

Revised 6/3/21

City of Chetek Common Council Meeting Agenda

Tuesday, June 8, 2021 - 6:00 p.m.

Council room, 220 Stout Street, Chetek, WI

Also view meeting remotely - via Zoom

AGENDA:

Call to order

Roll call – Scott Bachowski____, Earl Grover____, Terry Hight____, Mark Edwards____ Mayor Martin____

Prayer

Pledge of Allegiance

Motion to 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 May 2021, May claims
2. Department/Board reports as submitted:
3. Resignations from boards/committees: none
4. Appointments to Boards & commissions: Ray Hansen to Chetek Housing Authority; Terry Hight to ambulance commission (replacing Mark Edwards)
5. General licenses/permits: Temporary Class "B" license to CW Youth Wrestling Club 8/7/21

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

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

1. Employee service award - Rod Rhodes, 35 years
2. Annual wastewater report
3. Closing of boat landing - concerns
4. Audio/visual equipment for council room
5. Storm Siren replacement
6. Ordinance 779A - amendment to garbage ordinance
7. Emergency Operations plan update
8. Contract for maintenance assessment services
9. Wages for part-time summer help and recycling center
10. Replacement of airport fuel pump system

NOTE: Join Zoom Meeting

<https://zoom.us/j/95773118201?pwd=akZKaEgySDILVU5kMUhKVjAwRUIMZz09>

Meeting ID: 957 7311 8201 Passcode: 602802

Dial by your location +1 312 626 6799 US (Chicago)

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 HEARING OF THE COMMON COUNCIL OF THE CITY OF CHETEK HELD
ON TUESDAY, MAY 11, 2021 AT 6:00 P.M. IN THE COUNCIL CHAMBER, CHETEK CITY
HALL, 220 STOUT STREET

Mayor Jeff Martin called the hearing to order at 6:00 p.m.

Roll Call: Scott Bachowski, Earl Grover, Terry Hight, Mark Edwards, Mayor Martin.

Others in attendance: Charlie Rihn, Robert TChop

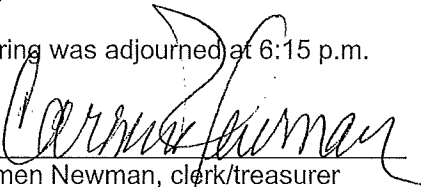
Charlie Rihn applied for a variance to build a corn drying tower at 90-100 feet tall. City ordinance limits the height of structures above 50 feet above ground within the area beginning one-half mile from the airport boundary and extending to one mile from the airport boundary or to structures less than 100 feet in height above the ground within the area beginning one mile from the airport boundary and extending to three miles from the airport boundary.

The Federal Aviation Administration conducted an aeronautical study and determined the structure does not exceed obstruction standards and would not be a hazard to air navigation.

Robert TChop explained his concerns in that he flies power parachutes and provides training. He stated that the airport directory for flight operations does not include power parachutes using visual flight rules. He asked if this information could be provided to the FAA so they could complete a new study based on this information.

Dan Knapp advised he didn't feel the FAA would change their decision as the airport is designated for fixed wing aircraft.

Hearing was adjourned at 6:15 p.m.


Carmen Newman, clerk/treasurer

Minutes of the Common Council Meeting of the City of Chetek held on Tuesday, May 11, 2021 at 6:00 p.m. , held in council chambers, 220 Stout Street, Chetek, WI and through Zoom.

The meeting was called to order at 6:15 p.m. by Mayor Jeff Martin.

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

Approve agenda - Motion by Edwards, 2nd by Bachowski. Carried.

Public comment: Sharon Dyste addressed the council regarding her concerns with the new dock system that will be put in place at the end of Knapp street adjacent to her house.

Mayor Martin **Announced a closed session** later in the meeting under 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 - discussion regarding proposed development agreement with S.C. Swiderski, LLC.**

Consent agenda - council minutes from April; April claims; Appointment of Ray Hanson to Chetek Housing Authority Board; Temporary Class "B" license for Hydroflites event on 5/22/21 and Vintage Voyagers on 7/3/21 - motion to approve by Hight, 2nd by Grover, carried.

Edwards motioned to approve the variance for Charlie Rihn to exceed the height limit within the airport zoning map for the construction of a corn drying bin with a light for aviation safety. 2nd by Bachowski. Carried.

Hight motioned to approve the closure of the Lakeview Drive boat landing for the Chetek Hydroflites event to be held on 5/22/21. Carter Buchman advised they will have someone man the dock area to assist with trailers/boats approaching the landing. 2nd by Grover. Carried.

Council was advised that CCF Bank of Barron backed out of the GO Series 2021A note in the amount of \$1,052,000 stating that they thought the note was tax-exempt. Bachowski motioned to approve the bid from FNC Bank, New Richmond for \$1,053,000 Taxable General Obligation Promissory Note, Series 2021A. Note is to refinance Central States Pension liability debt and new funds for the purchase of garbage trucks. 2nd by Edwards. Carried.

Motion by Bachowski, 2nd by Hight, to approve the application for a temporary premise description change on Fostbites liquor license at 214 Knapp Street for events on 7/2/21 and 9/11/21; authorize events to end at 2:00 a.m. for 7/2/21 events and 11:00 p.m. for 9/11/21; authorize the closure of Knapp Street - 200 block from 2:45 p.m. until 2:00 a.m. on 7/2/21 and 7:00 a.m. until 11:00 p.m. on 9/11/2021. Fencing will be put up and wrist bands will be required. Carried.

Hight motioned to reject paving bids for 2021 street projects. 2nd by Edwards. Bachowski abstained. Carried. Hight motioned to approve a paving quote from Barron County. 2nd by Edwards. Bachowski abstained. Carried.

Motion to go into closed session as noted earlier - Grover, 2nd by Edwards. Carried.

Carmen Newman, clerk/treasurer

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 \$ 10.00

Application Date: 4-25-21

Town Village City of Chetek

County of Barron

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 11:00 8-7-21 and ending 6:00 8-7-21 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
 Chamber of Commerce or similar Civic or Trade Organization
 Veteran's Organization Fair Association

(a) Name CW Youth Wrestling Club

(b) Address 2950 12 3/4 Ave. Chetek, WI
(Street) Town Village City

(c) Date organized 3-1-20

(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 Jason Olson 2950 12 3/4 Ave. Chetek, WI
Vice President _____
Secretary Ashley Pierce 90 South St. Chetek, WI
Treasurer Joe Foss 2577 7th Ave. Chetek, WI 54728

(g) Name and address of manager or person in charge of affair: Joe Foss

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 Beach Park

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? shelter building

(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 Fans and Beers

(b) Dates of event 8-7-21

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

CW Youth Wrestling Club
(Name of Organization)

Officer [Signature] 5-5-21
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 5/6/2021

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Compliance Maintenance Annual Report

Chetek City Of

Last Updated: Reporting For:
6/3/2021 2020

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Control the I/I problems within the system.

Did you accomplish them?

