

City of Chetek Common Council Meeting Agenda

Tuesday, August 13, 2019 - 6:00 p.m. – Council room, 220 Stout Street, Chetek, WI

AGENDA:

Call to order

Roll call – Scott Bachowski___, Earl Grover___, Terry Hight___, Mark Edwards___ Mayor Martin___

Prayer

Pledge of Allegiance

Approve agenda

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 - discuss purchase of property, reconvene; act on closed session item, if any.

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 July 9th, 16th, 20th, and 22nd, City claims from July
2. Department/Board reports as submitted: Police department - July report; Plan Commission-July; Housing Authority-June, Property committee-July
3. Resignations from boards/committees: none
4. Appointments to Boards & commissions: none
5. General licenses/permits: Bowhunting permit application: Dennis & Cindy Steinmetz, 225 15th Street; Renewal of bowhunting permit: Baptist Assembly Camp, 730 Lakeview Drive

OLD BUSINESS

1. Status of Chetek Survey
2. Proposals for furnace/air conditioning units for the community center

NEW BUSINESS - the following items will be discussed by the council and possible action taken

1. Replacement of the wastewater treatment plant - Jon Strand, CBS Squared, Inc.
2. Replacement of wainscot on public works building - Marawood Construction Services, Inc. \$3,581
3. Revised procurement policy
4. Infrastructure project: street, curb, gutter, sidewalks around Roselawn Elementary School
5. Acceptance of CDBG-PF grant award - Roselawn project
6. Resolution 2019-14 - reallocating docks/boat landing general fund balance to the parks fund
7. Affordable housing funds - determine best use of funds
8. Proposals for engineering services for Knapp Street property
9. Closed session as announced
10. Adjourn

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

Minutes of the Common Council Meeting of the City of Chetek held on Tuesday, July 9, 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: Mayor, Jeff Martin, Scott Bachowski, Earl Grover, Terry Hight, Mark Edwards

Bachowski motioned to approve the agenda. 2nd by Hight. Carried.

Consent agenda - Bachowski motioned to approve the consent agenda items: June council minutes; June city claims; accept and place on file: June police report, June Plan Commission minutes, April Library minutes. 2nd by Grover. Carried.

Old business -

Sidewalks - Joe Atwood advised the council that this year's sidewalk replacements are done. Approximately \$30,000 was spent on sidewalks.

New Business -

Barron County strategic planning - Jeff French, Barron County administrator, updated the council with the county's planning.

2018 Audit - Eric Davidson, Bauman Associates, advised the council on the completed 2018 audit report.

Resolution - 2019-13 moving \$130,000 fund balance to capital outlay accounts. Motion by Edwards, 2nd by Bachowski to move \$45,000 to street construction outlay and \$85,000 to building outlay. Carried.

Roll-off dumpster - Dan Knapp, public works director, requested the purchase of a 40-yard dumpster for miscellaneous garbage - mattresses, sheetrock, etc. The cost is approximately \$6,200. The dumpster will be stored at public works and roll-off garbage will be hauled to the landfill. This option will help keep the cost down for residents and public works. Motion to approve by Hight, 2nd by Grover. Carried.

Furnace replacements - bids have been requested for the replacement of the furnaces at the community center. The current furnaces were installed in 1991. Bids will be brought to the council for consideration at the August meeting.


Industrial Park listing - Edwards motioned to approve listing with Feather Realty for the south industrial park. Commission will be 6% on sale price. 2nd by Hight. Carried.

Resolution 2019-14 - Mayor Martin introduced a resolution for vacating the alley lying between parcels 211-1309-15-000 and 211-1309-18-000 on 2nd Street.

Proposals for TID creation - proposals were received from MSA Professional Services and CBS Squared, Inc. Grover requested council members review the proposals and address this matter at a special council meeting on Tuesday, July 16, 2019

Resolution 2019-15 - appropriating park donations. Motion by Hight to accept, 2nd by Bachowski. Carried.

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


Carmen Newman, clerk/treasurer

Minutes of the Special Meeting of the Common Council of the City of Chetek held on Tuesday, July 16, 2019 at 5:00 p.m. in the Council Chamber, 220 Stout Street, Chetek, WI

Meeting was called to order at 5:00 p.m. by Jeff Martin, mayor
Present: Scott Bachowski, Mark Edwards, Earl Grover, Terry Hight, Jeff Martin

Mayor Martin - Announced that council will be going into 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 - considering proposals from engineering firms for TID creation, reconvene; act on closed session item.

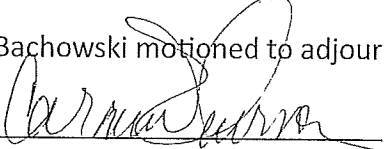
Bachowski motioned to approve a special class “b” fermented malt beverage licenses for the Hydroflites for July 19th through July 21st “wooden bat memorial” fundraiser. 2nd by Hight. carried

Bachowski motioned to go into closed session. 2nd by Grover. Carried.

Grover motioned to into open session. 2nd by Edwards. Carried.

MSA Professional Services and CBS Squared, Inc. gave proposals to the council for the creation of a new tax incremental financing district. Bachowski motioned to accept the proposal from CBS Squared, Inc. for the creation of TID #4. 2nd by Edwards. Carried.

Bachowski motioned to adjourn, 2nd by Edwards. Carried.


Carmen Newman, clerk/treasurer

Minutes of the Emergency Meeting of the Common Council of the City of Chetek held on Saturday, July 20, 2019 at 9:00 a.m. at the public works building - 1125 Railroad Avenue, Chetek

Meeting was called to order at 9:00 a.m. by Jeff Martin, mayor

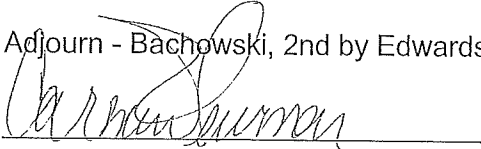
Attendance: Terry Hight, Scott Bachowski, Mark Edwards, Mayor Jeff Martin

Excused: Earl Grover

Also in attendance: Dan Knapp(public works), Jessica Larson (police), Carmen Newman (city hall),

Motion by Bachowski, 2nd by Edwards, declaring a disaster from the storm on July 19, 2019, and sign disaster declaration. Carried.

Adjourn - Bachowski, 2nd by Edwards. Carried.

A handwritten signature in cursive script, appearing to read "Carmen Newman", is written over a horizontal line.

Carmen Newman, clerk/treasurer

Minutes of the Special Meeting of the Common Council of the City of Chetek held on Monday, July 22, 2019 at 9:00 a.m. at the public works building - 1125 Railroad Avenue, Chetek

Meeting was called to order at 9:00 a.m. by Jeff Martin, mayor

Present: Scott Bachowski, Mark Edwards, Earl Grover, Terry Hight, Jeff Martin

Also in attendance: Dan Knapp, public works director; Carmen Newman, clerk/treasurer; Mike Judy, Barron County Emergency Management; Town of Chetek members: Mark Carlson, Keith Hanson, Dave Lentz; Town of Prairie Lake members: Wayne Brenholt, Karn Moe, Joe Atwood
John Goettl

City of Chetek, Town of Chetek, and Town of Prairie Lake agreed to split the cost of the brush site located at 1460 Hochmayr Drive including the invoicing from John Goettl for chipping the brush/trees. The site will be manned by volunteers - sign up is online.

