

City of Chetek Common Council Meeting Agenda

Tuesday, January 14, 2020 - 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

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 December 2019 & city claims from December 2019
2. Accept and place on file Department/Board reports as submitted - Library November & December 2019; Housing Authority-November 2019; 2019 police report; community center December 2019
3. Resignations from boards/committees - none
4. Appointments to Boards & commissions: none
5. General licenses/permits: Chamber of commerce permit -winter fest February 22nd

OLD BUSINESS - none

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

1. Mike Miller - Whitehorse Construction - request to pave Ridgeway Street
2. Write off uncollectible accounts
3. Accept proposal for engineering and surveying services for housing development
4. Resolution 2020-1 authorizing a representative to file applications for financial assistance with Rural Development for wastewater system
5. Resolution 2020-2 - budget adjustments for 2019
6. Approve penalty fees for violation of city ordinance 90-406 - nuisance - depositing snow/ice
7. Approve carryover of vacation hours - Dan Knapp

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, December 10, 2019, at 6:00 p.m. in the Council Chamber, 220 Stout Street, Chetek, WI

The meeting was called to order at 6:00 p.m. by Mayor Jeff Martin.
Present: Jeff Martin, Scott Bachowski, Earl Grover, Terry Hight, Mark Edwards
Motion by Bachowski, 2nd by Edwards, to approve agenda. Carried.

Mayor Martin **Announced 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 - review and discuss requests for qualifications for engineering services for new wastewater treatment plant, reconvene; act on closed session item.**

Consent agenda - Council minutes from November, city claims from November, accept and place on file department/board reports as submitted: Police-November; Housing Authority-October. Resignation from Housing Authority- Judy Anderson (10 years); Appointment to Housing Authority-Marge Jost. Motion to approve -Hight, 2nd by Bachowski. Carried.

Old business - none

New Business

Request to use the north end of Chetek Southworth Memorial Airport for annual car show - Vintage Voyagers July 3-4, 2020. Motion to approve by Edwards, 2nd by Bachowski. Carried.

Election Inspectors appointment for 2020-2021 - Motion to approve Bachowski - 2nd by Hight. Carried.

Municipal bond schedule update on charges - Motion to approve by Bachowski, 2nd by Edwards. Carried.

Roselawn project for 2020 - due to unnecessary requirements of the CDBG-public facilities grant, Dan Knapp and Carmen Newman advised to not accept the grant for 2020. Grant requires unnecessary engineering and other costs. Residents in the area of the proposed project do not want the sidewalks. Plans are completed so the City can choose to do whichever parts of the project they decide upon.
Motion to withdraw from the CDBG-PF grant 19-07 by Edwards, 2nd by Hight. Carried.

Resolution 2019-23 - adjustments to the 2019 budget - motion to approve by Bachowski, 2nd by Grover. Carried.

Council discussed how wages should be paid for public works employees called in off of vacation to plow. Contract language states that any employee who, having completed his/her normal days work and having left the premises of the employer, is called back to do emergency part-time work prior to the starting time of his/her next regular shift, shall be paid one and one-half times his/her hourly rate for all hours so worked with a guarantee of a minimum of two hours for each recall. Council members agreed that this should also be applied when called in off of vacation.

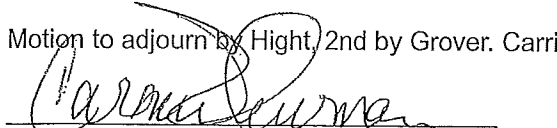
Hangar lease agreements for units 5, 19, 58, and 60 - Motion by Hight, 2nd by Grover, to approve the transfer of hangar lease agreements from Mark Schoonover to Traci Schoonover. Carried.

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

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

Engineering proposals - Bachowski motioned to hire CBS Squared, Inc. for designing, planning, and constructing the new wastewater treatment plant. 2nd by Hight. Carried.