- Yes
- No

If No, explain:

Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2003-11-03

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

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A description of routine operation and maintenance activities (see question 2 below)

Capacity assessment program

Basement back assessment and correction

Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements

Construction, Inspection, and Testing

Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

Responsible personnel communication procedures

Response order, timing and clean-up

Public notification protocols

Training

Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

Infiltration/Inflow (I/I) Analysis

Sewer System Evaluation Survey (SSES)

Sewer Evaluation and Capacity Management Plan (SECAP)

Lift Station Evaluation Report

Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="25"/>	% of system/year
Root removal	<input type="text" value="15"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="10"/>	% of system/year
Manhole inspections	<input type="text" value="25"/>	% of system/year
Lift station O&M	<input type="text" value="52"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="10"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0"/>	% of private services

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River or water crossings % of pipe crossings evaluated or maintained.

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

Total actual amount of precipitation last year in inches

Annual average precipitation (for your location)

Miles of sanitary sewer

Number of lift stations

Number of lift station failures

Number of sewer pipe failures

Number of basement backup occurrences

Number of complaints

Average daily flow in MGD (if available)

Peak monthly flow in MGD (if available)

Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

Lift station failures (failures/year)

Sewer pipe failures (pipe failures/sewer mile/yr)

Sanitary sewer overflows (number/sewer mile/yr)

Basement backups (number/sewer mile)

Complaints (number/sewer mile)

Peaking factor ratio (Peak Monthly:Annual Daily Avg)

Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
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None reported

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

Yes

No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

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<p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <p>Relined bad spot in sewer main pipe.</p>
<p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <p>Relining of sewer pipes and inspecting manholes.</p>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0021598

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent				
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			29	116
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade =

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

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Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.1463	x	164	x	8.34	=	200
February	0.1283	x	210	x	8.34	=	225
March	0.1478	x	178	x	8.34	=	220
April	0.2445	x	109	x	8.34	=	223
May	0.2391	x	149	x	8.34	=	297
June	0.2268	x	153	x	8.34	=	290
July	0.3045	x	145	x	8.34	=	368
August	0.2582	x	108	x	8.34	=	233
September	0.1908	x	169	x	8.34	=	268
October	0.1439	x	175	x	8.34	=	210
November	0.1260	x	217	x	8.34	=	228
December	0.1157	x	231	x	8.34	=	223

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.385	x	90	=	0.3465
		x	100	=	.385
Design BOD, lbs/day	553	x	90	=	497.7
		x	100	=	553

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

0

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3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

Yes

Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

Yes

Yes

Yes

No

No

No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

Yes

gallons

No

Holding Tanks

Yes

gallons

No

Grease Traps

Yes

gallons

No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

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Yes

No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

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Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

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Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	17	1	0	0
February	30	27	8	1	0	0
March	30	27	13	1	0	0
April	30	27	8	1	0	0
May	30	27	5	1	0	0
June	30	27	13	1	0	0
July	30	27	12	1	0	0
August	30	27	15	1	0	0
September	30	27	12	1	0	0
October	30	27	10	1	0	0
November	30	27	14	1	0	0
December	30	27	12	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

On July 28, 2020 we had a sleeve come loose from the shaft of our west RBC causing damage to a bearing. On August 3 a new sleeve was welded on to the shaft and a new bearing was put on. On August 4 the RBC was balanced & put back into service. The east RBC managed to meet our limits while the west RBC was out of service.

4. Other Monitoring and Limits

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4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

Yes

No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

Yes

No

N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	22	1	0	0
February	30	27	16	1	0	0
March	30	27	21	1	0	0
April	30	27	16	1	0	0
May	30	27	16	1	0	0
June	30	27	24	1	0	0
July	30	27	21	1	0	0
August	30	27	22	1	0	0
September	30	27	20	1	0	0
October	30	27	18	1	0	0
November	30	27	19	1	0	0
December	30	27	17	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	0	0	
Points	0	0	
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.453	1	0
February	1	0.518	1	0
March	1	0.600	1	0
April	1	0.378	1	0
May	1	0.450	1	0
June	1	0.670	1	0
July	1	0.638	1	0
August	1	0.583	1	0
September	1	0.458	1	0
October	1	0.473	1	0
November	1	0.478	1	0
December	1	0.400	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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2020

Outfall No. 002 - Anaerobically Digested Cake

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75				0										0	0
Cadmium		39	85				0										0	0
Copper		1500	4300				0										0	0
Lead		300	840				0										0	0
Mercury		17	57				0										0	0
Molybdenum	60		75				0									0		0
Nickel	336		420				0									0		0
Selenium	80		100				0									0		0
Zinc		2800	7500				0										0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2020 - 12/31/2020
Density:	1,104
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	The purpose of the Anaerobic digester is to convert the sludge that is collected at the WWTP to a material suitable for disposal on approved

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<p>4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application. 4.2.1 Was the limit exceeded or the process criteria not met at the time of land application? <input type="radio"/> Yes (40 Points) <input checked="" type="radio"/> No If yes, what action was taken? <input style="width: 100%; height: 20px;" type="text"/></p>	0														
<p>5. Vector Attraction Reduction (per outfall): 5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Outfall Number:</td> <td style="text-align: center;">004</td> </tr> <tr> <td>Method Date:</td> <td style="text-align: center;">12/31/2020</td> </tr> <tr> <td>Option Used To Satisfy Requirement:</td> <td style="text-align: center;">Incorporation when land apply</td> </tr> <tr> <td>Requirement Met:</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Land Applied:</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Limit (if applicable):</td> <td></td> </tr> <tr> <td>Results (if applicable):</td> <td></td> </tr> </table> <p>5.2 Was the limit exceeded or the process criteria not met at the time of land application? <input type="radio"/> Yes (40 Points) <input checked="" type="radio"/> No If yes, what action was taken? <input style="width: 100%; height: 20px;" type="text"/></p>	Outfall Number:	004	Method Date:	12/31/2020	Option Used To Satisfy Requirement:	Incorporation when land apply	Requirement Met:	Yes	Land Applied:	Yes	Limit (if applicable):		Results (if applicable):		0
Outfall Number:	004														
Method Date:	12/31/2020														
Option Used To Satisfy Requirement:	Incorporation when land apply														
Requirement Met:	Yes														
Land Applied:	Yes														
Limit (if applicable):															
Results (if applicable):															
<p>6. Biosolids Storage 6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site? <input checked="" type="radio"/> >= 180 days (0 Points) <input type="radio"/> 150 - 179 days (10 Points) <input type="radio"/> 120 - 149 days (20 Points) <input type="radio"/> 90 - 119 days (30 Points) <input type="radio"/> < 90 days (40 Points) <input type="radio"/> N/A (0 Points) 6.2 If you checked N/A above, explain why. <input style="width: 100%; height: 20px;" type="text"/></p>	0														
<p>7. Issues 7.1 Describe any outstanding biosolids issues with treatment, use or overall management: <input style="width: 100%; height: 30px;" type="text" value="The difficulty of finding new land sites to land spread due to soil conditions in Barron County and the fact that the farmers are using no-till practices."/></p>															

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes (Continue with question 2) <input type="checkbox"/><input type="radio"/> No (40 points) <input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<ul style="list-style-type: none"><input type="radio"/> Paper file system<input type="radio"/> Computer system<input checked="" type="radio"/> Both paper and computer system<input type="radio"/> No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><input type="radio"/> Excellent<input checked="" type="radio"/> Very good<input type="radio"/> Good<input type="radio"/> Fair<input type="radio"/> Poor <p>Describe your rating:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

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After replacing Pumps, Motors, Gearboxes, Flights, UV System and other repairs. Has allowed the regular maintenance schedule to be easily obtained.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

RODNEY A RHODES

Certification No:

32352

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Basic	OIT	Basic	Advanced
A1	Suspended Growth Processes				
A2	Attached Growth Processes	X		X	
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X		X	
C	Biological Solids/Sludges	X		X	
P	Total Phosphorus	X	X		
N	Total Nitrogen				
D	Disinfection	X	X		
L	Laboratory	X		X	
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance and is basic level only.)