Carmen Newman, clerk/treasurer

City of Chetek - Planning Commission Meeting Minutes – July 18, 2019

The Planning Commission for the City of Chetek was called to order at 6:00 pm on July 18, 2019 by Del Wacker. Compliance with the open meeting law was verified by Joe Atwood.

Roll call for the Planning Commission meeting was taken. Present were Del Wacker, Mark Etten,, Shawn Ayers, John Hunsinger, and Scott Backowski. Also present were Building Inspector/Zoning Administrator Joe Atwood and surveyor Mike Clamer. Sarah Knepper and Mayor Jeff Martin were absent.

Mark Etten made a motion to accept the minutes from the last meeting. Shawn Ayers seconded the motion. Motion carried.

1) Discussion/Action: Approve or not approve Extraterritorial Zoning Land Division North of Chetek at “The Funny Farm”.

Joe Atwood briefly explained the extraterritorial jurisdiction ordinance. He also stated that he and Dan Knapp had done the environmental assessment on the property and that they found no objection based on the information they had.

Mike Clamer stated that the Barron County Highway Department had approved a driveway for the proposed new lot number 4 but that no more driveways would be approved for the combined parcel.

Del Wacker said that he did not see any reason to deny the division.

Shawn Ayers concurred.

Members asked what the lot was to be used for. The surveyor replied that he did not know.

Mark Etten noted that if the lot were used for any purpose other than what the current zoning allows, the matter would have to be looked at again.

Del Wacker moved that the extraterritorial land division be approved. Mark Etten seconded the motion. Motion carried.

The Planning Commission Decision Form concerning the above decision was filled out and signed.

Del Wacker moved that the meeting be adjourned. Mark Etten seconded the motion. Motion carried.

Respectfully Submitted
John Hunsinger

THE CHETEK HOUSING AUTHORITY

MONTHLY BOARD MEETING MINUTES

June 27, 2019

The Chetek Housing Authority met at Lone Oak Manor Apartments in the Community Room at 801 West Stout Street in Chetek, WI.

CALL TO ORDER / ROLL CALL:

Chair Judy Anderson opened the meeting at 10:35 AM.

Commissioners present: Judy Anderson, Lou Ann Novak, Shirley Morley, Victoria Kutchins and Terry Hight.

Others present: Jean Odell; Executive Director, Meg Skemp; Executive Director/Barron County Housing Authority and 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 previous meeting were reviewed.

Motion (Hight/Novak) to approve the minutes of the May 23, 2019 meeting.

Motion carried; unanimous.

HAAS FINANCIALS:

The Directors reviewed the May financial statements prepared by Housing Authority Accounting Specialists, Inc. Discussion was held regarding the audit and water bill.

Motion (Morley/Novak) to file the financial statements for audit.

Motion carried; unanimous.

CHECK REGISTER / CHECKS FOR JUNE:

The Directors reviewed the checks for June.

Motion (Hight/Kutchins) to approve the June payments.

Motion carried; unanimous.

OLD BUSINESS:

EXECUTIVE DIRECTOR'S REPORT:

Maintenance: Odell reported the resignation of maintenance worker Brad Koepf.

Complaints: Kutchins questioned the replacement of the two florescent kitchen light fixtures at unit turnovers only. Discussion ensued. The two lights are under \$50 total and one third of the apartments have already been done. Skemp thought the remainder of the lights could be replaced within the proposed budget for any tenants requesting the update.

Vacancies: Three units are vacant.

BANK SIGNATORIES:

Discussion was held regarding authorized signatories for the Sterling Bank account(s).

Motion (Morley/Novak) to approve Chair Judy Anderson, Board Member Victoria Kutchins, Executive Director Margaret (Meg) Skemp, and Deputy Director Danielle Maxwell-Parker as authorized signers and to authorize Skemp and Maxwell-Parker online access effective July 1, 2019.

Motion carried; unanimous.

STAFF CHANGES:

Deputy Director Danielle Maxwell-Parker, Executive Director Meg Skemp and Administrative Assistant Pamela Haas will be staffing the office during two shifts of four hours each week. Office hours will be posted on the office door.

Property Caretakers Tom Burce and Keith Sirek have been hired effective July 1. They will work as a team with flexible hours ranging from ten to twenty hours each week.

FIVE-YEAR PLAN REVISION AND NOTICE:

A revision to the Five-Year Plan is required to reflect unplanned expenses incurred including the water pipe repairs in order to request Capital Fund Grants. A thirty-day tenant comment period is required before board approval and HUD submission. The next board meeting will be postponed until August 1 as a result.

OUTDOOR IMPROVEMENTS:

The committee discussed the request to the City Council for a credit on the water bill as a result of the pipe breaking. The Council granted the request, but this was the second request so it is unlikely they will be as generous again.

The City is planning to test water pressure in July. The street department said Lone Oak could be tested at the rate of \$135/hour. Hight will forward Housing Authority contact information to the street department for coordinating the test.

Hight researched squirrel damage control and found a recipe for a deterrent spray. Management will follow up with maintenance.

BUDGET RESOLUTION:

The committee reviewed the proposed budget for the fiscal year beginning July 1, 2019.

Motion (Novak/Hight) to approve the budget.

Motion carried; unanimous.

ANY OTHER OLD BUSINESS:

Hight questioned the status of the root framing project. Skemp reported no progress has been made.

NEW BUSINESS:

L.O.R.A.C.:

Pamela Haas reported the Helping Hands program is going well. A trip to the Blueberry Line

Coffee House in Barron is being planned. The fall fundraiser thrift sale will be held in October. Bingo rules have been defined.

TENANT MEETING:

A tenant meeting was held on June 11.

ANNUAL INSPECTIONS:

The inspections are scheduled for the first few weeks in August.

ANY OTHER NEW BUSINESS:

Chair Anderson expressed gratitude for O'Dell's faithful service to the housing authority for the past four years. In that time, O'Dell had only taken one week's vacation.

Motion (Anderson/Novak) to add two weeks to O'Dell's final pay for unused vacation time.

Motion carried; unanimous.

OPEN DISCUSSION / COMMENTS:

None.

DISCUSS / ADD AGENDA ITEMS FOR THE NEXT BOARD MEETING:

Five-Year Plan Revision

Water Leak Update

ADJOURN MEETING:

Motion (Morley/Novak) to adjourn at 12:09 PM.

Motion carried; unanimous.

NEXT MEETING: The next monthly board meeting is scheduled for Thursday, August 22, 2019 at 10:30 AM. The annual meeting will immediately follow the regular meeting.