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


Carmen Newman, clerk/treasurer

Minutes of the Special Meeting of the Common Council of the City of Chetek held on Wednesday, December 18, 2019, at 5:00 p.m. at city hall, 220 Stout Street, Chetek

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

Also in attendance: Jon Strand, CBS Squared; Dan Knapp, public works director; Carmen Newman, clerk/treasurer

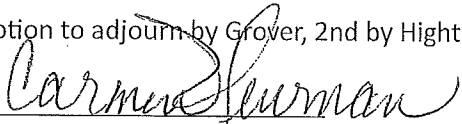
Council discussed the proposal for a pilot study with Gross-Wen Technologies for an algae-based nutrient recovery process - Revolving Algal Biofilm (RAB). The piloting would begin on the backend of the RBC for 2 months at a cost of \$30,000. This will evaluate the RAB's ability to achieve ultra-low phosphorus levels of .075 ppm.

The option to pilot the primary clarifier effluent for 2 months would cost an additional \$10,000. This will evaluate RAB's ability to achieve BOD, ammonia, TN and Phosphorus permits.

Gross-Wen Technologies would provide the initial setup, training, data analysis and a final report on the findings. City staff would be responsible for sampling, performing analysis of samples, and harvesting the algae.

Motion by Bachowski, 2nd by Edwards to approve the pilot study. Motion carried.

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



Carmen Newman, clerk/treasurer

Calhoun Memorial Library Board Meeting Minutes
November 5, 2019

Minutes of the Calhoun Memorial Library Board of Director's Meeting: Oct. 1, 2019

The September board meeting was called to order at 9 a.m. on Nov. 5, 2019, by President Jean Wacker, at Calhoun Memorial Library.

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

The agenda was approved by motion of Evie Nelson, seconded by Kathy Hayes. Motion carried.

There were no public comments.

Minutes of the Oct. 1 meeting were presented to Board members in printed form. Motion by Kathy Hayes, seconded by Evie Nelson to accept the minutes of the Oct. 1 meeting as presented. Motion carried.

Treasurer Kathy Hayes presented the September 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.

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.

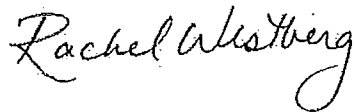
President Jean Wacker lead discussion on areas of progress that have occurred with the ad-hoc committee meetings for the long-range library plan. The Facilities Committee, the Promotions Committee and the Programs Committee have all met recently to hone in on things that the library can do to continue making the library viable as a long-range community facility.

The board also discussed the progress being made on upgrades to the security system upgrade and website and who to authorize to pick up from the library post-office box.

Library closed dates and board meeting dates in 2020 were also proposed. Motion by Kathy Hayes, seconded by Nancy Nix to approve the dates for library closure in 2020. Motion carried.

Motion to adjourn by Nancy Nix, seconded by Rachel Westberg. Motion carried; meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Rachel Westberg". The signature is written in black ink and is positioned below the typed name "Rachel Westberg".

Calhoun Memorial Library Board Meeting Minutes
December 3, 2019

Minutes of the Calhoun Memorial Library Board of Director's Meeting: December 3, 2019

The December board meeting was called to order at 9 a.m. on December 3, 2019, by President Jean Wacker, at Calhoun Memorial Library.

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

The agenda was approved by motion of Kathy Hayes, seconded by Evie Nelson. Motion carried.

There were no public comments.

Minutes of the Nov. 5 meeting were presented to Board members in printed form. Motion by Nancy Nix, seconded by Louise Brown to accept the minutes of the Nov. 5 meeting with a month correction. Motion carried.

Treasurer Kathy Hayes presented the November expenditures, year to date budget, Act 150 and checking account report. Motion by Evie Nelson, seconded by Louise Brown, to approve November expenditures. Motion carried.

A motion was made by Nancy Nix and seconded by Evie Nelson to approve Christmas bonuses for library staff members: Carol Burnham (\$150), Library Aids (\$100 each), and Deb Jacobs (\$40).

Library Director Carol Burnham presented petty cash, statistics, activities and Friends of the Library liaison reports in her director's reports. Burnham specifically spoke of the new programming being offered, including the "Brown Baggin' It" and Kids Flick programs. She also highlighted a new newsletter being created.

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

President Jean Wacker lead discussion on areas of progress that have occurred with the ad-hoc committee meetings for the long-range library plan. The Facilities Committee, the Promotions Committee and the Programs Committee have all met and begun to act on the goals expressed during those meetings.

