

City of Chetek Common Council Meeting Agenda
Tuesday, February 12, 2019 - 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 January and City claims from January
2. Department/Board reports as submitted: Library - December 2018 & January 2019; Housing Authority-January 2018 annual & January 3, 2019;
3. Resignations from boards/committees: None
4. Appointments to Boards & commissions: Property: Larry Hickok, Julie Flor, Wendy Newman
5. General licenses/permits: Retail license transfer from Gordy's Market, Inc. to Michael S. Polsky, receiver
- dba Gordy's Market.

OLD BUSINESS - discussion and possible action

1. Accept proposal on removal of house located at 1301 Knapp Street
2. Accept proposal for purchase and development of lots 16 and 17, Block 6, second addition (property located between 102 and 118 Douglas Street

NEW BUSINESS - discussion and possible action items

1. Request for adjustment on sewer billing for Chetek Housing Authority
2. Resolution 2019-2 - adopting a post employment health reimbursement arrangement for retirees
3. Personnel manual amendment - amend language for pay out of sick leave balance to include "employed at least ten (10) years"
4. Employee annual request for outside employment

Adjourn

Minutes of the Common Council Meeting of the City of Chetek held on Tuesday, January 8, 2019 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, Mark Edwards

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

The Mayor announced there will be a 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 - Moran motioned to approve: council minutes & claims from December; accept and place on file minutes: Personnel-December, Plan Commission-December, Housing Authority-December, Police-December. Property committee appointments: Joe Atwood, Jimmy Sells, Shawn Ayers, Johanna Magiera. 2nd by Eby. carried.

Old business - Parks - Bids were received for the replacement of roofs at Phillips Park, beach bathrooms, and the beach grandstand. New roofing to be installed will be metal roofing. Bid from BC Construction in the amount of \$14,650 for all three to include the tear off of old shingles and disposal of waste. Bid from Energy Performance Remodelers, LLC in the amount of \$14,400 - did not specify removal of old shingles or removal of waste. Edwards motioned to award bid to BC Construction. 2nd by Bachowski. Moran-yes, Edwards-yes, Bachowski-yes. Eby abstained. Carried.

New Business -

Personnel committee recommendation - to allow 3 weeks vacation for Ashlea Olson and Justin Hutzler based on years of service brought upon hiring (Olson from previous municipality and Hutzler from previous City of Chetek employment). Motion to approve by Bachowski, 2nd by Eby. carried.

Joel Fostvedt requested council to consider not capping the vacation accrual at 240 hours. Employees with more than 25 years of service currently accrue more than 240 hours per year. No motion made.

Plan Commission recommended the removal of houses at 1301 Knapp Street and 75 Hwy Blvd. South. House on Knapp Street need to be removed prior to new housing development begins. Council discussed the house at 75 Hwy Blvd. S. and decided to keep the house until either a business locates in the south industrial park (where house is located) or the construction of a new treatment plant begins. Edwards motioned to authorize the advertising of the purchase and removal of the house located at 1301 Knapp Street. 2nd by Eby. carried.

Bids were received for the demolition of old "Chetek Cafe" at 805 2nd Street. Plan Commission made recommendation for the demolition of the building at the December 2018 meeting. No Mercy Excavating LLC - \$34,650, Stout Construction, Inc - \$33,400, Wirth Excavating LLC - \$35,000. Bachowski motioned to award bid to Stout Construction. 2nd by Moran. Carried.

Resolution 2019-1 - 2018 budget adjustments. Motion to approve by Eby, 2nd by Bachowski. Carried.

Write off utility bill - Motion by Moran, 2nd by Edwards, to write off utility bill in the amount of \$526.61 for Atrium Post Acute Care and Atrium Assisted living facilities due to the facility going into receivership effective 9/7/18. Balance is past due for service prior to receivership taking over. Carried.

Eby motioned to go into closed session as stated earlier in meeting. 2nd by Bachowski. Carried.

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

Dr. Sather presented the council with plans to expand this dental clinic on Douglas Street. This location is the most feasible area to expand his clinic. He wishes to stay in the Chetek city limits. His tentative plans include a T shaped addition to his building to accommodate the most parking spaces. He has allowed parking next to his building in the evenings and weekends and would continue to allow public parking after business hours.

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Council Minutes - January 8, 2019

Edwards motioned to advertise for proposals for the sale and development of lots between Sather Dental Clinic and the VFW on Douglas Street. Notice will be in the Chetek Alert for two weeks. Sealed proposals to be opened at the February 12th, 2019 council meeting. 2nd by Moran. carried.