Respectfully submitted,

Meg Skemp, recording secretary

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CHETEK HOUSING AUTHORITY BOARD OF COMMISSIONERS AT THE NEXT MEETING.

Minutes of the Property Committee held on Thursday, July 11, 2019 at 4:15 p.m. at 220 Stout Street, Chetek, WI.

Members in attendance: Shawn Ayers, Jimmy Sells, Johanna Magiera, Larry Hickok, Julie Flor, Wendy Neuman

Absent: Jeff Martin, Joe Atwood, Jim Crotteau

The committee discussed the status of the survey requests being handed out at the library and community center. Various surveys were read and Carmen Newman will scan the surveys and email to members. Paper copies will be mailed to those without email.

Shawn Ayers suggested the possibility of the police department expanding into the courtroom area if they could hold court at city hall in the council chambers. Carmen Newman will check with the police chief.

Carmen Newman advised the committee that she had contacted the fire chief and spoke to a couple of the fire district board members regarding the possibility of adding on to the Firehall to house the police department. Fire district members didn't seem open to the idea but a further inquiry into the space available should be explored.

The committee discussed possibilities for combining the police department and city hall. Could an addition to the police department be constructed to house city hall?

Other possibilities for locating city hall and/or police department would be at the city shop location if we were able to acquire more land to the north side of the building.

The committee discussed whether the city should consider hiring a firm to do a space needs study and/or some conceptual plans to help determine the best location for a new library, city hall, police department, etc.

Committee will meet again in September.

City of Chetek

Notice of bow hunting permit application

The public is hereby notified that a permit for bow hunting is being applied for by Dennis & Cindy Steinmetz at 225 15th Street. The hunting area includes parcels 211-8044-14-001, 211-8044-14-030, and 211-8044-14-020. This permit will be acted on at the July 9, 2019, council meeting at 6:00 p.m. at Chetek City Hall, 220 Stout Street, Chetek.



6/26/19
Edhan

POLICY NUMBER: 9354025180 POLICY TERM: FROM 06/02/2019 TO 06/02/2020, 12:01 A.M. STANDARD TIME AT THE ADDRESS OF THE INSURED AS STATED HEREIN.	PAGE 1 OF 2 TRANSACTION TYPE: RENEWAL EFFECTIVE: 06/02/2019 BILL TO: EXPRESSIT
NAMED INSURED: DENNIS STEINMETZ CINDY STEINMETZ 225 15TH ST CHETEK WI 54728	FOR SERVICE CALL: 800-422-4272 OR WRITE TO: METLIFE AUTO & HOME PO BOX 6060 SCRANTON, PA 18505 FOR CLAIMS, SEE CLAIMS DIRECTORY

COVERAGE DESCRIPTIONS	APPLICABLE LIMITS	ANNUAL PREMIUM
LIABILITY	\$ 1,000,000	\$ 199.00
UNDERLYING LIMITS DISCOUNT		-\$ 48.00
INSURED'S RETAINED LIMIT \$ 500	TOTAL ANNUAL PREMIUM	\$ 151.00

OUR POLICY HAS BEEN ISSUED AND RATED BASED ON THE FOLLOWING INFORMATION.
PLEASE NOTIFY US OF ANY CHANGES.

ESIDENCES:
25 15TH ST
CHETEK WI 54728

FORMS AND ENDORSEMENTS: 7501-048(0698)
M141A M176 M189 M180480600

OUR AGENT IS: DAVID M SHERVEY P&C SPECIALIST ORG 715-723-1653
J05 434 4



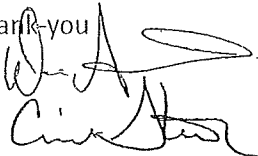
Tyler Schultz
1524 Frisbie Ln
Eau Claire, WI 54703-0817

Tyler,

FYI

We are applying for a permit to bow hunt on our property. Because your property is located within 200 yards of our property located at 225 15th Street, we are required to notify you. The hunting area includes parcels 211-8044-14-001, 211-8044-14-030 and 211-8044-14-020. There is an open spot in are woods that we would bow hunt that is near our house. This permit will be acted on at the July 9th, 2019 council meeting at 6:00 p.m. at Chetek City Hall – 220 Stout Street, Chetek.
If you have any questions regarding this, please contact Dennis Steinmetz (property owner).

Thank-you



Dennis & Cindy Steinmetz
225 15th Street
Chetek, WI 54728
(715)933-0422 – cell
(715)925-3108 - home

This is for bow hunting only.

Jon P Lorvig
2349 7 ½ Avenue
Chetek, WI 54728

Jon,

FYI

We are applying for a permit to bow hunt on our property. Because your property is located within 200 yards of our property located at 225 15th Street, we are required to notify you. The hunting area includes parcels 211-8044-14-001, 211-8044-14-030 and 211-8044-14-020. There is an open spot in are woods that we would bow hunt that is near our house. This permit will be acted on at the July 9th, 2019 council meeting at 6:00 p.m. at Chetek City Hall – 220 Stout Street, Chetek.
If you have any questions regarding this, please contact Dennis Steinmetz (property owner).

Thank-you



Dennis & Cindy Steinmetz
225 15th Street
Chetek, WI 54728
(715)933-0422 – cell
(715)925-3108 - home

This is for bow hunting only.



Carmen Newman <cnewman@cityofchetek-wi.gov>

bow hunting

Carmen Newman <cnewman@cityofchetek-wi.gov>

Mon, Jun 17, 2019 at 9:00 AM

To: cindenst@gmail.com

Cc: Scott Bachowski <SBACHOWSKI@msn.com>, Ron Ambrozaitis <chief@cityofchetek-wi.gov>

Good morning,

I received the group email sent by Scott Bachowski. In regards to the notice that needs to be published, I can put the notice together with the map and bill you for the notice. I can check with The Alert to see what they would charge for the notice with the map.

The property owners within 200 yards of the proposed hunting area need to be contacted - this would include 3 property owners -

Owner: JON P LORVIG

Owner Address: 2349 7 1/2 AVE, CHETEK, WI 54728

TYLER SCHULTZ

Owner Address: 1524 FRISBIE LN, EAU CLAIRE, WI 54703-0817

GLEN C & JEANNE M ANDERSON

Owner Address: PO BOX 706, CHETEK, WI 54728

I have printed a map of the area I believe you are referring to - see attached image. Let me know if this is correct.

Items needed prior to the council acting on your request:

1. copies of letters to the three property owners
2. insurance certificate showing liability insurance in an amount of at least \$1,000,000.00 per occurrence.
3. proof of publication - which I can take care of
you will need to submit written letters to the property owners and provide a copy to city hall.

The fourth item would be evidence of competence. I will have the police chief advise on how they will take care of that.