- Yes (0 points)
- No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff
- An arrangement with another certified operator
- An arrangement with another community with a certified operator
- An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- A consultant to serve as your certified operator
- None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

<p>1. Provider of Financial Information</p> <p>Name: Carmen Newman, City Clerk/Treasurer</p> <p>Telephone: 715-924-4838 (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): cnewman@cityofchetek-wi-gov</p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2020</p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0												
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2020</p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 35%; border: 1px solid black; text-align: right;">254,509.28</td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">\$</td> <td style="border: 1px solid black; text-align: right;">0.00</td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: center;">\$</td> <td style="border: 1px solid black; text-align: right;">254,509.28</td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="border: 1px solid black; text-align: right;">\$ 1,255.95</td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	254,509.28	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	0.00	3.2.3 Adjusted January 1st Beginning Balance	\$	254,509.28	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$ 1,255.95	
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	254,509.28											
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	0.00											
3.2.3 Adjusted January 1st Beginning Balance	\$	254,509.28											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$ 1,255.95											

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 255,765.23

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 138,000.00

0

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

Yes

No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

Yes - If Yes, please provide major project information, if not already listed below.

No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Plant relocation or upgrade facility (planning) due to permit limit changes.	5000000	2025
2	Collection system pipes that need to be repaired or relined that have I/I problems.	100000	2017
3	Fine screen replacement and housing.	300000	2018

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	2,606	
February	2,396	
March	2,099	
April	1,797	
May	1,141	
June	959	
July	845	
August	814	
September	925	
October	1,286	
November	2,091	
December	2,937	
Total	19,896	0
Average	1,658	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	20,240	4.54	4,458	6.20	3,265	1,635
February	22,440	3.72	6,032	6.53	3,436	1,472
March	18,240	4.58	3,983	6.82	2,674	1,178
April	17,000	7.34	2,316	6.69	2,541	1,133
May	21,760	7.41	2,937	9.21	2,363	1,091
June	17,280	6.80	2,541	8.70	1,986	803
July	18,120	9.44	1,919	11.41	1,588	829
August	17,240	8.00	2,155	7.22	2,388	677
September	17,480	5.72	3,056	8.04	2,174	733
October	14,080	4.46	3,157	6.51	2,163	851
November	15,540	3.78	4,111	6.84	2,272	1,224
December	19,400	3.59	5,404	6.91	2,808	1,408
Total	218,820	69.38		91.08		13,034
Average	18,235	5.78	3,506	7.59	2,472	1,086

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

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7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Part of the facility

Year:

By Whom:

Describe and Comment:

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Quote

2 messages

Nick Anders <nick@audio-architects.com>
To: Carmen Newman <cnewman@cityofchetek-wi.gov>

Thu, May 13, 2021 at 4:30 PM

Carmen,

Please see the attached quote for updating your boardroom. After you review, let's do a quick video conference so I can answer any questions you may have and we can confirm everything in here will accomplish your goals.

I look forward to hearing from you.

Thank you,


Nick Anders, CTS

Sales Manager

M: 715-407-4752

O: 715-723-4900 x107



 **cityofchetek_boardroom_4596_5-13-2021_npa.pdf**
54K

Carmen Newman <cnewman@cityofchetek-wi.gov>
To: Nick Anders <nick@audio-architects.com>

Thu, May 13, 2021 at 4:52 PM

Great - we will review and get back to you!
Thank you very much.

Carmen Newman

clerk/treasurer, WCMC

City of Chetek - Barron County

220 Stout Street, PO Box 194

Chetek, WI 54728

pop.est. 2221

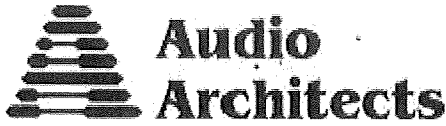
715-924-4838

cnewman@cityofchetek-wi.gov

www.cityofchetek-wi.gov

[Quoted text hidden]

Project Number: 4596



DNA AV Integrators LLC
 dba Audio Architects
 1776 Olson Dr
 Chippewa Falls, WI 54729
 715-723-4900 Fx 715-723-4584

For :
Board Room A/V

** Proposal ** to:
City of Chetek 220 Stout Street Chetek, WI 54728 Tel: 715-924-4838

Project Site:

Mfr-Part No.	Qty	Description	Unit Price	Extended
All following information represents proprietary design and remains the intellectual property of Audio Architects, until a contract is offered by Audio Architects, and accepted by City of Chetek, Chetek, WI.				
Lowell	1	Rack-Sectional Wall Mount-10U, 23in Deep, 1pr rails		
QSC	1	Mixer/Processor w/24 I/O and LAN Connection		
QSC	1	Q-SYS Core 110 Scripting Engine Software License		
QSC	1	Q-SYS Core 110 UCI Deployment Software License		
LEA	1	4 Channel x 160 watt @ 4o, 8o, 70V and 100V per channel. Interna		
QSC	1	8" Touch Screen Controller for Q-Sys, Wall Mount		
Luxul	1	Network Switch 12 Port w/8 PoE (QLan Approved)		
ProCo	1	Wall Plate 3-Gang w/6 Female XLR		
ProCo	1	Wall Plate 1-Gang w/2 Female XLR		
Crestron	1	USB over CAT Cable Extender, Wall Plate "Local", White		
Crestron	1	USB over Category Cable Extender, Remote		
MCM	1	USB Cable 2.0, Black, 15ft		
Crestron	1	HD Scaling Auto-Switcher & Extender 300, White		
Crestron	1	DM Lite HDMI over CATx Transmitter, Wall Plate, White Texture		
Crestron	1	DM Lite HDMI over CATx Receiver, Black Surface		
Crestron	1	Crestron Certified HDMI Interface Cable, 3 ft		
Crestron	1	Crestron Certified HDMI Interface Cable, 12 ft		
Shure	7	18" Desktop Gooseneck Condenser Microphone,		
Rapco	7	25' Roadhog Mic Cable w/ Neutrik Conn		
QSC	4	Ceiling Speaker 6.5" Speaker, White 70V		
WestPenn	150	Wire 18ga 2cond unshld Plenum		
WestPenn	300	Wire CAT6 Shielded		
WestPenn	50	Wire CAT6 EZ Pull Box		
AAI	1	Wiremold Boxes and Conduit		
AAI	1	Shipping & Handling / Misc Install Materials		

Mfr-Part No.	Qty	Description	Unit Price	Extended
		Equipment Subtotal		11,079.26
		Installation & Programming Subtotal		7,711.47
		Total		18,790.73
LINE	1	Sign_____		
		Camera - w/direct USB to laptop		
Panasonic	1	HD PTZ Camera w/HDMI Out, 22 x Zoom		
Panasonic	1	Camera Wall Mount, White		
MCM	1	USB Cable 2.0, Black, 15ft		
WestPenn	75	Wire CAT6 Shielded		
AAI	1	Shipping & Handling / Misc Install Materials		
		Equipment Subtotal		2,347.96
		Installation & Programming Subtotal		1,001.13
		Total		3,349.09
LINE	1	Sign_____		

