City of Chetek Common Council Meeting Agenda Tuesday, January 8, 2019 - 6:00 p.m. – Council room, 220 Stout Street, Chetek, WI

AGENDA:	GEND	Α:	
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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

Announcement of closed session later in meeting - Wisconsin Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, reconvene; act on closed session item, if any.

CONSENT AGENDA:

- 1. Council minutes from December and City claims from December
- 2. Department/Board reports as submitted: Personnel- December; Plan Commission-December; Housing Authority, Police November & December;
- 3. Resignations from boards/committees: None
- 4. Appointments to Boards & commissions: Property: Joe Atwood, Jimmy Sells, Shawn Ayers, Johanna Magiera
- 5. General licenses/permits:

OLD BUSINESS - discussion and possible action

Approve bid for park roofing at Phillips Park, beach bathrooms, and grandstand

NEW BUSINESS - discussion and possible action items

- 1. Approval personnel committee recommendation for Ashlea Olson and Justin Hutzler
- 2. Employee request to not cap vacation accrual for those employees with more than 25 years of service.
- 3. Approval sale of city owned houses at 1301 Knapp Street and 75 Hwy. Blvd South as recommended by Plan Commission.
- 4. Approval demolition of city owned buildings at 805 2nd Street and 110 Moore Street as recommended by Plan Commission.
- 5. Resolution 2019-01 budget adjustments for 2018
- 6. Approval write off utility billing in the amount of \$526.61 for Atrium facilities due to receivership status as of 9/7/18.
- 7. Motion to go into closed session as noted earlier in meeting, reconvene; act on closed session item.
- 8. Consideration/approval sale of city owned parking lot between VFW and Sather Dental Clinic as recommended by Plan Commission

Minutes of the Common Council Meeting of the City of Chetek held on Tuesday, December 11, 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, Jeff Martin.

Absent: Mark Edwards

Bachowski motioned to approve the agenda. 2nd by Eby. carried.

<u>Consent agenda</u> - Eby motioned to approve: council minutes & claims from November; accept and place on file minutes: Housing Authority-October; Library-November. 2nd by Bachowski. carried.

Old business - Police chief proposed two new ordinances at the November council meeting which were drafted by Attorney Randi Osberg - Bachowski motioned to approve Ordinance 768A - sex offender residency restrictions. 2nd by Moran. Carried. Eby motioned to approve Ordinance 769A - revising ordinance regarding tobacco on school grounds to include electronic devices. 2nd by Moran. Carried.

New Business -

Parks committee recommended the removal of the basketball court from the downtown ballfield area and keep pavement for parking lot, if possible. If pavement is in deteriorated condition then parking lot will be graveled. Moran motioned to approve the removal of the basketball court and create parking lot area. 2nd by Eby. carried.

Council discussed other recommendations from the parks committee including: roof replacements for band shell, beach bathrooms, and Phillips Park pavilion, addition of kiosk for Chamber of Commerce business listings/brochures, cement wall in front of Main Street Park and concrete patio area at Main Street Park. Cost estimates will be brought to council in January for consideration.

Employee vacation schedule - Due to the new vacation schedule approved by council, employees with more than 25 years of service have more vacation than the new schedule allows at the maximum level. Bachowski motioned to allow employees vacation schedules to stay at their current level of vacation but not to exceed their 2018 level. This would include Joel Fostvedt and Rod Rhodes. 2nd by Eby. carried.

Council members discussed the request from Ashlea Olson to carry over years of service from prior employment. Eby motioned to refer this matter to the personnel committee. 2nd by Bachowski. Carried.

Eby motioned to approve the bid from Master Asbestos Abatement in the amount of \$13,750 for 805 2nd Street (Chetek Cafe) contingent on the Plan Commission's recommendation for demolition of the building. Eby-yes, Moran-yes, Bachowski-no. Motion carried.