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

Carmen Newman, clerk/treasurer

Calhoun Memorial Library Board Meeting Minutes
Dec. 4, 2018

Minutes of the Calhoun Memorial Library Board of Director's Meeting: Dec. 4, 2018

The regular monthly meeting was called to order at 9 a.m. on Dec. 4, 2018, by President Jean Wacker, at Calhoun Memorial Library.

Members present: Jean Wacker, Rachel Westberg, Nancy Nix, Kathy Hayes, and Louise Brown. Also present was library director Carol Burnham.

The agenda was approved by motion of Kathy Hayes, seconded by Rachel Westberg. Motion carried.

Public Comment: There were no public comments.

Minutes of the Nov. 6 meeting were presented to Board members in printed form. Motion by Nancy Nix, seconded by Louise Brown, to accept the minutes of the Nov. 6 meeting as presented. Motion carried.

Treasurer Kathy Hayes presented the October expenditures, year to date budget, Act 150 and checking account report. Motion by Rachel Westberg, seconded by Nancy Nix, to approve October expenditures. Motion carried.

A motion was made by Louise Brown, seconded by Nancy Nix, to present library staff with their annual Christmas bonuses in the following amounts: Director Carol Burnham (\$75), Library Aids Gail Frye, Mary Odden, Merilee Reinke and Vicki Tait (\$65) and cleaning personnel Deb Jacobs (\$25).

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.

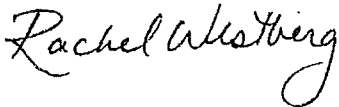
Burnham updated board members on a draft of the 2019 budget request that was presented to city officials. The budget request was approved as submitted to the city.

Board members continued discussion on items that they felt needed to be considered should the city move forward with a municipal building feasibility study. As part of that discussion, a conversation was had regarding the potential use/need of security cameras in the library building that could even be monitored live by staff.

Items for next meeting agenda on Jan. 8 include continued discussion on the municipal building feasibility study and further conversation on looking into security cameras at the library.

Motion to adjourn by Kathy Hayes, seconded by Louise Brown. Motion carried; meeting adjourned.

Respectfully Submitted,



Calhoun Memorial Library Board Meeting Minutes
January 8, 2019

Minutes of the Calhoun Memorial Library Board of Director's Meeting: Jan. 8, 2019

The regular monthly meeting was called to order at 9 a.m. on Jan. 8, 2019, by President Jean Wacker, at Calhoun Memorial Library.

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

The agenda was approved by motion of Kathy Hayes, seconded by Louise Brown. Motion carried.

Public Comment: Director Burnham passed around various cards and notes given to the library during the holiday season.

Minutes of the Dec. 4 meeting were presented to Board members in printed form. Motion by Kathy Hayes, seconded by Jeff Martin to accept the minutes of the Dec. 4 meeting as presented. Motion carried.

Treasurer Kathy Hayes presented the December expenditures, year to date budget, Act 150 and checking account report. Motion by Jeff Martin, seconded by Rachel Westberg, to approve December 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.

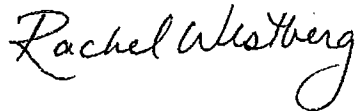
Jeff Martin updated the library board on city happenings and news as part of the city council representative report.

Board members received an update on the possibility of updating a security/camera system in the library. Burnham reported a meeting is set up for later in January with the current security vendor.

Items for next meeting agenda on Jan. 8 include continued further conversation on looking into security cameras at the library, and the possibility of forming a formal long-range plan for the library.

Motion to adjourn by Jeff Martin, seconded by Louise Brown. Motion carried; meeting adjourned.

Respectfully Submitted,

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

THE CHETEK HOUSING AUTHORITY

ANNUAL BOARD MINUTES - **January 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: Vice Chair Judy Anderson opened the meeting with roll call.

ROLL CALL: In attendance were Judy Anderson, Shirley Morley and Victoria Kutchins. Mark Eby and Lou Ann Novak were absent. Jean Odell, Executive Director, and several tenants were also in attendance.

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

ELECTION OF OFFICERS:

Chairman - Judy Anderson nominated Mark Eby as chairman; Victoria Kutchins nominated Judy Anderson as Vice Chair and Shirley Morley nominated Victoria Kutchins as Secretary. Shirley Morley made a motion to accept the nominations and to vote; motion seconded by Victoria Kutchins. Motion to vote was approved. A vote for the nominated officers was taken; all nominations were approved. Chair will be Mark Eby; Vice Chair will be Judy Anderson; Secretary will be Victoria Kutchins. In the absence of newly elected Chair Mark Eby, Judy Anderson continued to lead the remainder of the meeting.