Burnham noted that the library website is now at the top of the list with IFLIS, and the hope is to have a new, updated website in the coming weeks.

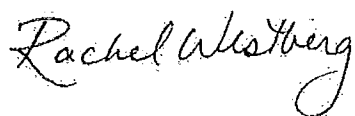
The board discussed the merits and issues surrounding becoming a "Fine Free" library. Burnham agreed to speak with city clerk Carmen Newman on this and any formal action was tabled until the January meeting.

Materials for Director Burnham's evaluation were distributed to board members, with president Wacker requesting completed evaluations returned to her by Dec. 14.

Agenda items for the January 7 meeting include: Director Evaluation, Act 150 details, and Fines Free policies.

Motion to adjourn by Nancy Nix, seconded by Rachel Westberg. Motion carried; meeting adjourned.

Respectfully Submitted,



THE CHETEK HOUSING AUTHORITY

MONTHLY BOARD MEETING MINUTES

November 21, 2019

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

CALL TO ORDER / ROLL CALL:

Chair Anderson called the meeting to order at 10:30 AM. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

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

Other(s) present: Meg Skemp, Executive Director and tenants

MINUTES OF PREVIOUS MEETING: Minutes of the previous meeting were reviewed.

Motion (Hight/Kutchins) to approve the minutes of the October 24, 2019 meeting.

Motion carried; unanimous.

FINANCIAL REPORT/BILLS: The financial statements prepared by Housing Authority Accounting Specialists (HAAS) for October were reviewed.

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

Motion carried; unanimous.

The committee reviewed the payment detail report for the current bills.

Motion (Novak/Hight) to approve payment for the current bills.

Motion carried; unanimous.

COMMUNICATIONS: Skemp discussed the semi-monthly call with HUD Portfolio Management Specialist Dee Schultz and gaining access to HUD's Secure System EPIC which will allow the revision of the current Five-Year Plan to record capital expenditures made in prior periods.

REPORTS OF COMMITTEES: The notes from the November 12 tenant

meeting were distributed. LORAC president Pamela Haas discussed the memorial tribute to former maintenance employee Erv Amundson as well as upcoming activities, including a Christmas party, cookie baking and tree trimming.

DIRECTOR'S REPORT: The committee reviewed and discussed the report provided in the board packs, which includes occupancy, maintenance, tenant and management concerns.

UNFINISHED (OLD) BUSINESS

CONSIDER LEASE REVISION: The committee reviewed and discussed the proposed lease and attachments revision and legal review.

Motion (Hight/Novak) to request a legal review of the draft from the City's attorney for up \$300.

Anderson opposed; motion carried.

NEW BUSINESS

BANK SIGNATORIES: The committee discussed the current bank signatories. No action taken.

OPERATING SUBSIDY: Skemp discussed the revenue sources for the housing authority, including HUD's Operating Subsidy, its timeline, related documents, and calculations. Committee discussion ensued. No action taken.

PUBLIC COMMENT: None.

NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS: The next meeting will be held Thursday, December 20th at 10:30 AM. The Christmas dinner will follow.

ADJOURN MEETING: **Motion (Hight/Novak)** to adjourn at 11:48 AM. Motion carried; unanimous.

