestos Abatement

Address 1: 520 17th St

Address 2:

City: Dallas

State: WI

Contact: Kevin Masrud

E-mail:

County: Barron

Zip Code: 54733-

Phone No: 715-837-2040

Project Manager or Supervisor:

First Name:

Kevin

Last Name:

Masrud

Phone:

715-205-6357

DEMOLITION CONTRACTOR

Contractor: To Be Determined

Asbestos Notification Summary
State of Wisconsin Department of Natural Resources
Bureau of Air Management



TRANSPORT INFORMATION

Contractor: Waste Management-Weyerhaeuer Timberline Trail
Address 1: N 4581 Hutchinson Rd
Address 2:
City: Weyerhaeuser
State: WI
Contact: Tina
E-mail:
County: Rusk
Zip Code: 54895-
Phone No: 715-868-7000

DISPOSAL INFORMATION

Disposal Site: Waste Management-Weyerhaeuer Timberline Trail
Address 1: N 4581 Hutchinson Rd
Address 2:
City: Weyerhaeuser
State: WI
Contact: Tina
E-mail:
County: Rusk
Zip Code: 54895-
Phone No: 715-868-7000

FEE INFORMATION

Fee: 700
Owed: 700
Reported Agency: DEPARTMENT OF NATURAL RESOURCES
Paid: 0
Date:

BRACK Thermal Systems, Inc.

ASBESTOS ABATEMENT
2419 Spooner Avenue, Altoona, WI 54720
(715) 839-9461 Fax (715) 839-0612
matt@brackthermal.com

October 28, 2018

Joe Atwood
City of Chetek
P.O Box 194
Chetek, WI 54728

Dear Mr. Atwood:

Enclosed please find my proposal for the removal of asbestos containing materials from the commercial building located at 803 2nd Street in Chetek, WI.

Thank you for the opportunity to provide you with this proposal. We appreciate this opportunity to serve you and we look forward to working with you in the near future. Also, enclosed please find our customer list from 2015-2017. Brack Thermal Systems, Inc. is a company who has specialized in asbestos abatement since 1986 and provides the best asbestos removal job at the best price. Be assured that our projects meet or exceed all of Wisconsin's asbestos abatement rules and regulations.

Should our proposal be satisfactory to you, please sign and send a copy to us at your earliest convenience. Please call should you have any questions. Thank you.

Sincerely,

Matt Schuebel, President
Brack Thermal Systems, Inc.
WI Certified Asbestos Supervisor ACS-107687
WI Certified Asbestos Project Designer APD-107687

Enclosures

BRACK Thermal Systems, Inc.

ASBESTOS ABATEMENT

2419 Spooner Avenue, Altoona, WI 54720
(715) 839-9461 Fax (715) 839-0612
matt@brackthermal.com

October 28, 2018

Joe Atwood
City of Chetek
P.O Box 194
Chetek, WI 54728

Dear Mr. Atwood:

We submit for your consideration the following proposal: Brack Thermal Systems, Inc. shall furnish all the necessary labor, materials, equipment and insurance (as per enclosed certificates) to perform the removal of the following asbestos containing materials from the old commercial building that will be demolished located at 803 2nd Street in Chetek, WI as shown to me by yourself:

1. Approximately 540 square feet of residual asbestos containing ceiling texture from Rooms 101 and 102.
2. Approximately 360 square feet of asbestos containing rough texture that is on the walls in Room 102.
4. Approximately 1,700 square feet of asbestos containing stucco texture on the walls in Rooms 201, 203, 206 and 207.
5. Approximately 40 square feet of asbestos containing black wood panel adhesive from Room 101.
6. Approximately 6 square feet of asbestos containing sink under coating from the kitchen sink in Room 205.
7. Approximately 300 square feet of asbestos containing underlayment paper from the various linoleums from Rooms 201 and 204.
8. Approximately 10 square feet of asbestos containing vermiculite insulation from Room 001.

This does not include the removal of the joint compound or any of the CAT I non-friable asbestos materials since these can stay in for demolition.

This includes the disposal of all asbestos containing materials in a certified landfill and the WI DNR asbestos abatement and demolition permit which is \$750.00.

The following apply:

1. According to DNR and OSHA regulations, Brack Thermal Systems, Inc. shall protect the interior environment of the building and the exterior environment around the building from asbestos contamination, including proper disposal of all asbestos-containing materials removed.
2. Brack Thermal Systems, Inc. shall furnish all notifications to and from the DNR and DHS as required, prior to, during, and following the completion of the project.
3. Brack Thermal Systems, Inc. shall furnish client with employee's WI certifications, physician's approval to wear a respirator, respirator protection plan, dump manifest, and air monitoring results upon completion of the project.

BRACK Thermal Systems, Inc.