OTHER BUSINESS TO DISCUSS:

- A. Review CD's and other Investments: The list of investments was reviewed. All investments increased through earned interest; however, the checking account balance was lower due to the purchase of boilers and cement work.
- B. Capital Improvements for 2018: Board members, tenants, staff will consider items to be placed on the Capital Improvements list for this and future years. Some items up for consideration include: Landscaping such as trees or bushes; replacing laundry machine as needed; further improving drainage; adding carport spaces; replacement of lawn equipment; heater and insulation for maintenance garage; gazebo or other social area outdoors.
- C. Review flat rent compared to fair market rent: Jean Odell explained that CHA's flat rent must fall within 80% of Barron County's Fair Market Rent of \$518. Our flat rent amount of \$450 is within the acceptable range, thus will remain the same. Shirley Morley made a motion to change the security deposit amount to \$200. Motion seconded by Victoria Kutchins. Motion approved, with the option of a new tenant paying installments if necessary.
- D. No other business was discussed.

ADJOURN ANNUAL MEETING: Motion was made by Victoria Kutchins to adjourn; seconded by Shirley Morley. Meeting was adjourned at 12:43. p.m.

Respectively submitted by:

Jean Odell, Executive Director

Judy Anderson, Board Vice Chair

THE CHETEK HOUSING AUTHORITY

MONTHLY BOARD MINUTES

December, 2018 Meeting held January 3, 2019

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 15 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 November meeting were reviewed. Judy Anderson 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 November. Lou Ann Novak made a motion to file the financials for audit; motion seconded by Shirley Morley. Motion passed.

CHECK REGISTER / CHECKS FOR DECEMBER, 2018: Checks for November were reviewed by Board members and Exec. Dir. Odell. Victoria Kutchins 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 that we had a recent water pipe issue that was repaired on Dec. 26. We have purchased several motion-activated solar lights. Tenants are responsible to remove their cars following a snowfall in order for proper snow removal to happen. Robyn Lee has been hired as our new housekeeper. Please write your events on the calendar so that she does not "interrupt" you.
2. Complaints: Tenants should remember to follow the lease, pick up after pets, be mindful to not waste energy,
3. Vacancies: Apartment #3 will be "made ready," then we will have a tenant move in.

B. DOCUMENT REVISIONS: We anticipate all document revisions will be complete by the end of January.

C. COMMUNITY ROOM DECORATING: We are seeking bids from three companies for blinds for the community room.

D. EMPLOYEE JOB DESCRIPTION: We need to make a plan and advertise for new management.

E. PHYSICAL NEEDS ASSESSMENT / ENERGY AUDIT: Jean Odell has spoken with HUD and learned that these can be done less formally, perhaps in-house, which will be far less expensive than hiring it done.

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. is conducting a survey of tenants to discern their interest and degree of involvement in L.O.R.A.C.

B. TRANSFER POLICY: We have had requests for transfer to Apt. 3 by current tenants.

C. ANY OTHER NEW BUSINESS: There was no other new business.

OPEN DISCUSSION / COMMENTS: Following the recent all-day rainfall, our surfaces (sidewalks and parking lots) are not in very good condition. One tenant mentioned that Denise has been an asset; with an upcoming surgery tenants could try to help her in return.

DISCUSS / ADD AGENDA ITEMS FOR THE NEXT BOARD MEETING:

1. Employment ad
- 2.

ADJOURN MEETING: A motion was made by Lou Ann Novak to adjourn the meeting; motion was seconded by Victoria Kutchins. Motion passed and meeting was adjourned at 11:40

NEXT MEETING: The next monthly Board meeting is tentatively scheduled for 10:30 a.m. on January 31, 2019.

Jean Odell, Executive Director

Mark Eby, Chair

Retail License Transfer – Person to Person

Application for transfer of license under Section 125.04(12)(b), Wis. Stats., for the sale of fermented malt beverages or intoxicating liquor or both from one person to another during the license year only, under the following circumstances:

1. Death of licensee
2. Formal bankruptcy (Chapter 7)
3. Assignment for the benefit of creditors
4. Foreclosure

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

To the ☒ City Council
☐ Village Board of CHETEK County of BARRON, Wisconsin.
☐ Town Board

A request is being filed applying for the transfer of the Class A license from
GORDY'S MARKET, INC.

(Name of Licensee)

To the: 1. _____
(Personal Representative or Surviving Spouse)
2. _____
(Trustee in Bankruptcy)
3. MICHAEL S. POLSKY
(Receiver – Benefit of Creditors)
4. _____
(Receiver – Court Appointed – Foreclosure)

on or about 01/31/2019
(Date)

a. Address of premises 719 2ND ST, CHETEK, WI 54728
b. Trade name of establishment GORDY'S MARKET

The municipal clerk must amend the license or issue a new one to reflect the transfer. The municipality may require completion of Forms AT-106 and AT-103 by the transferee.