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

www.cityofchetek-wi.gov



Steinmetz.jpg
451K

Renewal

**City of Chetek
Special Bow Hunting License**

License no:
2015 - 1
Fee: 0.00

WHEREAS, the local governing body of the City of Chetek, County of Barron, Wisconsin, has, upon application duly made, granted and authorized the issuance of a license to:

Baptist Assembly Camp

730 Lakeview Drive
PO Box 26
Chetek, WI 54728

and has complied with all requirements necessary for such license; and

WHEREAS, this license is subject to all resolutions, ordinances, regulations and provisions as may be at any time imposed by the local governing body or any laws of the State of Wisconsin, and is subject to revocation as provided by law;

AND WHEREAS, the said applicant has paid to the Treasurer the sum of \$0.00 for such licenses in said Municipality for the period from 8/01/2015 to 7/31/2019; NOW THEREFORE, License is hereby issued to the said applicant for the following described premises:

Location:

Chetek Baptist Assembly Camp property located at
720 Lakeview Drive.

Those allowed to hunt will be
staff of the Chetek Baptist Assembly Camp.

for the period from 8/01/2015 to 7/31/2019.

Given under my hand and the Great Seal of the City of Chetek, County of
Barron, State of Wisconsin, this 21st day of July, 2015.

(Corporate Seal)



Carmen Newman, Clerk/Treasurer

This document must be Framed and Posted on the premises of the Bow Deer Hunting.

ESTIMATE



City Of Chetek
220 Stout Street PO Box 194
Chetek, Wisconsin 54828
(715) 924-4838

Fire & Ice Heating and Air Conditioning, LLC

1005 7th St
Chetek, WI 54728

Phone: (715) 642-2453
Email: chris@fireandicewi.com
Web: www.fireandicewi.com

Estimate # 039739
Date 07/09/2019
Business / Tax # 82-548657

Description	Total
Bryant Legacy 13 SEER 5 Ton Air conditioning system	\$10,978.00
Installation of Bryant Legacy 13 SEER 5 Ton Air conditioning system. Installation will be in place of existing equipment, includes condensing unit, new cased horizontal coil, sheet metal transitions, new pad, lineset, whip, control wiring, reconnect to existing electrical. one year parts and labor warranty. PRICE REFLECTS TWO COMPLETE SYSTEMS	

Subtotal	\$10,978.00
5.5%	\$603.79
Total	\$11,581.79

ESTIMATE



City Of Chetek
220 Stout Street PO Box 194
Chetek, Wisconsin 54828
(715) 924-4838

Fire & Ice Heating and Air Conditioning, LLC

1005 7th St
Chetek, WI 54728
Phone: (715) 642-2453
Email: chris@fireandicewi.com
Web: www.fireandicewi.com

Estimate # 039738
Date 07/09/2019
Business / Tax # 82-548657

Table with 2 columns: Description and Total. It lists two identical items: Bryant Evolution 96% AFUE 120,000 BTU 926TA66120V24, each with a total of \$4,249.00. Each item includes a detailed description of the furnace installation and warranty.

Summary table with 2 columns: Category and Amount. It shows Subtotal (\$8,498.00), 5.5% tax (\$467.39), and Total (\$8,965.39).

Handwritten note: heat/air total 20,547.18



Barron Plumbing & Heating
"Home Comfort Engineers"
329 W. Division Avenue • Barron, WI 54812

Page No. 1 of 1 pages

Proposal

1660

(715) 537-3448

TO CITY OF CHETEK
220 STOUT ST
CHETEK WI, 54728

PHONE <u>924-4838</u>	DATE <u>7-11-19</u>
JOB NAME/LOCATION <u>COMMUNITY CENTER</u>	
JOB PHONE	
ARCHITECTS	DATE OF PLANS

We hereby propose to furnish, in acceptance with specifications below or on attached pages, all materials and labor necessary to complete the following:

REMOVE EXISTING UNITS AND INSTALL (2) N9MSE14D24 95% EFF FURNACE
(2) HEIL ENH4X60L24A COILS & (2) HEIL N4A3486KA CONDENSER
VENT THROUGH BLOCK WALL - COMPLETE HEATING & A/C SYSTEM.

for the sum of SIXTEEN THOUSAND TWO HUNDRED TWENTY dollars (\$ 16,220.00)
PAYMENTS TO BE MADE AS FOLLOWS:

WHEN COMPLETE + BILLED

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above or attached specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

[Signature]

Note: This proposal may be withdrawn by us if not accepted within 60 days.

Acceptance of Proposal — The above or attached prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____



BUSINESS PROPOSAL

Chetek Senior Center

Prepared By:

Hamholm HVAC

May 01, 2019

SCOPE OF WORK

Currently Center has two 80% efficient 140,000 BTU Furnaces. Furnace Serial number reflects that furnace was manufactured in December of 1991. Furnaces appear in ok condition. Furnace life expectancy is 25-30 years. It would be in best interest to budget for replacement in next couple years.

Today's standard furnaces are 96% efficient. You will save approximately 32% in gas each year compared to existing furnaces.

Central Air Conditioning, Two 11 Seer Trane four ton units manufactured in 2004. These have lifetime of 25-30 years. Refrigerant has been discontinued and will have to be replaced with a drop in refrigerant if any leaks occur.

Air Conditioners appear in good condition.

Today's standard is 13 Seer efficiency. This is an electrical usage rating, by upgrading to a 13 Seer you will save approximately 30% electrical consumption per year vrs previous year.

FEE SUMMARY

Description	Unit Price	Quantity	Amount
96% Goodman 120,000 BTU Furnace Replacement / Installation	3568.71	2.00	7137.42
13 Seer Goodman 4 Ton Central Air Conditioning System Replacement/ Installation	3617.89	2.00	7235.78
Total Amount			14373.20

CUSTOMER SIGNATURE



City of Chetek, Public Works Bldg. 07-09-2019
1125 Railroad Avenue (715) 642-0822
Chetek, WI 564728

Page

We hereby submit specifications for:

Replace wainscot

Project Location: Chetek Public Works Bldg.
Project Type: Commercial

Project Name:

Remove and replace the wainscot on the south end of the building

Plan Reference:

- No plan at this time.

Schedule:

- To be determined.

General Conditions:

1. Plans

- No drafting required.

2. Permits

- All permits will be the responsibility of the City of Chetek.

3. Project Management

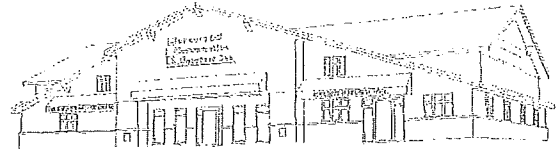
- MCS will have a Project Supervisor assigned to your project, from project start through substantial completion of the following scope of work.
- The responsibility and management of any owner hired subcontractors including but not limited to: the safety of owner hired subcontractors warranty issues, or payment of owner hired subcontractors will be the owners.

4. Job Site Temporary Facilities

- MCS will provide cell phone for use by MCS staff and MCS employed subcontractors.
- The City agrees to allow use of the onsite restroom facilities.
- The City will provide temporary electrical and water for use by MCS and MCS employed subcontractors.
- The City will provide a dumpster for the disposal of any non-hazardous waste generated during demolition and construction of the following by MCS or MCS employed subcontractors.