Respectfully submitted,

Meg Skemp, recording secretary

Citation Totals by Offense

All Departments

Violation Date: 01/01/2019 through 12/31/2019

Court	Agency	Offense Code	Offense Description	Total
CPD	Adult	125.07(1)(a)4	Adult Contribute/Underage Alcohol	1
		CH10-106.B	Adult Encourage or Contribute to U.A. Alcohol	3
		CH102-46	Disorderly Conduct With A Motor Vehicle	4
		CH62-58.1	Disorderly Conduct-Fighting/Provoking Fight	6
		62-58 1	Disorderly Conduct-General	3
		341.61(2)	Display Unauth. Veh. Registration Plate	2
		CH18-24.6	Dog To Be Licensed	1
		CH18-24.2	Dog/Cat At Large Within City	3
		346.935(1)	Drink Open Intoxicants In Mv-Passenger	1
		346.04(2)	Driving Against Traffic (One Way Street)	2
		346.57(5)	Exceeding Speed Zones	11
		347.36(3)	Fail/Maintain Veh.Brakes/Working Order	1
		343.22(2)(b)	Fail/Notify Address Change	1
		343.22(1)	Fail/Notify Dmv Of Address/Name Change	1
		346.46(1)	Fail/Stop At Stop Sign	11
		346.48(1)	Failure To Stop For School Bus	1
		341.15(3)(a)	Improper Display of License Plate/Tag/Decal	2
		341.15(1m)(a)	Improper/Attach Rear Reg Decal/Tag	1
		346.89(1)	Inattentive Driving	5
		CH62-145	Issue Worthless Check Under \$500.00	1
		346.06	Meeting Of Vehicle-Wrong Side	2
		347.13(1)	No Tail Lamp/Defective Tail Lamp-Night	1
		341.04(1)	Non-Registration Of Auto Etc	1
		341.04(1)	Non-Registration Of Auto, Etc	23
		343.44(1)(b)	Operate After Revocation	5
		344.62(1)	Operate Motor Vehicle W/O Insurance	93
		344.62(2)	Operate Motor Vehicle w/o Proof of Insurance	2
		343.05(3)(a)	Operate W/O Valid License	25
		343.44(1)(a)	Operating After Suspension	35
		346.05(1)	Operating Left of Center Line	2
		344.62(1)	Operating Motor Vehicle w/o Insurance	1
		346.63(1)(b)	Operating W/Pac (1st)	6
		346.63(1)(a)	Operating While Under The Influence	14
		347.48(2m)(c)	Operator Fail/Have Passenger/Seatbelted	3
		102-110	Parking Restrictions	1
		346.935(2) DRIVER	Possess Open Intoxicants In Mv-Driver	7
		961.573(1)	Possession of Drug Paraphernalia	8
		CH62-59.b	Possession of Marijuana	2
		961.41(3g)(e)	Possession Of Thc (Forfeiture)	5
		118-15(c)	Property Appearance & Maintenance	1
		CH62-144	Retail Theft	2
		943.50(1m)(b)	Retail Theft-Intentionally Take(<=\$2500)	1
		CH18-25.a.2	Second Offense Animals Running At Large	2
		18-24 2 2	Second Offense Dog/Cat At Large	1
		CH62-144.2	Second Offense Retail Theft	1
		346.57(4)(e) 16-19	Speeding On City Highway (16-19 Mph)	11
		254.92(2)	Tobacco Possession Prohibited 12-17 Yrs.	1
		CH102-179	Unauthorized ATV Operation Prohibited	1
		125.07(4)(b) 17-20	Underage Drinking-Possess-17-20	6
		125.07(4)(a)1 17-20 2nc	Underage Drinking-Procures-17-20 (2nd)	4
		347.12(1)	Use Of Low-Beam Headlamp When Dark	1

Citation Totals by Offense

All Departments

Violation Date: 01/01/2019 through 12/31/2019

Court	Agency	Offense Code	Offense Description	Total
CPD				
	Adult			
		347.48(2m)(b)	Vehicle Operator Fail/Wear Seat Belt	6
		347.48(4)(am)	Viol Of Child Safety Restraint - Child Under 4 Years Of Age	1
		102-122	Winter Parking Regulations	11
			Adult Grand Total	<u><u>347</u></u>

Citation Totals by Offense

All Departments

Violation Date: 01/01/2019 through 12/31/2019

Court	Agency	Offense Code	Offense Description	Total
CPD				
	Juvenile			
		102-46	Disorderly Conduct With A Motor Vehicle	1
		62-58 2	Disorderly Conduct-Fighting/Provoking Fight	1
		961.573(1)	Possession of Drug Paraphernalia	1
		CH62-59.b	Possession of Marijuana	1
		125.09(2)	School/Possession/Alcohol 14-16	1
		CH62-62	Tobacco On School Grounds	10
		125.07(4)(b) 17-20	Underage Drinking-Possess-17-20	1
			Juvenile Grand Total	16

Community Center Board Meeting Minutes
December 9, 2019

CALL TO ORDER: Earl Grover 5:07pm

PRESENT: Mark Eby, Katie Williams, Donna Bachowski, Earl Grover, John Rush, Jeff Martin

ABSENT: Brenda Anderson, Augie Bleske

PUBLIC COMMENTS: None

MINUTES OF MARCH MEETING: Approved

DIRECTOR'S REPORT: There will be 16-week diabetes prevention clinic Thursday afternoons starting the end of January. The cost is \$20 hosted by the Marshfield Clinic. Preregistration needed.