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

Carmen Newman^l, clerk/treasurer

Minutes of the Personnel Committee meeting held on Tuesday December 18th, 2018 at 5:30 p.m. at City Hall, 220 Stout Street, Chetek, WI

Meeting called to order by Mayor Martin at 5:30 p.m.

Attendance: Scott Bachowski, Mark Eby, Jeff Martin

Also in attendance: Ashlea Olson, Cassandra Larson

Committee discussed an offer letter that was received by Ashlea Olson from Police Chief, Ron Ambrozaitis. From the letter, Olson was under assumption years of service would transfer (7 years) and health insurance benefit would start with first paycheck. Larson said that she has never seen an offer letter in 5 years- they aren't customary. Olson said that they didn't need to move back to Chetek, but the perfect offer came up (referring to the letter). However, letter was never brought back to council or committee for approval. In regards to Olson, the years of service are the most important to her. Mayor Martin inquired about how years of service worked for the city. Larson explained. Bachowski brought up that we have an employee that worked for the city for 5 years, left for another job and then returned and started at 0 years of service. Bachowski was concerned about the precedence that this decision will set. Mayor Martin asked Olson what would happen if personnel committee stayed firm at not granting the years of service or the vacation. Olson said she would probably have to look for something different.

Personnel committee discussed and offered Olson:

- 3 weeks vacation but not longevity.*
- Rate of compensation to continue as approved by council on Nov 13th, 2018 with in lieu of health insurance benefit beginning Jan 1, 2019 as outlined in the employee manual.

Also recommended:

- Justin Hutzler's vacation will be adjusted to 3 weeks based on combined years of service with no change in longevity. Longevity will remain with 7/1/2017 as hire date.*
- If offer letters are drafted in the future, they must be signed by the mayor or clerk/treasurer before given to prospective employee.

*Both employees will be eligible for next vacation increase after 10 years longevity.

Motion to adjourn by Bachowski 2nd by Eby adjourned at 6:16 p.m.

City of Chetek

Plan Commission Meeting Minutes

For December 13th, 2016 – 6:00pm The Plan Commission Meeting was held at the Chetek City Hall.

Members in attendance: Jeff Martin - Mayor, John Hunsinger, Del Wacker, Sarah Knepper, Shawn Ayers, and

Mark Etten

Also Attending: Nik Sather, Scott Bachowski - City Council 1st Ward, Joe Atwood - Building

Inspector/Zoning Administrator

Jeff Martin called the Plan Commission Meeting to order at 6:00pm. Attendance was taken with all Plan Commission members in attendance with the exception of Mark Eby. Jeff Martin verified compliance to the open meeting law. There were no minutes available for review from the previous meeting.

Discussion/Action: Nik Sather would like to discuss a possible purchase of the City parking lot to expand his business.

Nik Sather explained his desire to expand his facility to provide for additional dentist and staff to provide services to his expanding base of clientele. Relocating within the City of Chetek was discussed among the Plan Commission members and Nik considering currently available properties without finding a good fit. With the purchase of the City parcel it would be possible to expand the current building and provide for employee parking. Nik has been speaking with a building contractor who has provided guidance on the feasibility of an expansion project. Expansion option plans would be designed after receiving a favorable response to the possible sale of the City parcel.

After discussion by the Plan Commission the following motion was forwarded.

Recommend the sale of City parcels Lot 16 & 17 BLK 6 Second Addition, City of Chetek to Nik Sather to allow for the expansion of current building and parking.

Motion: Sarah Knepper Second: Mark Etten, motion carried.

Discussion/Action: City Council needs a recommendation from the Plan Commission to bid out sale

and removal of the City owned houses located at 75 HWY Blvd. South (currently a

rental) and 1301 Knapp Street (currently vacant).

Joe Atwood described the location of the two houses and explained the reasoning for why they needed to be removed. He also had contacted an individual that showed interest in relocating the houses.