5. Equipment

- All necessary equipment for MCS's portion of the following scope is provided, used and monitored by MCS.



6. Insurance

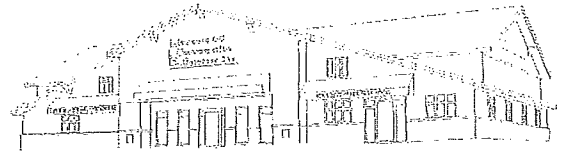
- The following types of insurance to be covered by MCS during construction, for the scope of work provided by MCS under this contract:
 - Builders Risk
 - Workman's Compensation for MCS employees
 - General Liability
 - NOTE: MCS will provide Certificates of Insurance upon owner's request indicating policy limits.

By Owner:

- All items that are the responsibility of the owner
- Provide access to the work area.
- Provide any necessary permits.
- Provide any water or electrical needed to accommodate the work scope.
- Removing and reconnecting the electrical and plumbing items at the exterior of the building if necessary.

Project Scope Included By MCS:

- Furnish labor and material to remove the existing wainscot steel from the south end of the existing 120' wide Public Works building. This steel wainscot will be removed with caution so that as many sheets as possible can be reused in other areas of the building. Placing the removed sheets back onto the building is not part of this proposal. We may not be able to salvage the panels around the plumbing and electrical items.
- Replace the wainscot steel that was removed with 26ga steel panels.
The rib and color match of these panels will be as close as possible to the existing, however with the fading and age of the existing panels a perfect match is not possible.
The steel panels around the electrical and plumbing items may have to be split and seamed in an effort to get around the pipes and CT cabinet.
- Inspect the area around the existing south east window in the office area. Dan said that it has leaked, caulk as necessary in an effort to stop the leak.
- It will be the City's responsibility to remove the plumbing and electric items if they so desire.
- If there is any damage to the framing or inside of the wall that isn't visible from the exterior repairs to said work will be completed on a time and material basis



Time & Material Work:

- In the event the owner hires MCS to provide additional work on a Time and Material Basis the owner agrees to pay MCS for that work at the following rates:
 - Labor
 - \$62.00/ man hour for standard work hours
 - \$93.00/ man hour for holidays, nights or weekends
 - Materials are billed at retail rates
 - Subcontractors are billed at cost plus 10%
 - Equipment is billed at Standard 2019 MCS equipment rates
- MCS will provide an itemized bill illustrating the total labor, materials, and equipment provided to complete that work.

Payment Terms:

1. 10% Down Payment upon signing of the contract.
2. Balance upon completion complete, due 15 days after receipt of invoice.

Selling Price:

\$3,581.00

Project Scope Items Not Included:

Door alarms, security system, connections to power and removal of the CT cabinet if necessary, removal and replacement of plumbing items that penetrate thru the wall.

Note: This proposal is private and confidential between Dan Knapp and Marawood Construction Services. Proposal should be shared only with those who are in confidential relationship with you and your company. MCS reserves the right to review and alter the above pricing after 8-1-2019.

CITY OF CHETEK PROCUREMENT POLICY

A. GENERAL PROVISIONS

1. PURPOSE

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Chetek, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

2. OBJECTIVES

The objectives of the City's purchasing policy are:

1. To ensure that materials, equipment, and services are purchased at the lowest prices consistent with quality and performance;
2. To provide adequate controls over City expenditures and financial commitments with proper documentation;
3. To obtain quality goods required by City departments and to ensure that these goods are at the place and time needed, and,
4. To provide a standardized system of purchasing for use by all City departments.

3. APPLICATION

This policy applies to all procurements of supplies, services, and construction, entered into by the City of Chetek after the effective date of this policy. It shall apply to every expenditure of public funds by a City employee for City purchasing irrespective of the source of the funds. The hiring/purchasing of professional services shall be exempt from this purchasing/procurement policy. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any City employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with the law.

4. VENDOR DISCOUNTS

It is the policy of the City of Chetek to take advantage of all available vendor/trade discounts and government pricing.

5. CENTRAL PURCHASING

Many of the items purchased by the City are commonly used by all or several departments. By consolidating the needs of all departments, the City can take advantage of price discounts for large quantity orders of these items.

6. NON-BUDGETED ITEM

It is the assumption of this purchasing policy that all requested expenditures have been provided for in the current budget. However, purchases over \$500.00 which have **not** been provided for in the current budget will require Common Council approval. The Department Head shall first notify the Mayor and Clerk-Treasurer that said non-budgeted expenditure is being requested. The non-budgeted expenditure request shall be placed on the agenda for and addressed at the next council meeting. If the council agrees that the requested expenditure should be made the Council directs that the non-budgeted fund's expenditure takes place and the purchase may be processed.

7. LOCAL MERCHANTS

Taking price and service into account, the City shall give due consideration to local merchants.

8. EMPLOYEE CONFLICT OF INTEREST.

It shall be unethical for any City employee to participate directly in a procurement contract when the City employee knows that:

1. The City employee or any member of the City employee's immediate family has a financial interest in the procurement contract; or
2. Any other person, business, or organization with whom the City employee or any member of a City employee's immediate family is negotiating or has an arrangement concerning prospective employment, is involved in the procurement contract.

B. PROCEDURES TO BE FOLLOWED WHENEVER PURCHASES ARE MADE

I. PURCHASING CATEGORIES

Purchases made by the City of Chetek shall be categorized as follows:

1. Purchases under \$25.00 (Petty Cash Disbursements)
2. Purchases up to \$1,000.00
3. Purchases over \$1,000.00 and up to \$5,000.00
4. Purchases over \$5,000.00 and up to \$25,000
5. Purchases over \$25,000
6. Emergency Purchases.

**** Values are before trade or sale to count towards the cost of new item.**

(1) PETTY CASH DISBURSEMENTS

Items purchased having a value that is less than twenty-five Dollars (\$25.00) may be paid for from the Petty Cash Fund. The Petty Cash Fund shall be maintained in the Clerk/Treasurer's Office.

(2) PURCHASES UP TO \$1,000

City Department Heads are authorized to purchase materials, equipment and services having a value up to One Thousand Dollars (\$1,000.00) without prior approval, providing there is funding in the budget for said purchases. No quotations are required on items of \$1,000 or less.

(3) PURCHASES OVER \$1,000.00 AND UP TO \$5,000.00

Verbal quotations shall be obtained for purchases having a value over One Thousand Dollars (\$1,000.00) and up to Five Thousand Dollars (\$5,000.00). At least two verbal quotes shall be obtained from qualified vendors. Verbal quotes shall be documented in writing.

(4) PURCHASES OVER \$5,000.00 AND UP TO \$25,000

An informal bid procedure in the form of a written request for quotes shall be sent to vendors for purchases over \$5,000 and up to \$25,000.

(5) PURCHASES OVER \$25,000

A formal bid procedure is used for purchases over \$25,000. The formal bid procedure requires a legal public notice and contains detailed, written specifications regarding the goods and services to be

purchased and a number of specific conditions associated with the purchase in accordance with, Wis. Stats. §62.15 as may be amended from time to time.