Continue compliments on the building, updates and so affordable for events. Home warm feeling.

All classes still going strong, as are the rentals, even holidays were all booked in 2019.

OLD BUSINESS: Flooring done. Many compliments. Thank you to the volunteers on this project: Larry/ Carmen Newman, Jim Larsen, Scott/Donna Bachowski, Earl Grover, Dan ?, Don Tyson. Volunteers from Lions painted ceiling in kitchen/dining and donated paint.

Furnaces/Ducts: New furnaces install and ducts cleaned. Instant difference and air moves better.

NEW BUSINESS: The cost of rentals will be redone to more of an hourly basis rather than how many people will be attending. The board approved 5 hours or less will be \$50, 5 1/2 or more hours will be \$100, general meetings/certain events will be \$35. There is an additional charge of \$30 for the use of the kitchen. Old rental prices were more by how many people you had. Doesn't matter the amount of people or hours, the building is cleaned up and left the same. Jeff Martin Motioned and Mark Eby second.

We welcomed a new committee member, Earl Grover. Mark Eby has joined back on this committee.

Discussed the repaving of the parking area and alley.

Next Meeting, TBD

Meeting adjourned at 6:20pm by Mark, John second

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____ Application Date: 1-9-2020
 Town Village City of Chetek County of Farron

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) → Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Chetek Chamber of Commerce
 (b) Address PO Box 747 Chetek WI 54728
(Street) Town Village City
 (c) Date organized _____
 (d) If corporation, give date of incorporation _____
 (e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:
 (f) Names and addresses of all officers:
 President Darryl Dahl
 Vice President John Stawole
 Secretary Melissa Knechtel
 Treasurer Alex Swanson
 (g) Name and address of manager or person in charge of affair: Jennifer Blatz

2. **Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(a) Street number Kahewew Drive - City Beach
 (b) Lot _____ Block _____
 (c) Do premises occupy all or part of building? NO
 (d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. **Name of Event**

(a) List name of the event Chetek Winterfest
 (b) Dates of event FEB 22ND 2020

Do not issue until Jennifer lets us know if Winterfest is going to be held.
 ↓ Bill Chamber then

DECLARATION

An officer of the organization, declares under penalties of law that the information provided is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information may be required to forfeit not more than \$1,000.

Officer [Signature]
(Signature / Date)

Date Filed with Clerk 1/9/2020
 Date Granted by Council _____

Date Reported _____
 License No. _____

PERSONAL PROPERTY TAX BILL FOR 2019

CITY OF CHETEK

Total Due For Full Payment

Bill #: 340
 Parcel #: 211-9400-50-000
 Alt. Parcel #:
 MAMA'S COTTAGE LTD
 JON KENT
 814 DALLAS ST
 CHETEK WI 54728

All dogs at least 5 months of age need an annual license at this time. Please make payment separate for dog licenses. Send in the current rabies certificate with a fee of \$6.00 for spayed/neutered or \$12.00 for all others. We will mail license to you.

By January 31, 2020
 \$44.48

-- OR --

Pay First Installment
 By January 31, 2020
 \$44.48

Make Check Payable and Mail to:
 CITY OF CHETEK TREASURER
 CARMEN NEWMAN
 PO BOX 194
 CHETEK WI 54728
 715-924-4838

Tear off this stub and include with your first or full payment. If receipt is needed, send a self-addressed stamped envelope. If payment is made by check, receipt is not valid until check has cleared all banks.