PO to Accompany Signed Paperwork, Due Net 30 on Completion
 This ** Proposal ** is Valid for 30 Days.
 This pricing assumes normal installation hours of Monday - Friday, 7am - 5pm



Signature: _____ Date: _____

Frontline Warning Systems

Project Estimate

Frontline Plus Fire & Rescue
 DBA/Frontline Warning Systems
 8004 Aetna Avenue NE
 Monticello, MN 55362

Phone # 763-295-3650 frontlineplus@tds.net
 Fax # 763-295-3650 www.frontlinewarningsystems.com

Date
5/17/2021

Name / Address
City of Chetek Dan Knapp 220 Stout St. Chetek WI 54728

Terms	Due Date	REP Contact	FOB
Net 25 Days	6/18/2021	AG	

Item	Description	Qty	Cost	Total
VORTEX/R4	This estimate is to replace/upgrade the current siren in the Chetek City Park. This siren was inspected on 5-7-2021 and found to have sustained damage to the siren head from wind. The siren head had been pushed beyond the limit switch to such an extent that the limit switch was broken and the wiring to the siren head continues to roll up and pull apart the electronics. The siren is a Whelen WS-2000R with 4 speaker drivers and voice capability. Siren Equipment: VORTEX/R4 Electronic Outdoor Warning Siren; Rotating siren rated at 129dBc @ 100ft and 70dBc @ 6000ft (Est). 4-400watt speaker drivers, ESC2030 Controller, 5a 120v AC battery charger (temperature compensated), motherboard, amplifiers factory installed in Type I aluminum cabinet.	1	16,215.00	16,215.00T
VC230NV	10 Digit Two Way VHF High Band Narrow Band Radio Receiver, Antenna, bracket, cable	1	1,730.00	1,730.00T
POLE TOP BRACKET	VPTB #01-0411446-00. Pole Top Mounting Bracket.	1	295.00	295.00T
PS-12550-U	Power Sonic 12550-U sealed batteries for Whelen Vortex & Omni-Alert sirens.	2	165.00	330.00T
Installation	Installation of siren; haul away and dispose of old equipment.	1	5,260.00	5,260.00T
Materials	Materials for installation	1	575.00	575.00T
SHIPPING	Freight Shipping and delivery to site	1	565.00	565.00T

QUOTE ONLY. 30 DAYS Above Date.	Subtotal	\$24,970.00
	Sales Tax (0.0%)	\$0.00
	Total	\$24,970.00

All Hazard High-Power Siren System

Whelen's VORTEXR4 Series All Hazard High Power Sirens provide an economical alternative for powerful siren communication without compromising quality.

SYSTEM FEATURES

- VORTEXR4 - Speaker with Four Speaker Cells Active
- Two Compartment (Type I) Natural Finish Aluminum Cabinet
- 129dB @ 100'
- VORTEXR4 Speaker Includes Four High Efficiency 400 Watt Speaker Drivers
- 50' Cable Included
- Battery Powered, Minimum of 15 Minutes of Full Power Output with Batteries of Our Recommendation
- AC Temperature Compensated 5 Amp Battery Charger
- Local Controls or Remote Controls
- Four Tone-Only Power Amplifiers
- Gear Driven Rotor
- Electronic Siren Controller
- Tone Generator
- Timer
- Local Control Push Buttons
- Rotor Relay Control
- SI TEST®
- Low Battery Alarm
- Battery Tray
- Lightning Arrestor
- Six Standard Public Warning Tones - Wail, Whoop, Attack, Hi-Lo, Alert, Airhorn

SYSTEM OPTIONS

- VSBC80 - Solar Power Ⓛ
- BSETVOR - 2ea Whelen Approved Batteries
- VPTB - Speaker Pole Top Bracket
- Alternate Tone Set

NOTES:

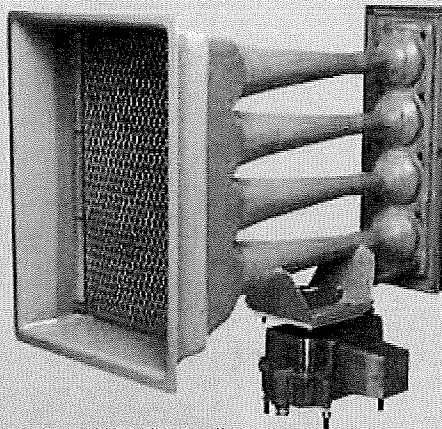
- Ⓛ Solar power option. 2 - 80 watt panels, mounting bracket and regulator.

SIREN ACTIVATION CONTROLS

Our VHF High and UHF siren activation control packages include the following:

- Radio
- Radio Interface
- Tone Squelch
- 2-3dB Gain Omni-Directional Antenna with Bracket
- 35' of RG58 Antenna Cable
- Polyphaser
- SI TEST®

Other features are dependant upon one or two-way controls. Whelen equipment can be interfaced with many different types of two-way radio communications products and systems including 800Mhz trunking, Motorola's MOSCAD, FSK, Narrow-Band and VHF Low Band. The following is available as standard options. Contact factory for special applications.



VORTEXR4 cell speaker housing mounted on rotor.

ONE-WAY CONTROLS

- VAUXIN - Auxillary Board for Contact Closure Activation
- VD2020LL - 10 Digit DTMF Landline Activation
- VD2020H - 10 Digit DTMF VHF High Band / 150-170 Mhz
- VD2020U - 10 Digit DTMF UHF / 450-470 Mhz
- VORTT - Two-Tone Sequential Option

TWO-WAY CONTROLS

- VAUXCS - Two-Way Contact Closure Activation and Status Board
- VC2020LL - Two-Way Landline Activation
- VC2020H - 10 Digit DTMF VHF High Band / 150-170 Mhz
- VC2020U - 10 Digit DTMF UHF / 450-470 Mhz
- VC2020NH - 10 Digit DTMF VHF High Band Narrow-Band
- VC2020NU - 10 Digit DTMF UHF Narrow-Band

Options:

- VFSKXMOD - Converts the Siren Activation Controls to FSK Format
- VSTATUS - Cabinet Window LED Status Indicator
- VPGINT - Paging Interface to Interface Whelen Tones with Existing Paging Systems
- VINTRU - Intrusion Alarm (available with two-way only)



TYPE I ELECTRONIC CABINET (with service door open shows control panel and battery tray with optional batteries).