ASBESTOS ABATEMENT

2419 Spooner Avenue, Altoona, WI 54720
(715) 839-9461 Fax (715) 839-0612
matt@brackthermal.com

4. Client will be responsible to see that the area(s) are totally vacated except for Brack Thermal System, Inc.'s employees for the duration of the project.
5. Client is responsible to provide water (we need to be able to hook up a garden hose) and electricity.
6. Client shall remove all movable objects from the above-mentioned areas, including chairs, desks, tables, bookshelves, etc. Should client choose to leave any of the above in the work area, Brack Thermal Systems, Inc. will not be responsible for the removal of any flooring material under the objects, nor will Brack Thermal Systems, Inc. be responsible for damages to anything left in the work area.
7. Should additional asbestos be found (including asbestos which the client did not tell us to remove during our walk-through, concealed asbestos, or asbestos not listed on our proposal) and the client wants it removed or encapsulated, Brack Thermal Systems, Inc. shall do so on a time and material basis only upon written order from the client.
8. This proposal may be withdrawn after 30 days.

The above work shall be carried out under high standards of quality and workmanship. The above work shall be completed for \$16,435.00 (SIXTEEN THOUSAND FOUR HUNDRED THIRTY-FIVE DOLLARS). Payment due net 10. Any payment made past 30 days shall be subject to 1.5% interest per month. Any alteration or deviation from the above-mentioned specifications that involves extra cost will become an extra charge over and above the price as listed above. The above price includes all applicable sales tax.

Joe Atwood
City of Chetek

Date

2796 90th Street
Frederic, WI 54837-5013
~ Phone 1-888-458-2488 ~ Fax 1-715-472-4588 ~

SUBMITTED TO: CITY OF CHETEK
DATE: NOVEMBER 21ST, 2018
FAX/E-mail: jatwood@cityofchetek-wi.gov
PHONE: 715-764-2948
JOB DESCRIPTION: ASBESTOS ABATEMENT
JOB LOCATION: 803 2ND STREET, CHETEK, WI
CONTACT PERSON: MR. JOE ATWOOD

PROPOSED SPECIFICATIONS:

ARS WILL SET UP A REGULATED AND/OR NEGATIVE PRESSURE AREA(S) TO REMOVE AND DISPOSE OF THE FOLLOWING ACBM'S TAKEN FROM LEGENDS INSPECTION REPORT DATED 10/18/2018:

- 540 SQ.FT. OF RESIDUAL CEILING TEXTURE (ROOM'S 101 & 102)
- 360 SQ.FT. OF ROUGH TEXTURE (ROOM 102)
- 1700 SQ.FT. OF STUCCO TEXTURE (ROOM'S 201, 203, 206 & 207)
- 40 SQ.FT. OF WOOD PANEL ADHESIVE (ROOM 101)
- 1 – SINK WITH UNDERCOATING (ROOM 205)
- 320 SQ.FT. OF MASTIC (ROOM 106)
- 120 SQ.FT. OF CREAM COLORED FLOOR TILE (ROOM 107)
- 32 SQ.FT. OF MASTIC (ROOM 107/FOOTREST)
- 300 SQ.FT. OF UNDERLAYMENT PAPER FOR SHEET FLOORING (ROOM'S 201 & 204)
- ELECTRICAL BOXES/PANELS

****ROOFING MATERIALS CAN REMAIN IN PLACE DURING DEMOLITION.**

****POWER AND WATER WILL BE NEEDED IN ORDER TO COMPLETE THIS PROJECT.**

****PRICE PROVIDED BELOW INCLUDES WI DNR NOTIFICATION OF ASBESTOS ABATEMENT/DEMOLITION AND ITS ASSOCIATED FEE'S.**

Procedure will follow all government guidelines. OSHA compliance air samples, waste manifest and other applicable notifications will be provided to the client.

A.R.S. reserves the right to review all applicable contract terms and conditions prior to the execution of the contract.

Prices listed are valid for 30 (thirty) days.

PROPOSED COST BASED ON SUBMITTED SPECIFICATIONS TO INCLUDE LABOR AND

MATERIALS: PAYMENT TERMS: due on receipt. Interest of 1.8% will be added to invoices not paid within this time period.

TWENTY TWO THOUSAND-THREE HUNDRED AND-----0/100 \$22,300.00

In the event payment is not made as outlined, the undersigned agrees to pay any and all costs of collection as incurred by A.R.S.

All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviates from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Owner agrees to supply A.R.S. with 110-volt power and water to complete the cleaning process.

AUTHORIZED SIGNATURE

SCOTT A. LANE

This proposal may be withdrawn by A.R.S. if not accepted within 30 (thirty) days.

PROPOSAL ACCEPTANCE:

The above prices, specifications and conditions are accepted as proposed. Authorization is granted to perform the work as specified. Payment will be made per contract terms.

SIGNATURE

DATE