All purchases shall be let to the lowest responsible bidder, and the following procedure shall be followed:

1. The Clerk-Treasurer shall see that appropriate notices are published, and distribute plans and specifications to interested persons/companies.
2. Bids shall be sealed, and held by the Clerk-Treasurer of the City of Chetek until such time as the council meets to address the issue.
3. When the council meets to address the bid issue, the Mayor or authorized designee shall open all the sealed bids which have been submitted for consideration, and read each and every one aloud. If a bid other than the lowest bid is recommended, the report shall state the reasons for such recommendation.
4. Upon council approval of a bid, the Clerk-Treasurer shall work with the Department Head to finalize the purchase and send out acceptance and non-acceptance notices to all bidders.
5. The Common Council may, in times of emergency or when otherwise impractical, waive the provisions of this section.
6. Professional services are excluded from the requirements of this section, where the quality of service, as well as fee, will determine the acceptance of the proposals.

These purchasing procedures are not to be used for Public Works-type improvements where all or a portion of the costs are paid from assessments to benefiting properties. Procedures established in Wisconsin Statutes for public works contracts shall apply (as of this writing WI Stats. 62.15).

(6) EMERGENCY PURCHASES

Emergency purchasing procedures should only be used when normal purchasing channels are not available. Emergency purchases may be made:

1. When there is a need for immediate delivery of items to prevent delays in work or construction schedules.
2. When there is an immediate threat to public health or safety.
3. To meet emergencies arising from unforeseen causes.

Whenever feasible, emergency purchases are to be approved by the appropriate committee chair or Mayor not to exceed \$10,000.

II. AUTHORIZED PERSONNEL

The Common Council has delegated authority to purchase supplies, services, or construction items with a value not to exceed Five Thousand Dollars (\$5,000.00) to the following personnel:

DEPARTMENT
City Administration
Public Works & Parks
Police

DEPARTMENT HEAD:
Mayor and the Clerk/Treasurer
Public Works Director
Chief of Police

III. USE OF CREDIT CARDS

The City of Chetek shall authorize the Clerk/Treasurer to obtain three credit cards (one account) to be used for city business. The cards will be held by the Clerk-Treasurer, Chief of Police, and Public Works Director. These cards may be used by departments to make purchases and or travel arrangements. **Receipts for credit card purchases must be submitted to the department head within one (1) day of receipt of items purchased and the department head shall provide the receipts to the Clerk/Treasurer on that same day or as soon thereafter as possible.** The department head shall note what was purchased and the departmental account category the purchase falls under on those receipts. The Deputy Clerk/Treasurer shall reconcile all credit card statements on a monthly basis and once reconciliation has taken place, attach original receipts to the appropriate statements and code the expenses for payment in a timely fashion.

IV. DISPOSITION OF SURPLUS PROPERTY

When personal property owned by the City of Chetek no longer serves any useful purpose in the department in which it is located the department head shall first determine whether any other City department needs such property.

In the event such property can no longer be used by any department of the City, the Department Head and Clerk-Treasurer shall provide the City Council a plan of action for items with the object of obtaining the highest revenue.

Failure to follow these procedures shall constitute illegal purchasing and may subject the employee making the purchase liable for costs incurred and/or disciplinary action.

* * * *

Jeff Martin, Mayor

Adopted: August 13, 2019

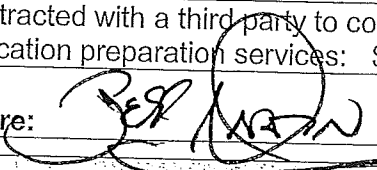
CERTIFICATION

Carmen Newman certifies that she is the duly appointed, qualified and acting Clerk-Treasurer of the City of Chetek, and that the foregoing policy was adopted by the Common Council of said City at its regular meeting held on August 13, 2019.

Carmen Newman, Clerk-Treasurer

Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Community Development Block Grant - Public Facilities (CDBG-PF)
2019 Grant Application

PART 1 – GRANT REQUEST		
Grant Request Amount: \$ 324,000	Applicant's Match: \$ 162,000	Total Project Cost: \$ 486,000
Project Title: Roselawn Elementary School Area Infrastructure Improvements		
Brief Project Description: Street, sidewalk, and stormwater infrastructure improvements in the Roselawn Elementary School area.		
If Project receives CDBG funding: Project Begin Date (MM/YY): 06 / 20 Project Completion Date (MM/YY): 09 / 20		

PART 2 – APPLICANT INFORMATION			
APPLICANT (Unit of General Local Government [UGLG]): Chetek			Population: 2,250
UGLG Type: <input checked="" type="checkbox"/> City	<input type="checkbox"/> Village	<input type="checkbox"/> Town	<input type="checkbox"/> County
Senate District #: 25		County: Barron	
Assembly District #: 75			
Joint Application? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, list other unit[s] of government):			
Chief Elected Official (CEO): Jeff Martin		Title: Mayor	
Clerk: Carmen Newman		Title: Clerk/Treasurer	
Municipal Administrator (if applicable): N/A		Title:	
Treasurer/Finance Director: Carmen Newman		Title: Clerk/Treasurer	
UGLG Street Address: 220 Stout Street			
UGLG Mailing Address if different than above: P.O. Box 194			
City: Chetek		Zip: 54728	DUNS #: 801509189
UGLG Phone: (715) 924 – 4838		UGLG Fax: (715) 924 – 2476	FEIN: 39-6005412
UGLG E-Mail: chetekmayor@cityofchetek-wi.gov		Clerk E-Mail: cnewman@cityofchetek-wi.gov	
If the UGLG contracted with a third party to complete this application, please provide the contract/invoice amount for application preparation services: \$ 4,900			
Chief Elected Official Signature: 			Date: 5-8-1
Application Contact			
Name: Jon Strand		Title: Project Manager	
Firm/Company/Entity: CBS Squared, Inc			
Mailing Address : 770 Technology Way			
City: Chippewa Falls		State: WI	Zip: 54729
Phone: (715) 861 – 7428	Fax: (715) 861 – 5228	E-Mail: jstrand@cbssquaredinc.com	

RESOLUTION NO. 2019-14

WHEREAS, expenses for the boat landing handicap accessible dock were charged to the “park development 810 fund”;

WHEREAS, the expenses for the boat landing improvements exceed the year to date revenues;

WHEREAS, the general fund “docks and boat landing” account has a balance of \$9,000;

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Chetek that the City Clerk/Treasurer be authorized to adjust the **2019 budget** with the aforementioned funds to the following accounts:

From: (\$ 9,000)	100-57612
To: \$9,000	810-57620

CITY OF CHETEK

By: _____
Jeff Martin, Mayor

Attest: _____
Carmen Newman, Clerk/Treasurer

Passed: August 13, 2019

Copy

Resolution 2018- 14

A RESOLUTION EXTENDING THE LIFE OF TAX INCREMENTAL DISTRICT #2 TO FUND AFFORDABLE HOUSING PROJECT

WHEREAS, the Common Council of the City of Chetek created TID #2 in 1997 which the maximum life concludes May 13, 2020; and,

WHEREAS, all projects costs for TID #2 will be paid in full this year; and,

WHEREAS, the State of Wisconsin authorizes, under Wis. Stats. 66.1105 (6) g), a city to extend the life of a tax incremental district by up to one year and use the incremental revenue to fund affordable housing and to improve the city's housing stock; and,

WHEREAS, the City of Chetek has purchased property to build affordable twin homes and help improve the housing stock in Chetek which is consistent with the requirements for an affordable housing TIF extension.