VORTEXR4

Specification Data

Component	Height Inches (CM)	Width Inches (CM)	Depth Inches (CM)	Weight Lbs. (kg)
VORTEXR4 Speaker & Rotor	49.0 (124.5)	28.5 (72.4)	56.0 (142.2)	234 (106.1)
Electronics Cabinet - Type I	32.5 (82.6)	22.5 (57.2)	10.5 (26.7)	83 (37.7)*
Pole Top Bracket (Optional)	30.0 (76.2)	12.0 (30.5)	10.0 (25.4)	71 (32.3)

* Less batteries. Two batteries, Delco DC74, add 90 Lbs. (40.9kg)

ELECTRICAL

- Battery charger input: 120VAC, 60Hz, 7A Fuse
 - Battery charger output: 28VDC, 5A#
 - Batteries: 2-12V, 60AH Lead Calcium (user supplied)
 - Standby current: 40mA,
 - Rotor motor: <1A, 24VDC
 - Operating current: 88A, 24VDC
 - Power amplifier output power: 1600 Watts
- # UL recognized component

ENVIRONMENTAL

- Operating Temperature: -35C to +60C
- Storage Temperature: -65C to +125C
- Humidity, Non Condensing: 0 to 95%

ORDERING INFORMATION

BASIC SYSTEM INCLUDES ALL OF THE FOLLOWING:

- VORTEXR4 - Speaker Assembly & Electronics Cabinet
- OPTIONS:**
- VAUXIN - Auxiliary Board for Contact Closure Activation
 - VAUXCS - Auxiliary / Status Control Board for Contact Closure Activation and Status
 - VD2020LL, VD2020H, VD2020U - One-Way Radio Control ①
 - VC2020LL, VC2020H, VC2020U - Two-Way Radio Control / Status Monitoring, COMM/STAT™ ②
 - VC2020NH, VC2020NU - Two-Way Narrow-Band Radio Control / Status Monitoring, COMM/STAT™ ②
 - VORTT - Two-Tone Sequential
 - VFSKXMOD - FSK Format
 - VSTATUS - Cabinet Window LED Status Indicator
 - VPGINT - Paging Interface to Interface Whelen Tones with Existing Paging Systems
 - VINTRU - Intrusion Alarm
 - VSBC80 - Solar Power ③
 - VPTB - Speaker Pole Top Bracket
 - BSETVOR - One Pair of Batteries

NOTES

- ① 10 digit DTMF Controls • Landline • VHF High Band/150-170 Mhz • UHF/450-470 Mhz
Our VHF High and UHF siren activation control packages include tone squelch, radio, radio interface, 2-3dB gain omni-directional antenna with bracket, 35' of RG58 antenna cable and polyphaser.
- ② Solar power option includes 2 - 80 watt panels, mounting bracket and regulator
- ③ Contact Factory

Acoustic Performance

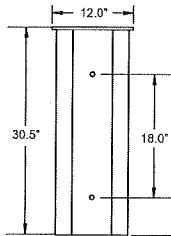
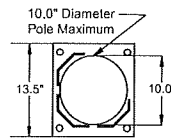
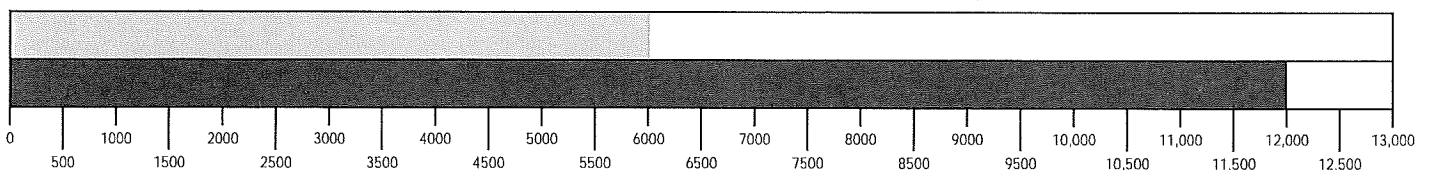
SPL @ 100': 129dB

Estimated 70dB range: 6,000'

Estimated 60dB range: 12,000'

Note: 100' performance levels listed represent repeatable results within +/-2dB to stated levels.

Estimated 70dB perimeter is based on the Federal Emergency Management Agency's (FEMA) -10dB per distance doubled path model.



Pole Top Bracket
(Optional VPTB)

WHELEN®

ENGINEERING COMPANY, INC.
PUBLIC WARNING PRODUCTS

Route 145, Winthrop Road
Chester, Connecticut 06412-0684

(860) 526-9504

1-800-637-4736

Fax: (860) 526-4784

Internet: www.whelen.com

e-mail: lowsales@whelen.com

Whelen Engineering Company, Inc.
reserves the right to upgrade its products
with design improvements without notification.
Tornado photo courtesy NOAA/NSSL.

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041806-11358C

Fwd: Chetek Beach Siren

1 message

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

Mon, May 17, 2021 at 2:31 PM

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

From: **Adam Green** <adamg.flp@gmail.com>
Date: Mon, May 17, 2021 at 12:32 PM
Subject: Re: Chetek Beach Siren
To: Frontline Plus <support@frontlinewarningsystems.com>
Cc: Dan Knapp <dknapp@cityofchetek-wi.gov>

Good afternoon Dan;

Here are coverage maps for both the original coverage and the proposed coverage.

Thanks!!

Adam

On Mon, May 17, 2021 at 12:17 PM Frontline Plus <support@frontlinewarningsystems.com> wrote:

Good afternoon Dan;

Thanks for having me out last week to check out the siren in Chetek that you are having problems with.

As we noted, this siren has some damage that will need to be considered. The siren should be oscillating like your siren at the Fire Department; but instead this siren is constantly rotating. This has caused the wires to pull apart and this is the root of the cause of your problems. There is a limit switch in the siren that switches the polarity of the rotor motor when the limit is reached. This limit switch is broken, so the polarity never reverses to make the siren head oscillate.

This siren is originally from 1982. There were less than 30 manufactured. It is a 4 driver, voice capable siren. It has newer electronics from 2010 and has been maintained very well. However, the required parts are no longer available for the siren.