After brief discussion by the Plan Commission the following motion was forwarded. Recommendation to bid out the sale and removal of the City owned houses located at 75 HWY Blvd. South and 1301 Knapp Street.

Motion: Sarah Knepper Second: Del Wacker, motion carried.

Discussion/Action: City Council needs a recommendation from the Plan Commission to demo the City

owned buildings at 803 2nd Street (old Chetek Café) and 110 Moore Street (currently

a rental).

Joe Atwood described the location and condition of the two buildings and explained the reasoning for why they needed to be razed. He had contacted contractors that showed interest in demolishing the buildings. There was discussion of the past efforts to establish a Property Committee to address City property related issues. Current condition of both buildings is determined to be beyond financial feasibility to renovate. There was discussion of the historic value the Chetek Café building provides to the City.

After extensive discussion by the Plan Commission the following motion was forwarded. Recommendation to demo the City owned buildings at 803 2nd Street and 110 Moore Street.

Motion: Sarah Knepper Second: Del Wacker, motion carried, all in favor with the exception of Shawn Ayers.

There being no further business before the Commission, the meeting was adjourned at 7:26 pm Motion: Shawn Ayers, Second: Del Wacker, carried.

Respectfully submitted,

Mark Etten Alternate Plan Commission Secretary

THE CHETEK HOUSING AUTHORITY

MONTHLY BOARD MINUTES November 29, 2018

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>: 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 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 October meeting were reviewed. Lou Ann Novak made a motion to approve the minutes; motion seconded by Shirley Morley. Minutes were approved.

<u>HAAS FINANCIALS:</u> Executive Director Jean Odell and the Board reviewed the HAAS financials for October. Lou Ann Novak made a motion to file the financials for audit; motion seconded by Judy Anderson. Motion passed.

<u>CHECK REGISTER / CHECKS FOR NOVEMBER, 2018</u>: Checks for November were reviewed by Board members and Exec. Dir. Odell. Shirley Morley made a motion to approve the checks; motion seconded by Lou Ann Novak. Motion passed.

OLD BUSINESS:

- A. EXECUTIVE DIRECTOR'S REPORT:
 - 1. Maintenance: Executive Director, Jean Odell, reported on various maintenance issues, including a water issue that was discovered.
 - 2. Complaints: There are no written complaints at this time.
 - 3. Vacancies: We will have a vacancy at the end of the year, as the tenant in Apt. 3 has given 30-day notice.
- B. DOCUMENT REVISIONS: We anticipate all document revisions will be complete by the end of January.
- C. PARKING: Parking issues should be resolved, but are often more complicated. We have a handicap sign and spot in front.
- D. TENANT MEETING ON DECEMBER 13: We will be holding our tenant meetings every two months.
- E. COMMUNITY ROOM DECORATING: We are seeking bids from three companies for blinds for the community room.
- F. EMPLOYEE JOB DESCRIPTION: Jean Odell has contacted another housing authority regarding the selection process for a director. There are various components yet to investigate; for example, who hires the director if we structure the job differently.
- G. 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 meeting on Nov. 15; that several will participate in a bus trip to Hayward; and that there will be a party on Dec. 13.
- B. PHYSICAL NEEDS ASSESSMENT: Jean Odell will check with HUD and the Barron County Housing Director to learn of the specific requirements

- C. ENERGY AUDIT: Same as above.
- D. ANY OTHER NEW BUSINESS: There was no other new business.

<u>OPEN DISCUSSION / COMMENTS</u>: A tenant expressed dissatisfaction with the office assistant, with his perceived lack of follow-up on an incident, and with L.O.R.A.C. having a key to a closet which stores supplies. Another tenant stated "the boilers are worthless," as he feels cold in his apartment.

DISCUSS / ADD AGENDA ITEMS FOR THE NEXT BOARD MEETING:

- 1. Job Descriptions
- 2. Physical Needs Assessment and Energy Audit (sharing resources with other housing authorities)

ADJOURN MEETING: A motion was made by Victoria Kutchins to adjourn the meeting; motion was seconded by Lou Ann Novak. Motion passed and meeting was adjourned at noon.