SALE OR ASSIGNMENT BY TRANSFeree:

If the business is sold or assigned, the license may be transferred to the successor owner or assignee at no charge if the person is qualified to hold a license and is acceptable to the governing body. In this case, an original alcohol beverage license application should be completed.

FILED
01-09-2019
Clerk of Circuit Court
Chippewa County, WI
2018CV000372

DATE SIGNED: January 9, 2019

Electronically signed by Judge James M Isaacson
Circuit Court Judge

STATE OF WISCONSIN

CIRCUIT COURT

CHIPPEWA COUNTY

NASH FINCH COMPANY

Plaintiff,

v.

Case No. 18-CV-372

GORDY'S MARKET, INC.,

Defendant.

**ORDER APPOINTING RECEIVER, ENJOINING CREDITORS FROM
PROCEEDINGS AGAINST THE DEBTORS AND GRANTING OTHER RELIEF**

Based upon the Plaintiff's Motion to Appoint a Wis. Stats. Chapter 128 Receiver, the record in this matter and the consent of the nominated Receiver,

IT IS HEREBY ORDERED that:

1. Michael S. Polsky, Esq., Two Plaza East, 330 East Kilbourn Avenue, Suite 1085, Milwaukee, Wisconsin 53202 (the "Receiver"), is hereby appointed as Receiver of any and all assets of Gordy's Market, Inc. (the "Debtor") including but not limited to the grocery and liquor stores listed below

- i. Food & Liquor, 17158 County Highway J Chippewa Falls, WI
- ii. Chippewa, 212 Bay Street, Chippewa Falls, WI
- iii. Chetek, 719 Second Street, Chetek, WI
- iv. Cornell, 522 Bridge Street, Cornell, WI
- v. Barron, 622 East LaSalle Avenue, Barron, WI
- vi. Ladysmith, 400 West 9th Street, Ladysmith, WI

2. The Receiver having all of the usual powers vested in him pursuant to Chapter 128 of the Wisconsin Statutes, and the laws applicable thereto. The Receiver is hereby appointed as an officer of the Court and shall have immunity from personal liability as is afforded such officers under Wisconsin law, including, but not limited to immunity from personal liability for acts or omissions undertaken as Receiver within the scope of his authority as set forth herein or as otherwise defined by law or by statute. In addition, the Receiver may not be sued without the prior permission of this Court.

3. The Receiver shall obtain a surety bond in the sum of \$10,000, and the Receiver is further directed to file said surety bond with the Court.

4. The Receiver shall give notice of his appointment to all known creditors of the Debtor, by mail, and by publication as a Class III Notice under Chapter 985 of the Wisconsin Statutes, and shall further give notice to the following government agencies: Internal Revenue Service, Wisconsin Department of Revenue, Wisconsin Department of Workforce Development, and the local municipality. Said notice shall direct all creditors to file their claims with this Court within three (3) months of the date of the notice to the attention of the Clerk of Court, Chippewa County Courthouse, 711 N. Bridge Street, Chippewa Falls, Wisconsin 54729. All creditors not filing their claims within said time shall be precluded and barred from participating in any dividend payable to creditors.

5. The Debtor, its members, agents, partners, officers and employees, are hereby enjoined and restrained from transferring, encumbering or otherwise disposing of any assets of the Debtor without the Receiver's prior written consent.

6. All creditors of the Debtor are hereby enjoined and restrained from: (a) commencing any action or prosecuting any other action now pending other than in these proceedings; (b) enforcing against the Debtor or its property any judgment; and (c) taking any action to collect or recover a claim against the Debtor.

7. Within ten (10) days of this Order, the Debtor shall file verified lists of the assets and liabilities of the Debtor and shall turn over all books and records of the Debtor requested by the Receiver, except as modified by any subsequent Order entered in these proceedings.

8. The Receiver is hereby authorized to sell any and all property of the Debtor free and clear of all liens, with all liens attaching to the proceeds of sale, through public or private proceedings, in a commercially reasonable manner, subject to the approval of the Court and prior consent of Nash Finch Company (the "Plaintiff") and any other party with a properly perfected first position security interest in any of the Debtor's assets.

9. The Receiver is hereby authorized to use the existing accounts of the Debtor, or Park Bank, Milwaukee, as depository of any funds which may come into the possession of the Receiver in this matter.