NOW, THEREFORE, BE IT RESOLVED, that the City of Chetek hereby extend the life of Tax Incremental District #2 to improve its housing stock and benefit affordable housing. Tax Increment District No. 2 (TID No. 2) revenues collected in 2019 will be used to fund the affordable housing fund. The amount collected in 2019, net of any administrative and closing expenses, will be transferred to the affordable housing fund. The City will approve a resolution prior to April 15, 2019 closing TID No. 2. Approval of this resolution will ensure 2019 is the final revenue collection year for TID No. 2.

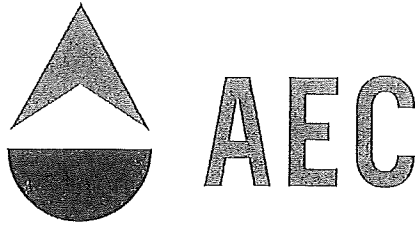
Adopted this 13th Day of November, 2018

By Order of the City Council
City of Chetek, Wisconsin

Mayor, Jeff Martin

ATTEST:

Carmen Newman, clerk/treasurer



Advanced Engineering Concepts
1360 International Drive
Eau Claire, WI 54701
Office 715.552.0330
www.rls-aec.com

Proposal for Engineering and Surveying Services

July 13th, 2019

To: City of Chetek
220 Stout Street
Chetek, WI 54728

Attn: Carmen Newman

Project: Knapp Street Plat - Phase I

Advanced Engineering Concepts, LLC is pleased to submit the following proposal for the civil site engineering and platting services for the aforementioned project. This proposal is to confirm our understanding of the scope of services and compensation for this project.

A. Description of Project

This project involves the proposal for the residential development of some 39-acres located SE of the intersection of Knapp Street and 15th Street in the City of Chetek. Phase I will involve the development of the stormwater facility located in the NE corner of the site and the development of the lots located along both Knapp Street and 15th Street and within an internal road going north/south (estimate of 18 lots with 9 lots being twinhomes/duplex).

Project land is owned by the City of Chetek.

B. Scope of Services

The scope of services to be provided by AEC include the following items:

Scope I: Site Survey

AEC will perform the following surveying services:

- Topographic survey of the existing site.
- Locate & establish Benchmarks and Control survey
- Wetland delineation mapping, if applicable
- Provide location and elevations of Soil Borings
- Complete a Boundary Survey showing property lines and easements

Scope II: Platting Services

AEC will perform the following platting services:

- Provide layout of residential subdivision with the street and lot layout based on City of Chetek ordinances
- Provide Preliminary Plat
- Provide Final Plat of Phase I and placement of all lot corners within this phase per State requirements

Scope III: Civil Engineering Design

AEC will have meetings with:

- The Client/City
- City Planning Commission
- City Council
- City Municipal Staff
- Department of Natural Resources

AEC will coordinate our services with

- Governing municipal staff
- Governing Department of Natural Resources
- Private Utilities
- Soil Borings and soils engineering
- Wetlands Delineator, if applicable

AEC will complete a Storm Water Analysis & Drainage Plan

- Analyze storm water Requirements
- Write storm water management plan
- Provide drainage calculations based on governing municipal standards
- Design storm water storage/filtration facilities
- Design storm water piping

AEC will prepare a site grading plan to include:

- Showing existing and proposed contours
- Corresponding building types and garage elevations as required (i.e. housing types such as walkouts, lookouts, and slab on grade)
- Prepare an erosion control plan

Note: Disclaimer of Liability: AEC makes no warranty or representation, either expressed or implied, including but not limited to reports, data, & survey information provided by others, or the quality, accuracy, or fitness for a particular purpose of the data. All earthwork calculations completed for this project are only an estimate.

AEC will prepare following forms for the owner to submit.

- WRAPP Permit (Notice of Intent-WIDNR)
- Sewer Extension Permit (WIDNR)
- Water Extension Permit (WIDNR)

AEC will determine the site utility routing and design for water, sanitary sewer, and storm sewer connections to the existing system including looking at and determining fire flow analysis

AEC will develop a phasing plan for design and construction, if applicable

AEC will prepare Construction Plans for:

- Sewer and Water Extensions
- Streets
- Storm water system

AEC will estimate development quantities to be included as part of the plan set

Note: Disclaimer of Liability: All quantities included in the plans for this project are only an estimate. Prospective bidders are responsible to verify all quantities and materials required.

AEC will prepare technical specifications to be included as part of the plan set

AEC will distribute copies of final plan to:

- Private utility companies (Telephone, Electric, Cable, Gas)
- Client/City
- Prospective Bidders

Administration services for bidding of project:

- Coordinate distribution of bidding documents to prospective bidders
- Answer bidder questions during bid period
- Issue project addendum
- Compile bids and provide to City Council for Approval
- Provide contractual agreement between the City of Chetek and General Contractor

Scope IV: Construction Staking Services

AEC will administer construction services for:

Staking services:

- Site clearing
- Stormwater facilities
- Sanitary system
- Water System
- Streets
- Curb and gutter
- Preliminary lot corners for Utilities

Scope V: Construction Observation

AEC will provide observation/inspection services during project construction for the following items:

- Stormwater System
- Sanitary system
- Water System
- Sanitary & Water services
- Streets

Scope VI: Construction Management

AEC will provide Administration and Management services:

- Coordinate and attend construction progress meetings with the City, Contractor, and Private Utility Companies
- Process contractor pay requests
- Provide revised drawings/addendums should issues arise during construction
- Provide record drawings, as-builts

C. Client Provided Information

- Wetland Delineation and report, if required
- Traffic Impact Analysis, if required
- Soil Borings/investigations, Geotechnical Analysis/Design & Reports, pavement design section recommendations, and data required by DNR Technical Standards for storm water infiltration studies shall be performed by a qualified geotechnical engineer or certified soil tester as applicable.
- Identification of the presence of wetlands, sensitive environmental areas, wetland delineation, and associated reports/permits, if required.
- Electrical design for street lights.
- Archaeological, historical, and natural resources investigations and studies, if required.
- Legal services, including but not limited to advisement, interpretations, development agreements, review of contracts or other documents, and legal actions.
- All fees required by governmental or non-governmental units.

D. Services not Provided

- Lift station design
- Booster station design
- Any offsite engineering or area-wide studies, planning, and design unless otherwise noted in the Scope Services.
- Any other services not specifically included in Part B, above.