PERSONAL PROPERTY TAX BILL FOR 2019

CITY OF CHETEK

Pay Second Installment

Bill #: 340
 Parcel #: 211-9400-50-000
 Alt. Parcel #:
 MAMA'S COTTAGE LTD
 JON KENT
 814 DALLAS ST
 CHETEK WI 54728

Receipts for tax payments will be mailed to those providing a self-addressed, stamped envelope. Provide the payment stub for each parcel you are paying for proper credit. Please do not pay in cash.

By July 31, 2020
 \$0.00

Make Check Payable and Mail to:
 CITY OF CHETEK TREASURER
 CARMEN NEWMAN
 PO BOX 194
 CHETEK WI 54728

Tear off this stub and include with your second payment. If receipt is needed, send a self-addressed stamped envelope. If payment is made by check, receipt is not valid until check has cleared all banks.

STATE OF WISCONSIN
 PERSONAL PROPERTY TAX BILL FOR 2019
 CITY OF CHETEK
 BARRON COUNTY

BILL NO. 340
 Correspondence should refer to parcel number
 PARCEL#: 211-9400-50-000

SEQ# 96

Property Address
 1415 8TH ST

Assessed Value Land Personal	Ass'd Value Improvements Property	Total Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land Personal	Est. Fair Mkt. Improvements Property	Total Est. Fair Mkt.	
		1,800	0.8533			2,100	A star in this box means unpaid prior year taxes
Taxing Jurisdiction		2018 Est. State Aids Allocated Tax Dist.	2019 Est. State Aids Allocated Tax Dist.	2018 Net Tax	2019 Net Tax	% Tax Change	Gross Property Tax 44.48
STATE OF WISCONSIN					0.00		First Dollar Credit
BARRON COUNTY		73,492	83,155	10.58	10.21	-3.5%	Lottery Credit
CITY OF CHETEK		517,280	536,431	18.86	16.11	-14.6%	Net Property Tax 44.48
TECH COLLEGE		125,873	137,838	0.82	0.80	-2.4%	
SCHL-CHETEK-WEYERHAEUSER		513,502	542,077	18.90	17.36	-8.1%	
Total		1,230,147	1,299,501	49.16	44.48	-9.5%	
		First Dollar Credit					TOTAL DUE FOR FULL PAYMENT
		Lottery & Gaming Credit					PAY BY January 31, 2020
		Net Property Tax		49.16	44.48	-9.5%	\$ 44.48
School taxes reduced by school levy tax credit \$3.45		IMPORTANT: Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.			Net Assessed Value Rate (Does NOT reflect credits)		Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty. Failure to pay on time. See reverse.
MAMA'S COTTAGE LTD JON KENT 814 DALLAS ST CHETEK WI 54728					0.024704814		

RETAIN THIS PORTION AS YOUR COPY
 SEE REVERSE SIDE FOR IMPORTANT INFORMATION

PA-6853 (R. 8-15)

PERSONAL PROPERTY TAX BILL FOR 2019

CITY OF CHETEK

Total Due For Full Payment

Bill #: 276
 Parcel #: 211-9100-31-000
 Alt. Parcel #:
 ESTIMATOR APPRAISAL SERVICE/CHETEK REALTY
 QUINLAN D THOMAS
 PO BOX 917
 CHETEK WI 54728-0917

All dogs at least 5 months of age need an annual license at this time. Please make payment separate for dog licenses. Send in the current rabies certificate with a fee of \$6.00 for spayed/neutered or \$12.00 for all others. We will mail license to you.

By January 31, 2020

\$2.47

-- OR --

Pay First Installment

By January 31, 2020

\$2.47

Make Check Payable and Mail to:
 CITY OF CHETEK TREASURER
 CARMEN NEWMAN
 PO BOX 194
 CHETEK WI 54728
 715-924-4838

Tear off this stub and include with your first or full payment. If receipt is needed, send a self-addressed stamped envelope. If payment is made by check, receipt is not valid until check has cleared all banks.