10. The Receiver may apply for such other and further relief as is appropriate under the circumstances.

CITY OF CHETEK

NOTICE IS HEREBY GIVEN that pursuant to Section 125.04(3)(g) of the Wisconsin Statutes, that the following have made application for the following license:

Michael S. Polsky - Beck, Chaet, Bamberger & Polsky, S.C. - 719 2nd Street
Class "A" fermented malt beverage and "Class A" intoxicating liquor

Such application will be acted upon by the Chetek Common Council at the regular council **meeting to be held on Tuesday, February 12, 2019 at 6:00 p.m.** At this meeting, interested parties either for or against granting said licenses, will be heard.

Carmen Newman, Clerk/Treasurer

Emailed to Alert – 1-22-19

For publication: Wednesday, January 30, 2019

Publish at least one week prior to granting



Carmen Newman <cnewman@cityofchetek-wi.gov>

Water and sewer usage Lone Oak

1 message

CHETEK HOUSING AUTHORITY <chetekha@chibardun.net>

To: cnewman@cityofchetek-wi.gov, kzimmerman@cityofchetek-wi.gov

Cc: chetekha@chibardun.net

Thu, Jan 10, 2019 at 12:01 PM

Carmen and Karen:

Here is my list of utility bills for the past few years. The total on the right column would be reduced by the fire, storm water and garbage totals (currently \$199.12). The total water usage for FYE6/30/18 is 529, compared to the next six months at 668. Please advise what information you need or what I need to do. I do believe that we used the water (that it went through the meter), but I doubt that it all went through the sewer. I hope that we will be able to receive a partial credit. Thank you!
Jean

Jean Odell, Executive Director
Chetek Housing Authority
715-924-3300
715-924-4886 FAX



WATER SEWER USAGE updated 2-18.xlsx

15K

2495-00 CHETEK HOUSING AUTHORITY 801 WEST STOUT STREET Account balance: 1,305.89
801 W STOUT ST Balance due: 08/21/2018 .00
2495 715-924-3300 CHETEK WI 54728 Last payment: 08/14/2018 1,166.43-

| Meter ID | Service |
|----------|---------|
| 13925708 | WATER |

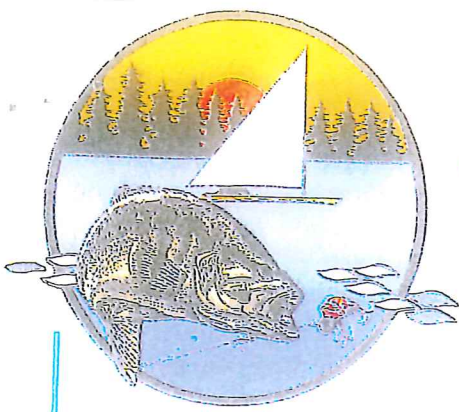
Meter: 13925708
Status: Ac
Route-Sequence: 10
Multiplier: 1.1

Letters mailed
8/30/18

| Meter ID | Action Code | Period Date | Read Date | Multi |
|----------|----------------------|-------------|------------|--------|
| 13925708 | Period Meter Reading | 03/31/2017 | 03/28/2017 | 1 |
| 13925708 | Period Meter Reading | 04/30/2017 | 04/26/2017 | 1 |
| 13925708 | Period Meter Reading | 05/31/2017 | 05/25/2017 | 1 |
| 13925708 | Period Meter Reading | 06/30/2017 | 06/29/2017 | 1 |
| 13925708 | Period Meter Reading | 07/31/2017 | 07/26/2017 | 1 |
| 13925708 | Period Meter Reading | 08/31/2017 | 08/28/2017 | 1 |
| 13925708 | Period Meter Reading | 09/30/2017 | 09/26/2017 | 1.0000 |
| 13925708 | Period Meter Reading | 10/31/2017 | 10/26/2017 | 1.0000 |
| 13925708 | Period Meter Reading | 11/30/2017 | 11/27/2017 | 1.0000 |
| 13925708 | Period Meter Reading | 12/31/2017 | 12/27/2017 | 1.0000 |
| 13925708 | Period Meter Reading | 01/31/2018 | 01/26/2018 | 1.0000 |
| 13925708 | Period Meter Reading | 02/28/2018 | 02/23/2018 | 1.0000 |
| 13925708 | Period Meter Reading | 03/31/2018 | 03/26/2018 | 1.0000 |
| 13925708 | Period Meter Reading | 04/30/2018 | 04/25/2018 | 1.0000 |
| 13925708 | Period Meter Reading | 05/31/2018 | 05/25/2018 | 1.0000 |
| 13925708 | Period Meter Reading | 06/30/2018 | 06/28/2018 | 1.0000 |
| 13925708 | Period Meter Reading | 07/31/2018 | 07/30/2018 | 1.0000 |
| 13925708 | Period Meter Reading | 08/31/2018 | 08/29/2018 | 1.0000 |

High Usage

notified
with message
ON Bill
LETTER
mailed



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

Regarding: High Water Usage

TO: _____

You are receiving this letter to notify you that your meter reading has indicated high usage.