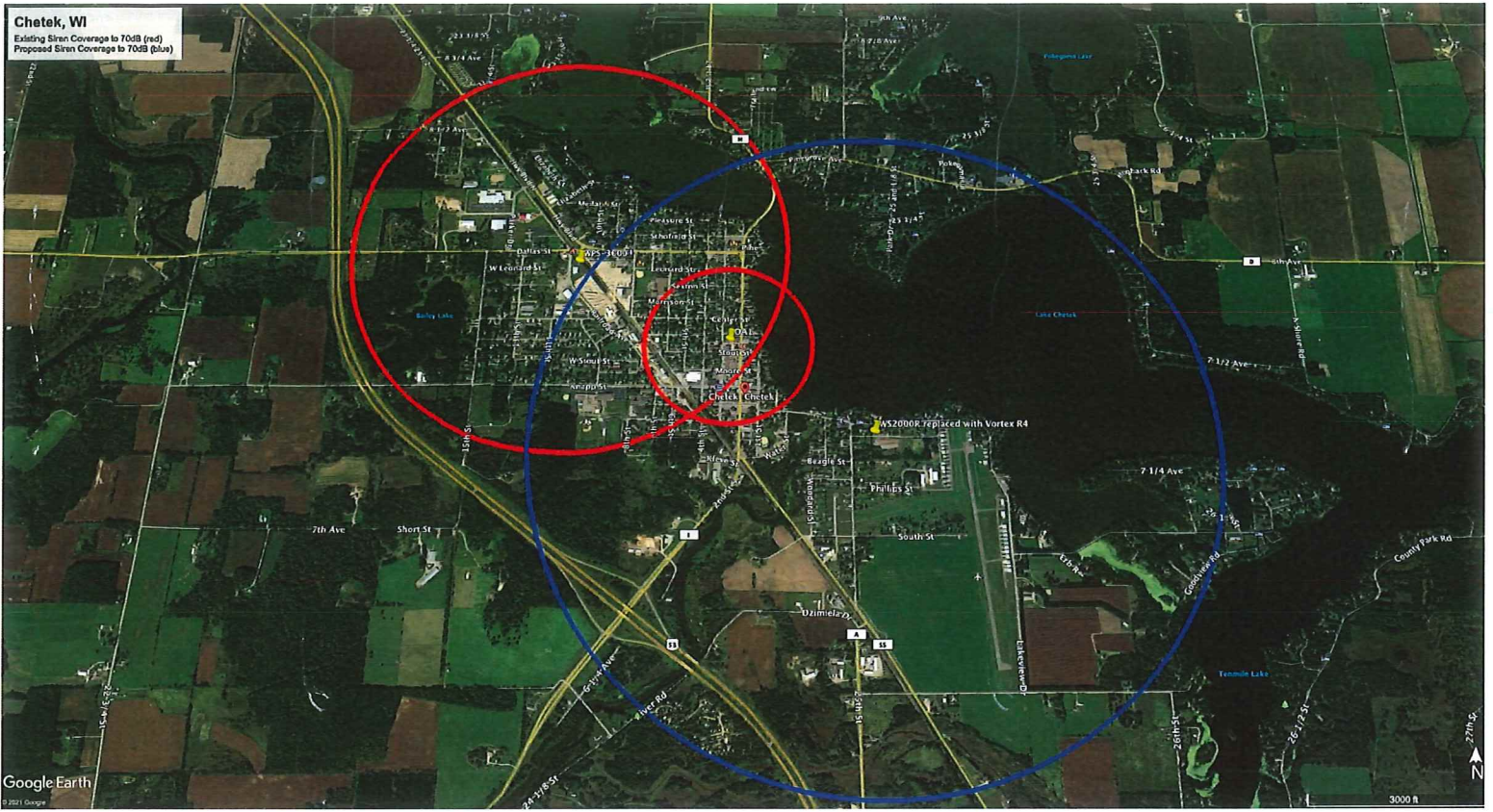
I would recommend replacing the siren.

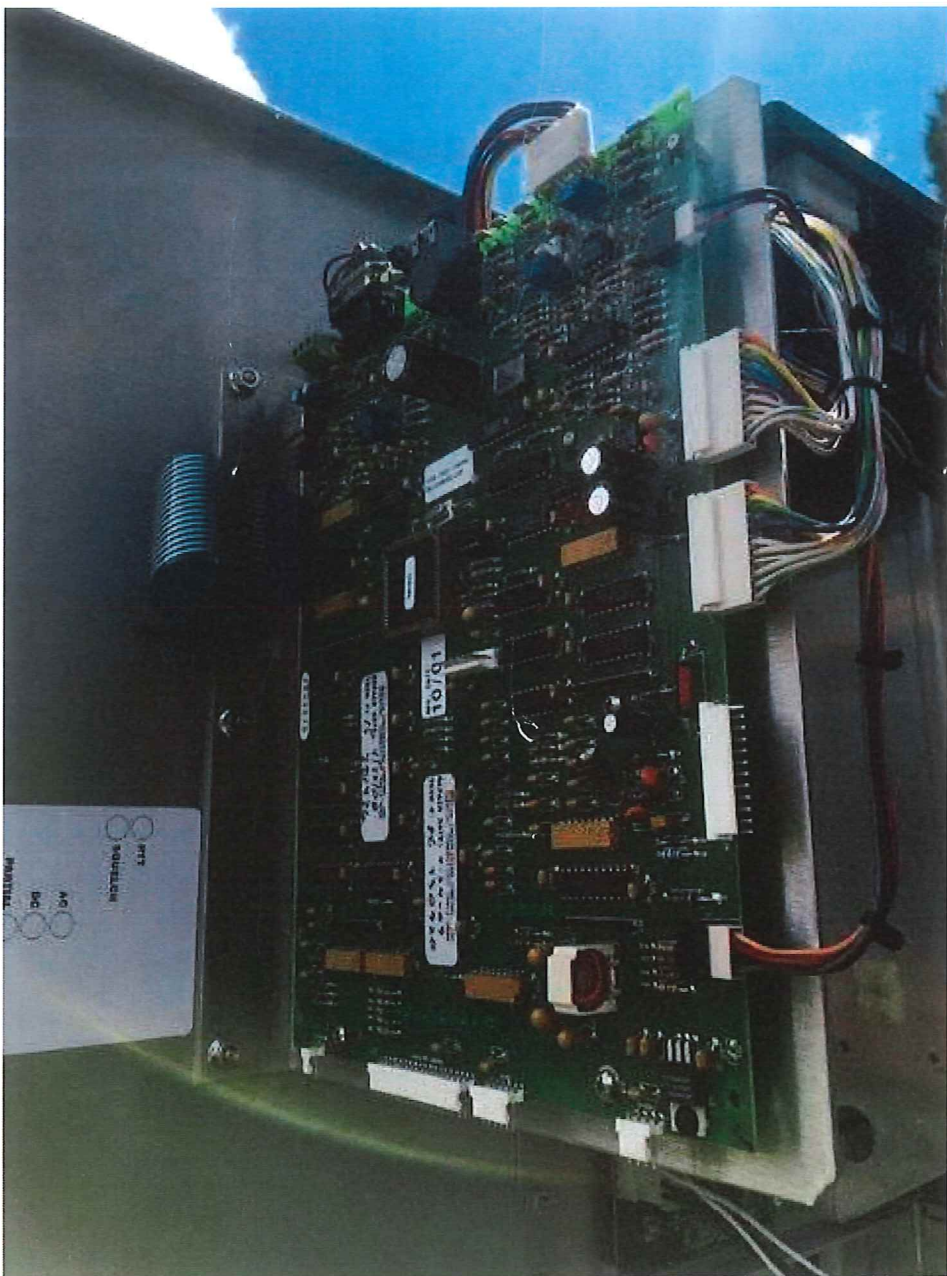
The most comparable unit would be a 4 driver Vortex siren. The Vortex line does not have voice capability. It would be about a \$6000 upgrade from the Vortex to the WPS4004 siren to keep your voice capability, but like we discussed, you don't seem to use it.

As such, I have attached a quotation for a new Vortex siren with installation. I would recommend checking with your Administration to see if this damage is covered under an insurance policy with the City of Chetek. This siren head obviously sustained a significant wind load where damaged was incurred.