PERSONAL PROPERTY TAX BILL FOR 2019

CITY OF CHETEK

Pay Second Installment

Bill #: 276
 Parcel #: 211-9100-31-000
 Alt. Parcel #:
 ESTIMATOR APPRAISAL SERVICE/CHETEK REALTY
 QUINLAN D THOMAS
 PO BOX 917
 CHETEK WI 54728-0917

Receipts for tax payments will be mailed to those providing a self-addressed, stamped envelope. Provide the payment stub for each parcel you are paying for proper credit. Please do not pay in cash.

By July 31, 2020

\$0.00

Make Check Payable and Mail to:
 CITY OF CHETEK TREASURER
 CARMEN NEWMAN
 PO BOX 194
 CHETEK WI 54728

Tear off this stub and include with your second payment. If receipt is needed, send a self-addressed stamped envelope. If payment is made by check, receipt is not valid until check has cleared all banks.

STATE OF WISCONSIN
 PERSONAL PROPERTY TAX BILL FOR 2019
 CITY OF CHETEK
 BARRON COUNTY

BILL NO. 276
 Correspondence should refer to parcel number
 PARCEL#: 211-9100-31-000

SEQ# 32

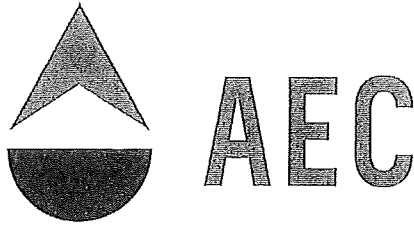
Property Address
 720 2ND ST

Assessed Value Land Personal	Ass'd Value Improvements Property	Total Assessed Value 100	Ave. Assmt. Ratio 0.8533	Est. Fair Mkt. Land Personal	Est. Fair Mkt. Improvements Property	Total Est. Fair Mkt. 100	<input type="checkbox"/> A star in this box means unpaid prior year taxes																																																																																
<table border="1"> <thead> <tr> <th>Taxing Jurisdiction</th> <th>2018 Est. State Aids Allocated Tax Dist.</th> <th>2019 Est. State Aids Allocated Tax Dist.</th> <th>2018 Net Tax</th> <th>2019 Net Tax</th> <th>% Tax Change</th> <th>Gross Property Tax</th> <th></th> </tr> </thead> <tbody> <tr> <td>STATE OF WISCONSIN</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2.47</td> </tr> <tr> <td>BARRON COUNTY</td> <td>73,492</td> <td>83,155</td> <td>0.56</td> <td>0.57</td> <td>1.8%</td> <td></td> <td></td> </tr> <tr> <td>CITY OF CHETEK</td> <td>517,280</td> <td>536,431</td> <td>0.99</td> <td>0.89</td> <td>-10.1%</td> <td></td> <td></td> </tr> <tr> <td>TECH COLLEGE</td> <td>125,873</td> <td>137,838</td> <td>0.04</td> <td>0.04</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SCHL-CHETEK-WEYERHAEUSER</td> <td>513,502</td> <td>542,077</td> <td>0.99</td> <td>0.97</td> <td>-2.0%</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>1,230,147</td> <td>1,299,501</td> <td>2.58</td> <td>2.47</td> <td>-4.3%</td> <td></td> <td></td> </tr> <tr> <td></td> <td>First Dollar Credit</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Lottery & Gaming Credit</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Net Property Tax</td> <td></td> <td>2.58</td> <td>2.47</td> <td>-4.3%</td> <td></td> <td>2.47</td> </tr> </tbody> </table>							Taxing Jurisdiction	2018 Est. State Aids Allocated Tax Dist.	2019 Est. State Aids Allocated Tax Dist.	2018 Net Tax	2019 Net Tax	% Tax Change	Gross Property Tax		STATE OF WISCONSIN							2.47	BARRON COUNTY	73,492	83,155	0.56	0.57	1.8%			CITY OF CHETEK	517,280	536,431	0.99	0.89	-10.1%			TECH COLLEGE	125,873	137,838	0.04	0.04				SCHL-CHETEK-WEYERHAEUSER	513,502	542,077	0.99	0.97	-2.0%			Total	1,230,147	1,299,501	2.58	2.47	-4.3%				First Dollar Credit								Lottery & Gaming Credit								Net Property Tax		2.58	2.47	-4.3%		2.47	
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School taxes reduced by school levy tax credit	\$0.19	IMPORTANT: Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.			Net Assessed Value Rate (Does NOT reflect credits)	0.024704814	TOTAL DUE FOR FULL PAYMENT PAY BY January 31, 2020 \$ 2.47 Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty. Failure to pay on time. See reverse.																																																																																