NEXT MEETING: The next monthly Board meet 2018, with dinner to follow at noon.	ing is tentatively scheduled for 10:30 a.m. on December 27
Jean Odell, Executive Director	Mark Eby, Chair



Bryce Burdick 811 Pleasure St Chetek, WI 54728

Email: burdickbc@gmail.com

Phone: 715-790-3339

PROPOSAL SUBMITTED FOR

Joe Atwood

Chetek

PHONE: 715-764-2948

EMAIL: jatwood@cityofchetek-wi.gov

DATE: 8/31/18

JOB NAME:

Beach Bath House Roof

JOB LOCATION:

Chetek

WE HEREBY PROPOSE THE FOLLOWING WORK TO BE PERFORMED AS PER PLAN:

Estimate To Include:

- Tare off old shingles
- Install new underlayment
- Install classic rib (pole barn) steel roofing
- Install proper flashing as needed
- Install new roof trim
- Disposal of waste

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C

3,250.00*+ 4,900.00 +

14,650.00

Final Estimate: Labor and Materials

\$3,250.00

Work to be done in the months of: 2018-2019

AUTHORIZED SIGNATURE

Bryce Burdick, Estimator

PAYMENT AS FOLLOWS: Progressive Draws.1/2 up front 1/2 when completed NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 10 DAYS



Bryce Burdick 811 Pleasure St Chetek, WI 54728

Email: burdickbc@gmail.com

Phone: 715-790-3339

PROPOSAL SUBMITTED FOR

Joe Atwood

Chetek

PHONE: 715-764-2948

EMAIL: jatwood@cityofchetek-wi.gov

DATE: 8/31/18

JOB NAME:

Beach Stage Roof

JOB LOCATION:

Chetek

WE HEREBY PROPOSE THE FOLLOWING WORK TO BE PERFORMED AS PER PLAN:

Estimate To Include:

- Tare off old shingles
- Install new underlayment
- Install classic rib (pole barn) steel roofing
- Install proper flashing as needed
- Install new roof trim
- Disposal of waste

Final Estimate: Labor and Materials

\$4,900.00

Work to be done in the months of: 2018-2019

AUTHORIZED SIGNATURE

Bryce Burdick, Estimator

PAYMENT AS FOLLOWS: Progressive Draws.1/2 up front 1/2 when completed NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 10 DAYS



Bryce Burdick 811 Pleasure St Chetek, WI 54728

Email: burdickbc@gmail.com

Phone: 715-790-3339

PROPOSAL SUBMITTED FOR

Joe Atwood

Chetek

PHONE: 715-764-2948

EMAIL: jatwood@cityofchetek-wi.gov

DATE: 4/27/18 JOB NAME:

Beach Pavilion Roof

JOB LOCATION:

Chetek

WE HEREBY PROPOSE THE FOLLOWING WORK TO BE PERFORMED AS PER PLAN:

Estimate To Include:

- Tare off old shingles
- Install new underlayment
- Install classic rib (pole barn) steel roofing
- Install proper flashing as needed
- Install new roof trim
- Disposal of waste

Final Estimate: Labor and Materials

\$ 6,500.00

Work to be done in the months of: 2018

AUTHORIZED SIGNATURE _

Bryce Burdick, Estimator

PAYMENT AS FOLLOWS: Progressive Draws.1/2 up front 1/2 when completed NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 10 DAYS