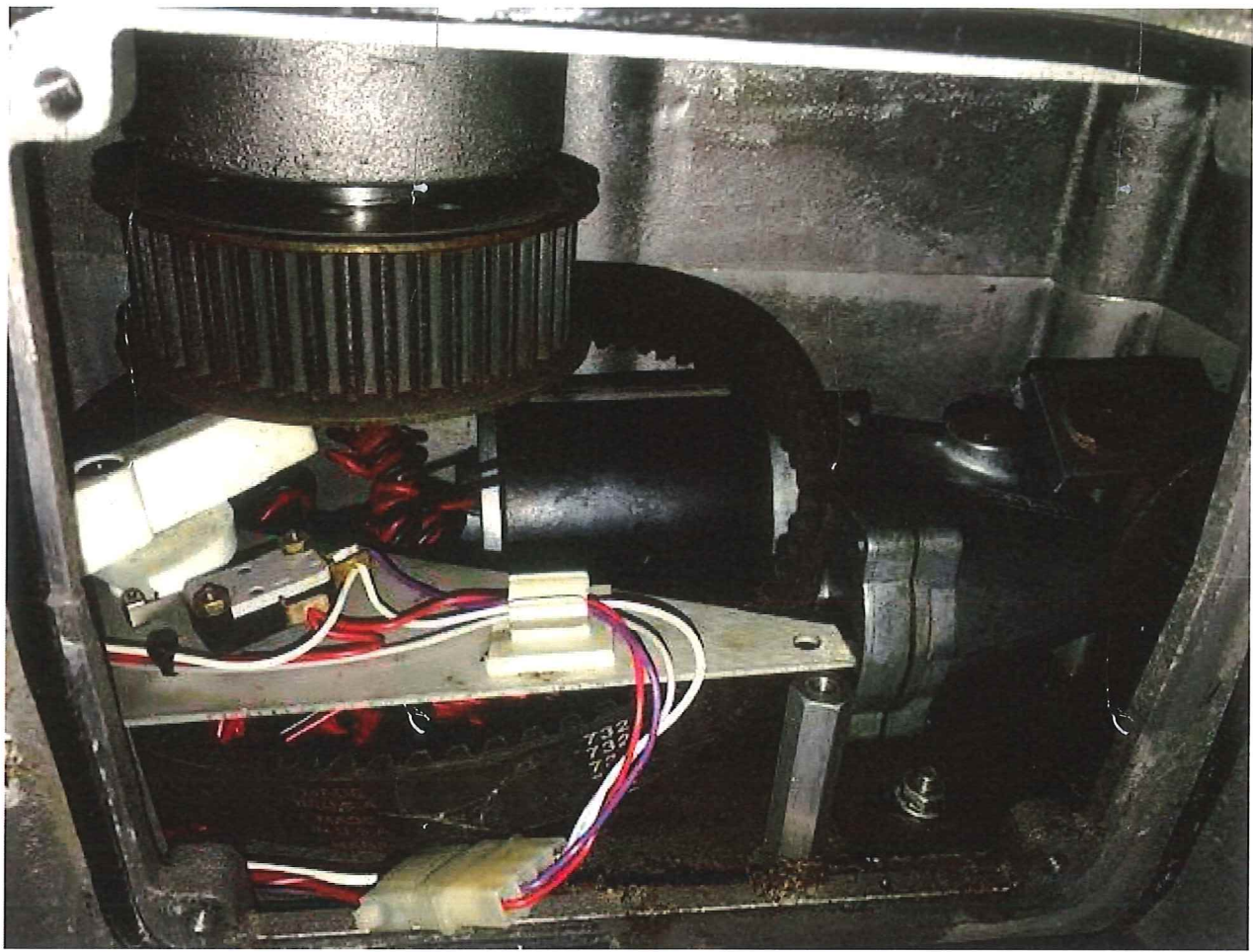
Please let me know if you have any questions or concerns.

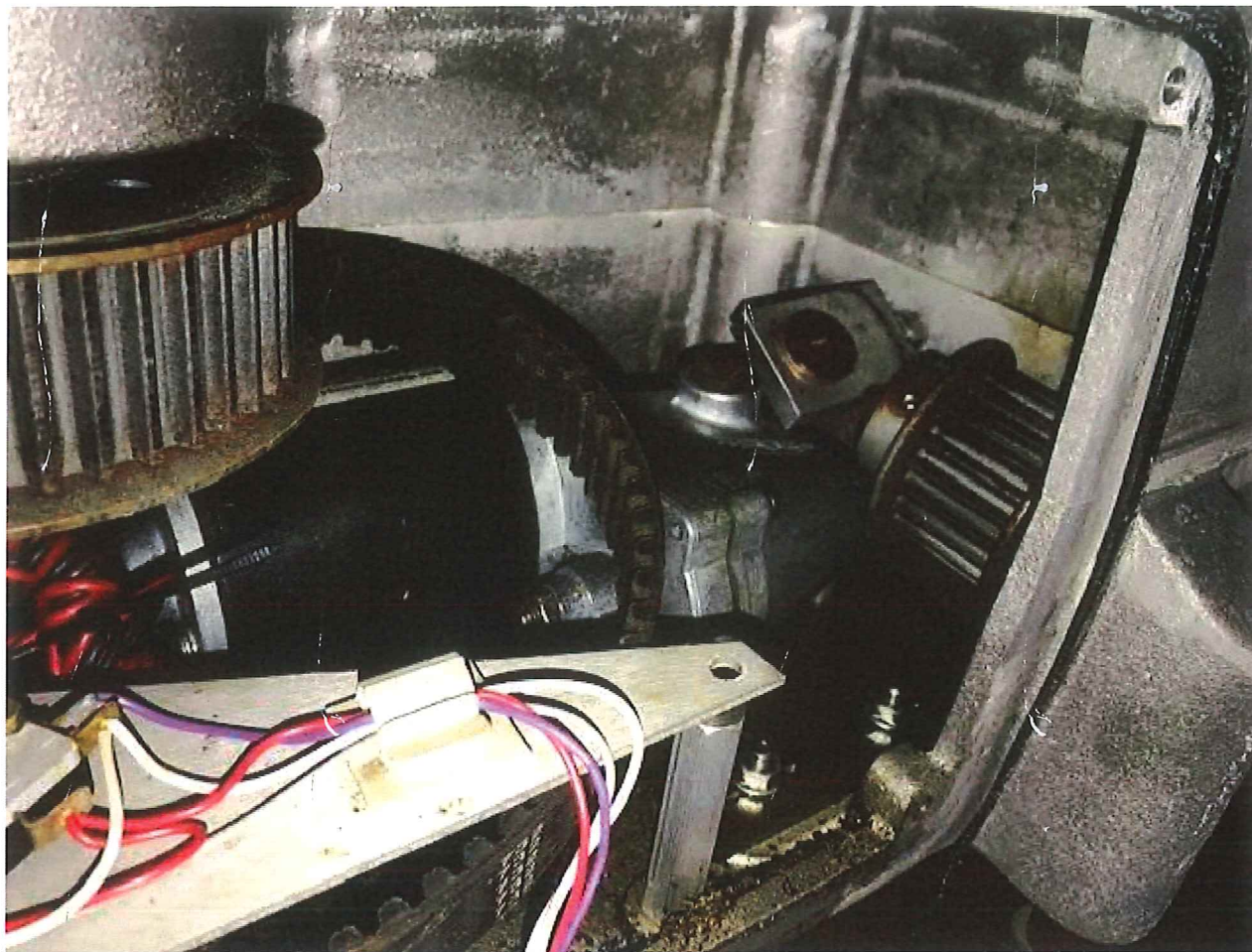
Chetek, WI
Existing Siren Coverage to 70dB (red)
Proposed Siren Coverage to 70dB (blue)