The most likely cause is a toilet that is sticking and running when flushed, or that the float is set too high in the back of the toilet, and you cannot hear it running.

Other possible causes would be outside water usage for gardens, flowers, car or house washing. Perhaps you have had company with extra showers and laundry.

Please check your home for any water leaks. If you find the cause of the high water usage, and replace with new parts, you can bring in the receipt to City Hall. You will then receive a partial credit for the sewer portion of your bill. This credit can only be applied one time on the same problem.

Thank You,

Karen Zimmerman
Utility Clerk

1/10/2019

CITY OF CHETEK Mail - High Water Usage



Karen Zimmerman <kzimmerman@cityofchetek-wi.gov>

High Water Usage

1 message

Email Sent

Karen Zimmerman <kzimmerman@cityofchetek-wi.gov>

Wed, Nov 28, 2018 at 3:21 PM

To: CHETEK HOUSING AUTHORITY <chetekha@chibardun.net>

Jean,

The usage was 164,000 gallons for November. I would advise having someone look for a leak or leaks - toilets maybe?

Karen

--

*PLEASE NOTE NEW EMAIL: kzimmerman@cityofchetek-wi.gov

Karen Zimmerman

Utility Clerk

1/10/2019

CITY OF CHETEK Mail - Chetek Housing Authority - High usage



Karen Zimmerman <kzimmerman@cityofchetek-wi.gov>

Chetek Housing Authority - High usage

1 message

Karen Zimmerman <kzimmerman@cityofchetek-wi.gov>

Thu, Nov 29, 2018 at 8:15 AM

To: Dan Knapp <dknapp@cityofchetek-wi.gov>

Just to let you know - I advised Jean - director of high usage again. Last month was 112,000 gallons, and for November is 164,000 gallons. They are checking toilets, ect.

--

*PLEASE NOTE NEW EMAIL: kzimmerman@cityofchetek-wi.gov

Karen Zimmerman

Caselle Clarity® Enter Payments Customer Inquiry

Customer: 504 of 3386

2495-00 CHETEK HOUSING AUTHORITY 801 WEST STOUT STREET Account balance: 1,408.65
 801 W STOUT ST Balance due: 01/21/2019 1,408.65
 2495 715-924-3300 CHETEK WI 54728 Last payment: 12/14/2018 1,621.51-

Display Compare History Transactions Customer Services Location Meters Backflow Contracts Loans Certification Credit History

| Meter ID | Service |
|----------|---------|
| 13925708 | WATER |

Meter: 13925708

Status: Active

Sequence number: 1

Route-Sequence: 10-4505

Size: 2 IN CMPD

Multiplier: 1.0000

Activity Meter Electronic Reading Registers Detail Attachments Notes

| Meter ID | Action Code | Period Date | Read Date | Multiplier | Reading | Reading Usage | Information |
|----------|----------------------|-------------|------------|------------|---------|---------------|--------------|
| 13925708 | Period Meter Reading | 07/31/2017 | 07/26/2017 | 1.0000 | 2685 | 49 | |
| 13925708 | Period Meter Reading | 08/31/2017 | 08/28/2017 | 1.0000 | 2737 | 52 | |
| 13925708 | Period Meter Reading | 09/30/2017 | 09/26/2017 | 1.0000 | 2778 | 41 | |
| 13925708 | Period Meter Reading | 10/31/2017 | 10/26/2017 | 1.0000 | 2817 | 39 | |
| 13925708 | Period Meter Reading | 11/30/2017 | 11/27/2017 | 1.0000 | 2859 | 42 | |
| 13925708 | Period Meter Reading | 12/31/2017 | 12/27/2017 | 1.0000 | 2904 | 45 | |
| 13925708 | Period Meter Reading | 01/31/2018 | 01/26/2018 | 1.0000 | 2948 | 44 | |
| 13925708 | Period Meter Reading | 02/28/2018 | 02/23/2018 | 1.0000 | 2985 | 37 | |
| 13925708 | Period Meter Reading | 03/31/2018 | 03/26/2018 | 1.0000 | 3028 | 43 | |
| 13925708 | Period Meter Reading | 04/30/2018 | 04/25/2018 | 1.0000 | 3065 | 37 | |
| 13925708 | Period Meter Reading | 05/31/2018 | 05/25/2018 | 1.0000 | 3113 | 48 | |
| 13925708 | Period Meter Reading | 06/30/2018 | 06/28/2018 | 1.0000 | 3185 | 72 | HIGH USAGE C |
| 13925708 | Period Meter Reading | 07/31/2018 | 07/30/2018 | 1.0000 | 3287 | 102 | HIGH USAGE C |
| 13925708 | Period Meter Reading | 08/31/2018 | 08/29/2018 | 1.0000 | 3408 | 121 | HIGH USAGE C |
| 13925708 | Period Meter Reading | 09/30/2018 | 09/25/2018 | 1.0000 | 3505 | 97 | |
| 13925708 | Period Meter Reading | 10/31/2018 | 10/25/2018 | 1.0000 | 3617 | 112 | |
| 13925708 | Period Meter Reading | 11/30/2018 | 11/28/2018 | 1.0000 | 3781 | 164 | HIGH USAGE C |
| 13925708 | Period Meter Reading | 12/31/2018 | 12/24/2018 | 1.0000 | 3916 | 135 | |