Energy Performance Remodelers, LLC 503 W Knapp St Rice Lake, WI 54868

Estimate

Date	Estimate #
12/10/2018	130142

Name / Address			
Chetek Community park			
	and the state of t		Project
			metal overlay
Description	Qty	Rate	Total
p Roof(s) for construction of metal roofing overlay nish and Install underlayment on all roofs nish and Install corrugated steel roofing with color TBD nish and Install all rake channels nish and Install all ridge caps nish and Install all boot flashing kits and accessories the incudes taxes and permits	44	350.00	15,400.00
Phillips Perk ponllin			9,160,00
Beach Bothnoom			3,850,00
Sterd ster-			2450,4
6 down payment 6 completion payment		Total	\$15,400.00
Phone # E-	-mail	Web Site	14,400 nodelers14,400
715-690-9574 doug@e	epciwi.com	www.energyperformanceren	14,400 nodelers



Proposal

City of Chetek - Chetek Café Demo

Date: December 7, 2018

Location: 805 2nd Street Chetek, WI 54728

Objectives:

Remove existing building and foundations

- Backfill basement with material from City Industrial Park

Leave foundation facing roadways to save sidewalks

Equipment & Pricing:

- Kobelco 260 Excavator with Thumb
- Cat 259 Skid steer
- Cat Compactor
- Quad Axle Dump Trucks

Price:

- \$33,400

Notes:

- Backfill material will come from City of Chetek Industrial Park, we are estimating this at approximately 700CY. Our price includes loading, hauling and placing this material.
- We are estimating approximately 40 quad axle loads of building materials to be hauled to landfill.

Acceptance of Proposal:

Stout Construction, Inc.

City of Chetek

Paul Mumm

Dan Knapp:

Signature:

Signature:

No Mercy Excavating LLC

4499 106th Street Chippewa Falls, WI 54729



Date	Estimate #
12/6/2018	666

Name / Address	
City of Chetek	

		particular	lannadamadalii ili kalee k	BOOMEN THE CONTRACTOR WATER THE STATE OF THE		
		P.O. No.	Terms	Project		
			Net 15			
Qty	TOTAL BIR MAN TO BENEFIT BOOKEN BOOKEN BOOKEN AND TOTAL TOTAL AND THE SERVICE	Description		Cost		Total
1	foundation(Cond pile)(foundation and left in place with fill from cit Price doesn't inc	ck down and haul awa crete/block/brick will next to sidewalks will), cap water and sewer y's stock pile. lude asbestos/lead ins as electric, phone or ca	go to City's recycle be knock down 1' fill foundation in pection or removal,		0.00	0.00
Look forward to work	ing with you!			Subtotal		\$0.0
				Sales Tax	(5.5%)	\$0.0
				Total		\$0.00

Wirth Excavating LLC

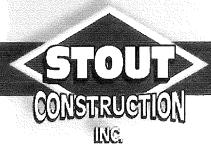
PO Box 252 Ridgeland, WI 54763



City of Chetek

Date	Description	Amount
DEC 2018	Café and Apartment building	
	Remove concrete Fill in hole to 6" below grade	35000

Total



Proposal

City of Chetek - Chetek House Demo

Date: December 28, 2018

Location: Across from Police Shop - City of Chetek

no Moore Sti

Objectives:

- Remove existing white house
- Remove trees (2) in front yard
- Remove sidewalks around house
- Cut down foundation 2' below parking lot grade
- Backfill basement with material from City Industrial Park

Equipment:

- Kobelco 260 Excavator with Thumb
- Cat 259 Skid steer
- Cat Compactor
- Quad Axle Dump Trucks

Price:

- \$35,880

Notes:

- Backfill material will come from City of Chetek Industrial Park, we are estimating this at approximately 480CY. Our price includes loading, hauling and placing this material.
- We are estimating approximately 50 quad axle loads of building materials to be hauled to landfill.
- City is responsible for disconnecting utilities and removing appliances.
- City is responsible for any and all permits required for work listed.

Acceptance of Proposal:

Stout Construction, Inc.

City of Chetek

Paul Mumm

Dan Knapp:

Signature:

Signature:

111 3241





demolition in Chetek

Sarah Wojcik <nomercy54729@gmail.com>
To: Carmen Newman <cnewman@cityofchetek-wi.gov>

Wed, Nov 28, 2018 at 3:21 PM

Carmen

805 2nd St. Knock down and remove foundation, fill to surrounding grade, cap water and sewer, 4" of topsoil and seed.