E. Project Communications

Overall coordination and project supervision are the responsibility of Sean P. Bohan, P.E. All communications that have a substantive impact on the project should be directed to him.

F. Proposed Fee

Scope I: Site Survey

AEC proposes to do the above scopes of services for the not to exceed fee of \$4,500.

Scope II: Platting Services

AEC proposes to do the above scopes of services for the not to exceed fee of \$16,000. (Preliminary Plat=\$8,000; Phase I Final Plat=\$8,000).

Scope III: Civil Engineering Design

AEC proposes to do the above scopes of services for the lump sum fee of \$56,000.

Scope IV: Construction Staking Services

AEC proposes to do the above scopes of services for the not to exceed fee of \$13,500 (based on an estimate of 9 full day staking trips)

Scope V: Construction Observation

AEC proposes to do the above scopes of services for an estimated fee of \$20,000 (based on an hourly fee of \$67).

Scope VI: Construction Management

AEC proposes to do the above scopes of services for the lump sum fee of \$6,000.

AEC will bill monthly for services incurred at our hourly rates. AEC will notify the Client prior to performing any change order work exceeding the not to exceed amount.

G. Terms and Conditions

This proposal is based on the project description and design scope noted in this letter, as well as the "**Schedule of Conditions**" which follows. Please sign this document and return a copy so that AEC may proceed.

H. Schedule of Conditions

The services and compensation of Advanced Engineering Concepts are based on the following conditions unless otherwise noted in the accompanying proposal.

1. Hourly Charges for Personnel, Equipment and Mileage

Charges for personnel will be charged in accordance with the rate schedule in effect at the time the work is performed. The rate schedule for AEC is available upon request.

2. ***Invoicing and Payment Schedule***

a) Invoices will be issued monthly and are payable within 30 days of receipt.

3. ***Conditions***

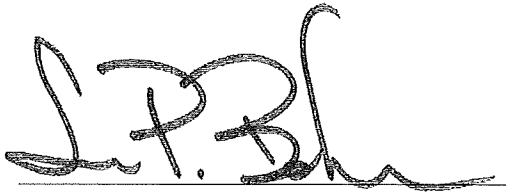
Our services will be performed within the limits of this agreement and in accordance with the governing codes and regulations with the usual thoroughness and competence of the engineering profession. No other warranty or representation, either expressed or implied, is included or intended in our proposals, contracts, plans and specifications, or reports. Approvals by governing authorities are not guaranteed as part of this contract and payment for services incurred is not contingent upon governing agency/authority approvals.

4. ***Termination***

This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.

5. ***Opinion of Probable Costs***

Opinions of probable cost prepared by AEC are supplied for general guidance only. AEC has no control over competitive bidding or market conditions, thus AEC cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to the client.



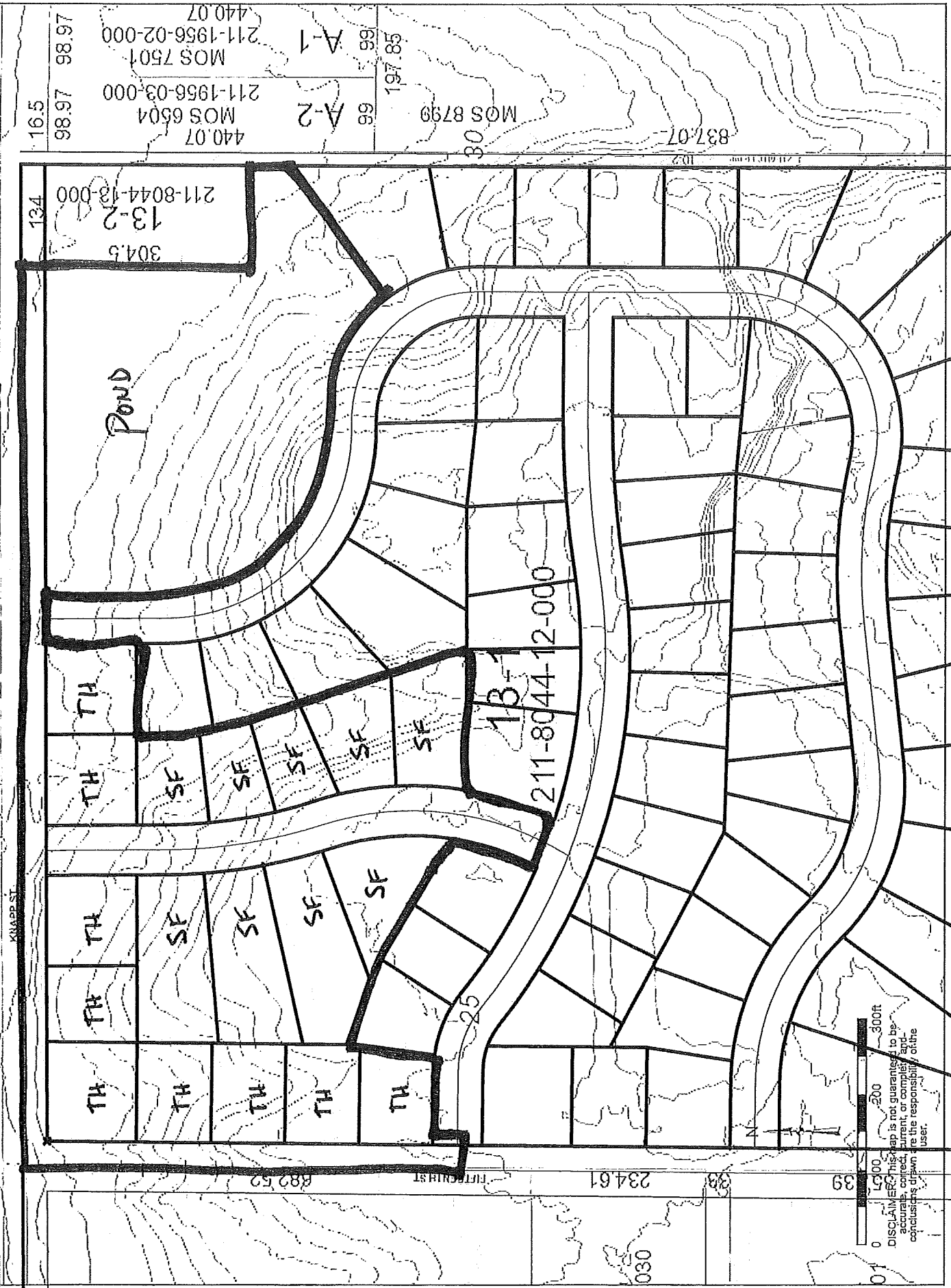
Advanced Engineering Concepts, LLC

For: City of Chetek

Date

SF = SINGLE FAMILY TH = TWINHOME / DUPLEX

PHASE I BOUNDARY



0 100 200 300ft
DISCLAIMER: This map is not guaranteed to be accurate. The user or contractor shall be responsible for the conclusions drawn from the use of this map.