COMMON COUNCIL RESOLUTION FOR THE CITY OF CHETEK TO ADOPT A POST
EMPLOYMENT HEALTH REIMBURSEMENT ARRANGEMENT (HRA) PLAN

WHEREAS, the adoption or modification of any benefit plan for employees of City of Chetek (the "City") must be approved and adopted by the Common Council of the City of Chetek (the "Common Council");

WHEREAS, the Common Council desires to establish a Post-Employment Health Reimbursement Arrangement Plan (PE-HRA) under Section 105 and 106 of the Internal Revenue Code (the "Code");

WHEREAS, the City of Chetek Post-Employment Health Reimbursement Arrangement (PE-HRA) Plan (the "Plan") is a plan designed for qualification under Section 105 and 106 of the Code, and the Plan has been presented for approval;

WHEREAS, the Common Council believes that the adoption of the Plan is in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED, that the Plan is hereby adopted effective as of January 1, 2019 in the form attached hereto;

FURTHER RESOLVED, that the Clerk/Treasurer or her designee is hereby authorized and directed to take any and all further actions as they deem necessary or advisable to implement and maintain the Plan in accordance with its terms and applicable law;

FURTHER RESOLVED, that the Clerk/Treasurer or her designee is hereby authorized to adopt amendments to the Plan as deemed necessary or advisable to effectuate or carry out fully the intent of the foregoing resolution; **FURTHER RESOLVED**, that the Clerk/Treasurer or her designee is hereby authorized to perform all such acts, and to execute and deliver all such agreements, undertakings, documents, instruments or certificates in the name of or on behalf of the City as the Clerk/Treasurer or her designee deems necessary, advisable or appropriate to effectuate or carry out fully the intent of the foregoing resolutions; and

FURTHER RESOLVED, that any and all actions taken by the Clerk/Treasurer or her designee, in the name of or on behalf of the City prior to date the above resolutions were adopted, which actions would have been authorized by the foregoing resolution except that such actions were taken prior to the adoption of the foregoing resolutions, are hereby ratified, approved, and confirmed.

IN WITNESS WHEREOF, the undersigned, being the mayor of the Common Council of the City of Chetek, has executed these resolutions this 12 day of February, 2019

_____, mayor
Jeff Martin

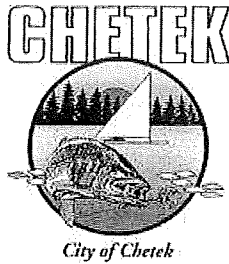
_____, clerk/treasurer
Carmen Newman

c. Upon death, retirement, or disability that prevents the employee from working, even with accommodation, the following option is available:

1. Sick leave, or balance of accumulated sick leave, to a maximum of one hundred eighty (180) days, at no interest, shall be used to maintain the employee's medical insurance until the equivalent value of accumulated time is exhausted;

This is to include all employees who retire at retirement age in good standing. *Employed at least 10 years?*

- (b) **Purpose.** Sick leave is granted for medical reasons only as an accommodation to employees and not as a fringe benefit. The use of sick leave for purposes other than obtaining medical treatment or for medical reasons for the employee or his family is an abuse of sick leave policy, forfeiting further sick leave for the contract year. Sick leave will be granted to an employee who is unable to report to work due to illness or injury that physically prevents him from effectively performing his job.
- (c) **Notice.** Employees claiming the benefit of sick leave shall notify their department head or the City Clerk-Treasurer prior to or within the first fifteen (15) minutes of their normal starting time of their need to be absent. In the event the employee has not given such notification, sick leave may be granted if the circumstances justify the failure to give said notice. The City retains the right to contact the employee at the location indicated at any time during the employee's scheduled work day. Such contact shall be made at the discretion of the City.
- (d) **Extension.** In the event of sick leave extending beyond five (5) working days, the employee shall be required upon request to furnish the City Clerk-Treasurer with a certificate of illness signed by a licensed physician. If the City has a justifiable reason to suspect that an employee is abusing sick leave, such certification of illness may be required and shall be furnished for sick leaves of less duration.
- (e) **Applicability.** The leave provided for in this Section shall apply only to days that the employee is regularly scheduled to work and shall not apply to overtime hours or to days when the employee is on vacation, funeral leave, military leave or on any other type of paid or unpaid leave of absence.
- (f) **Examination.**
- (1) The City may require an employee to submit to a physical examination by a City-designated physician when, in the opinion of the Common Council