ESTIMATOR APPRAISAL SERVICE/CHETEK
 QUINLAN D THOMAS
 PO BOX 917
 CHETEK WI 54728-0917

RETAIN THIS PORTION AS YOUR COPY
 SEE REVERSE SIDE FOR IMPORTANT INFORMATION

PA-88673 (R-8-15)



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***

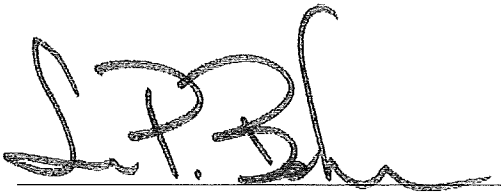
Our services will be performed within the limits of this agreement and in accordance with the governing codes and regulations with the usual thoroughness and competence of the engineering profession. No other warranty or representation, either expressed or implied, is included or intended in our proposals, 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

**RESOLUTION NO. 2020-1
CITY OF CHETEK**

**AUTHORIZED REPRESENTATIVE TO FILE APPLICATIONS FOR
FINANCIAL ASSISTANCE FROM
UNITED STATES DEPARTMENT OF AGRICULTURE - RURAL DEVELOPMENT**

WHEREAS, it is the desire of the City of Chetek, Wisconsin, a municipal corporation, to file applications for federal financial assistance for Wastewater System Improvements through USDA including USDA web site portals and applications through RD Apply;

WHEREAS, it is necessary to designate a representative for filing said applications;

BE IT THEREFORE RESOLVED by the Common Council of the City of Chetek that the City Clerk is hereby appointed as the authorized representative for the City of Chetek for the purpose of filing these applications, and that the representative is further authorized and empowered to do all necessary things and take all necessary steps in connection with said applications.

Adopted the 14th day of January 2020.

CITY OF CHETEK
BARRON COUNTY, WISCONSIN

Jeff Martin, Mayor

Attest: _____
Carmen Newman, City Clerk-Treasurer

RESOLUTION NO. 2020-2

WHEREAS, some expense accounts for 2019 were overdrawn;

WHEREAS, it would be advisable to move money from accounts that have excess funds and appropriate excess revenues to cover the overdrawn expense accounts;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Chetek that the City Clerk/Treasurer be authorized to adjust the **2019 budget** as follows:

TO:

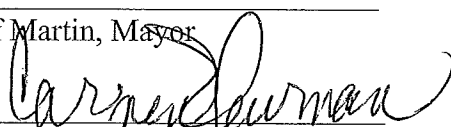
Retirement expense	100-51980-000	\$ 15,316.00
Vests matching funds	100-57208-000	\$ 2,897.00
Streets-machinery	100-57311-000	\$ 70,466.00
Economic development	100-57723-000	\$ 100.00
Legal expense	100-51300-000	\$ 5,000.00

FROM:

Retirement expense	100-57129-000	\$ 15,316.00
Law enforcement equip	100-57213-000	\$ 2,897.00
Street construction	100-57330-000	\$ 36,300.00
Building fund	100-57128-000	\$ 34,166.00
Fixed asset reserve	100-57126-000	\$ 5,100.00

CITY OF CHETEK

By: _____
Jeff Martin, Mayor

Attest: 
Carmen Newman, Clerk/Treasurer

Passed: January 14, 2020

1/8/20

Employee Number	Name	Pay Code	Title	Remaining Hours	Calculated Hours	Total Hours	Accumulation Limit	Hours Exceeded	Can Exceed	Hours Accrued
10405	Knapp, Daniel J.	4-00	VACATION PAY	253.50	200.00	453.50	400.00	53.50	No	146.50
10405	Knapp, Daniel J.	5-00	SICK PAY	1,536.00	4.00	1,540.00	1,536.00	4.00	No	.00

1087 hours.
53.5