Price doesn't include aspestos/lead inspection or removal, disconnecting gas electric, phone or cable=\$37,750 \(\text{VW} \) \(\text{Price} \)

110 Moore St. Knock down and remove foundation, fill to surrounding grade, cap water and sewer, 4" of topsoil and seed.

Price doesn't include aspestos/lead inspection or removal, disconnecting gas electric, phone or cable=\$15,750

Thanks

Daryl [Quoted text hidden]

Daryl Wojcik

RESOLUTION NO. 2019-1

WHEREAS, a donation was received in the amount of \$100 for the "shop with a cop" program, and;

WHEREAS, the revenues from aforementioned receipt 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 **2018 budget** with the aforementioned funds to the following accounts:

\$ 100.00— "shop with a cop donation" revenue 100-46216 expense 100-57219 (shop with a cop)

CITY OF CHETEK

By:	
•	Jeff Martin, Mayor
Attest:	
	Carmen Newman Clerk/Treasurer

Passed: April 10, 2018

----- Forwarded message -----

From: Carrie Dorschner <ATR-AcctsPayable2@atriumhsl.com>

Date: Mon, Dec 10, 2018 at 9:30 AM

Subject:

To: kzimmerman@cityofchetek-wi.gov <kzimmerman@cityofchetek-wi.gov>

Hi Karen,

Amounts we are unable to pay due to receivership you need to claim by 12/14/18.

APAC of Chetek

\$456.95

ASL of Chetek

\$69,66

Atrium has gone into Receivership as of 9/07/18. Any invoice dates or service dates before 9/07 needs to go through the court process. Please refer to the attached court document and form. The packet was sent out to vendors in September. This is for all Atrium facilities/accounts (see 2nd attachment).

If you have further questions, you can speak to the Receiver, Attorney Mike Polsky's paralegal whose contact information is listed at the bottom of pg 2 or you can also reach out to our new management team, Health Dimensions Group's (HDG) vendor liaision at 763-225-8620 or atriumvendors@hdgi1.com.

Thank you,



Carrie Dorschner

Accounts Payable

ATRIUM HEALTH & SENIOR LIVING - MIDWEST

1726 North Ballard Road

Appleton, WI 54911

Phone: 920.364,9780



Additional claim?

2 messages

Carmen Newman <cnewman@cityofchetek-wi.gov> To: cseelen@ruderware.com

Mon, Nov 19, 2018 at 10:56 AM

Good morning, Chris:

we were notified that the utility bill (water, sewer, garbage) for the month of September will be paid by the receivership after 9/7/18. They advised that service for September 1-7th will need to be collected through the claim.

Do you think its even worth filing a claim for \$533.00?

Let me know what you think - I didn't know if we could add to the additional claim or if we need to file a new claim. If that is the case maybe its not worth it.

I would need my utility clerk to prepare a billing for the one week of service if we do file a claim.

Carmen Newman clerk/treasurer, WCMC 220 Stout Street, PO Box 194 Chetek, WI 54728 pop.est. 2221

www.cityofchetek-wi.gov

Christopher M. Seelen cseelen@ruderware.com To: Carmen Newman <cnewman@cityofchetek-wi.gov> Mon, Dec 10, 2018 at 9:51 AM

Carmen,

Thanks for your call. Sorry, I didn't respond earlier. I don't think it is worth filing an amended claim here.

- Chris



Christopher M. Seelen

Ruder-Ware, L.L.S.C.

402 Graham Avenue | P.O. Box 187 | Eau Claire, WI 54702-0187

Phone: 715.834.3425 | Toll-Free: 800.477.8050 | Fax: 715.834.9240

cseelen@ruderware.com | www.ruderware.com

Visit our blog at www.blueinklaw.com