Employee Request for Outside Employment

Annual: 01/01/2019 to 12/31/2019

I hereby apply for approval to hold outside employment. I understand that any employment outside the City of Chetek must be approved by the Common Council. This includes part-time, temporary or permanent employment, for which I may receive money, goods, services, or other form of compensation. My outside employment shall not interfere with my effectiveness in my City position. Outside employment shall not interfere with normal working hours or potential required overtime. I understand that if I am injured resulting from an outside activity the City of Chetek will not be responsible for any Worker's Compensation benefits. If I use sick leave, I shall not engage in any outside employment until I report to work and complete a normal work day. I understand that I must comply with Section 5.2 of the personnel manual and if the Mayor, council, or department head feels that one or more of the criteria is being violated the situation shall be reviewed and a report and recommendation shall be submitted to the Common Council. The Common Council may revoke or limit the outside employment approval on a permanent or temporary basis depending on the circumstances.

Employee Name TRAVIS HAKES Phone number 715-559-1967

Outside employer MYSELF Phone number _____

Address: _____

Nature of work being performed: FIREARMS CLASSES / HOBBY FARM

Schedule of working hours: AVAILABILITY BASED ON OFF DAYS @ PD estimated weekly hours LESS THAN 10

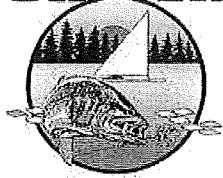
Travis Hakes date: 1/24/19
Employee signature

Comments: _____

Office use only
Council date _____ approved _____ denied _____

Comments: _____

CHETEK



City of Chetek

Employee Request for Outside Employment

Annual: 01/01/2019 to 12/31/2019

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Employee Name Brandon Davis Chetek Fire Phone number 715 642 0366
Outside employer _____ Phone number 715-924-4598

Address: 1224 Railroad

Nature of work being performed: Fire Fighting

Schedule of working hours: NA estimated weekly hours 0-8?

Employee signature Brandon Davis date: 1-29-2019

Comments: _____

Office use only
Council date _____ approved _____ denied _____

Comments: _____

CHETEK



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Employee Name Joe Atwood Phone number 715-764-2948

Outside employer Town of Prairie Lake Phone number 715-642-0900

Address: 796 21st Street Chetek

Nature of work being performed: Chair the Plan Commission

Schedule of working hours: Attend monthly meeting estimated weekly hours 2

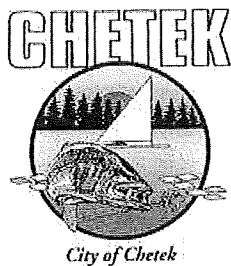
[Signature] date: 1-25-19
Employee signature

Comments: _____

Council date _____

Office use only
approved _____ denied _____

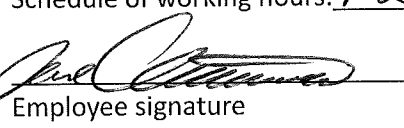
Comments: _____



Employee Request for Outside Employment

Annual: 01/01/2019 to 12/31/2019

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Employee Name Joe Atwood Phone number 715-764-2948
Outside employer City of New Richmond Phone number 715-246-4268
Address: 526 1st Street New Richmond
Nature of work being performed: Train new Building Inspector
Schedule of working hours: 1-2 Saturdays a month estimated weekly hours 6
 date: 1-25-19
Employee signature
Comments: Help newly hired inspector for a few months

| Office use only | | |
|--------------------|----------------|--------------|
| Council date _____ | approved _____ | denied _____ |
| Comments: _____ | | |



Employee Request for Outside Employment

Annual: 01/01/2019 to 12/31/2019

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Employee Name Joe Alvord Phone number 715-764-2948

Outside employer Dept. of Veterans Affairs Phone number _____

Address: one Federal Dr. Fort Snelling, Mn. 55111-4050

Nature of work being performed: Compliance Inspector for VA Projects in Barron Co

Schedule of working hours: ? estimated weekly hours ?


Employee signature

date: 1-25-19

Comments: This is something I would do on weekends or after work hours.

Office use only
Council date _____ approved _____ denied _____

Comments: _____