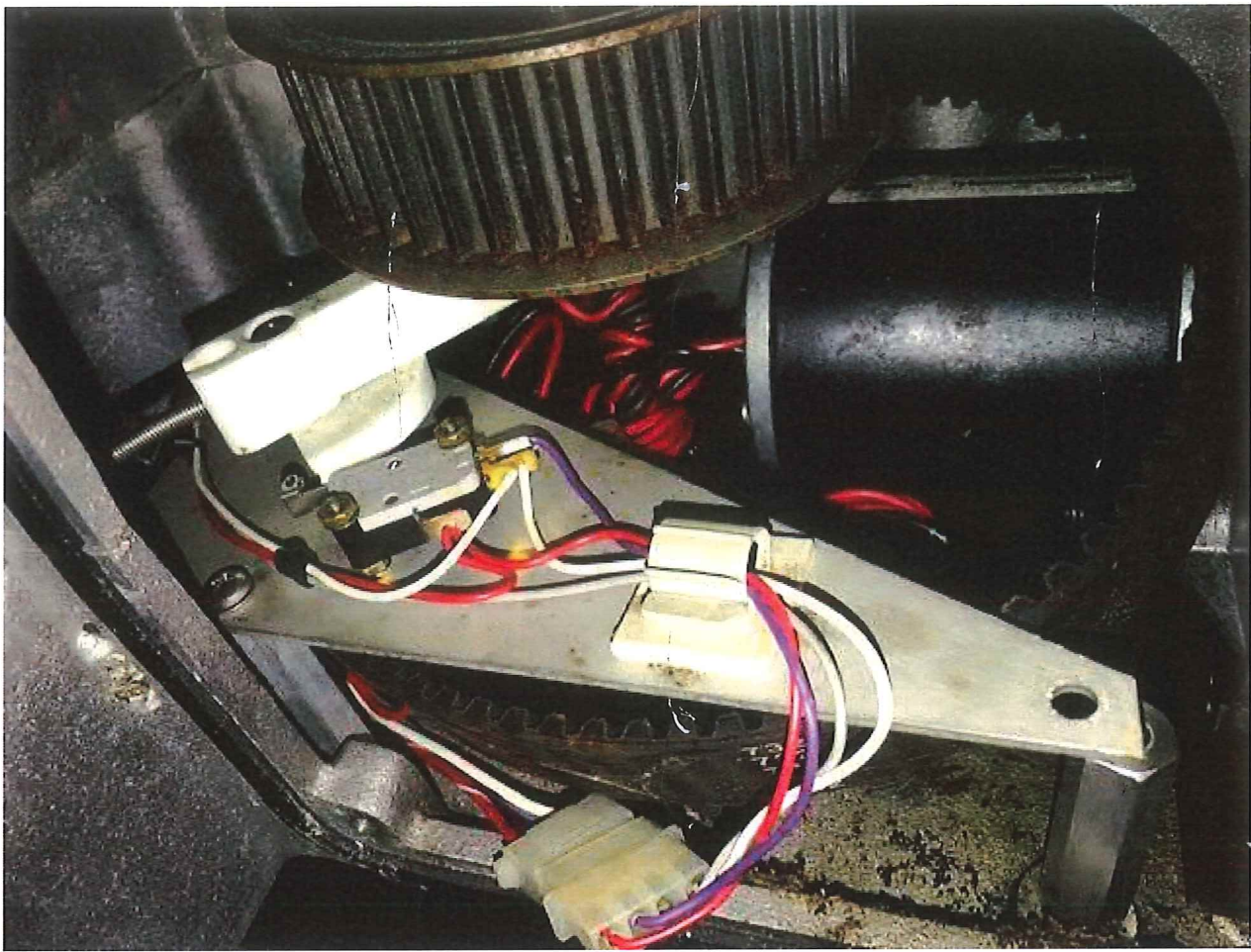


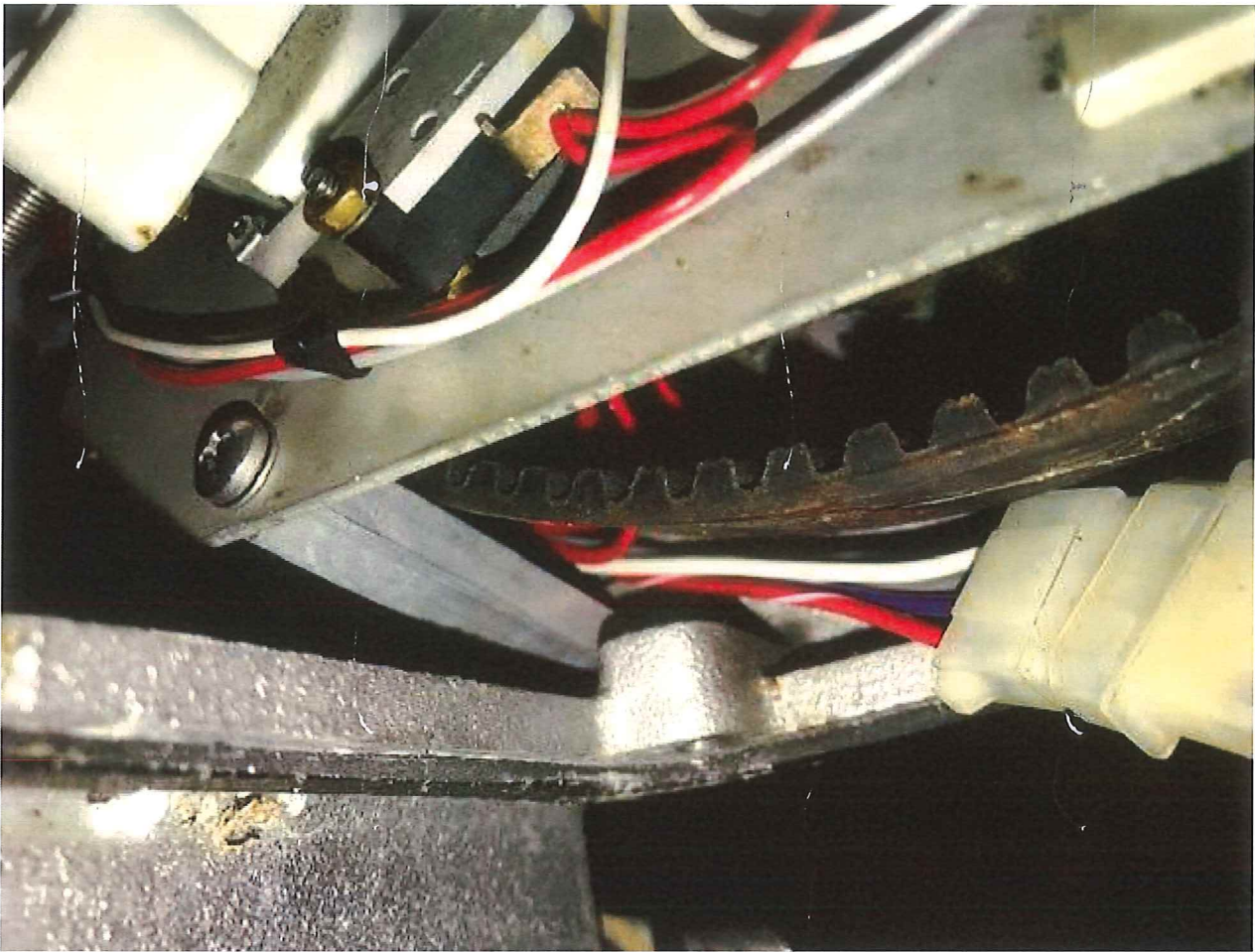


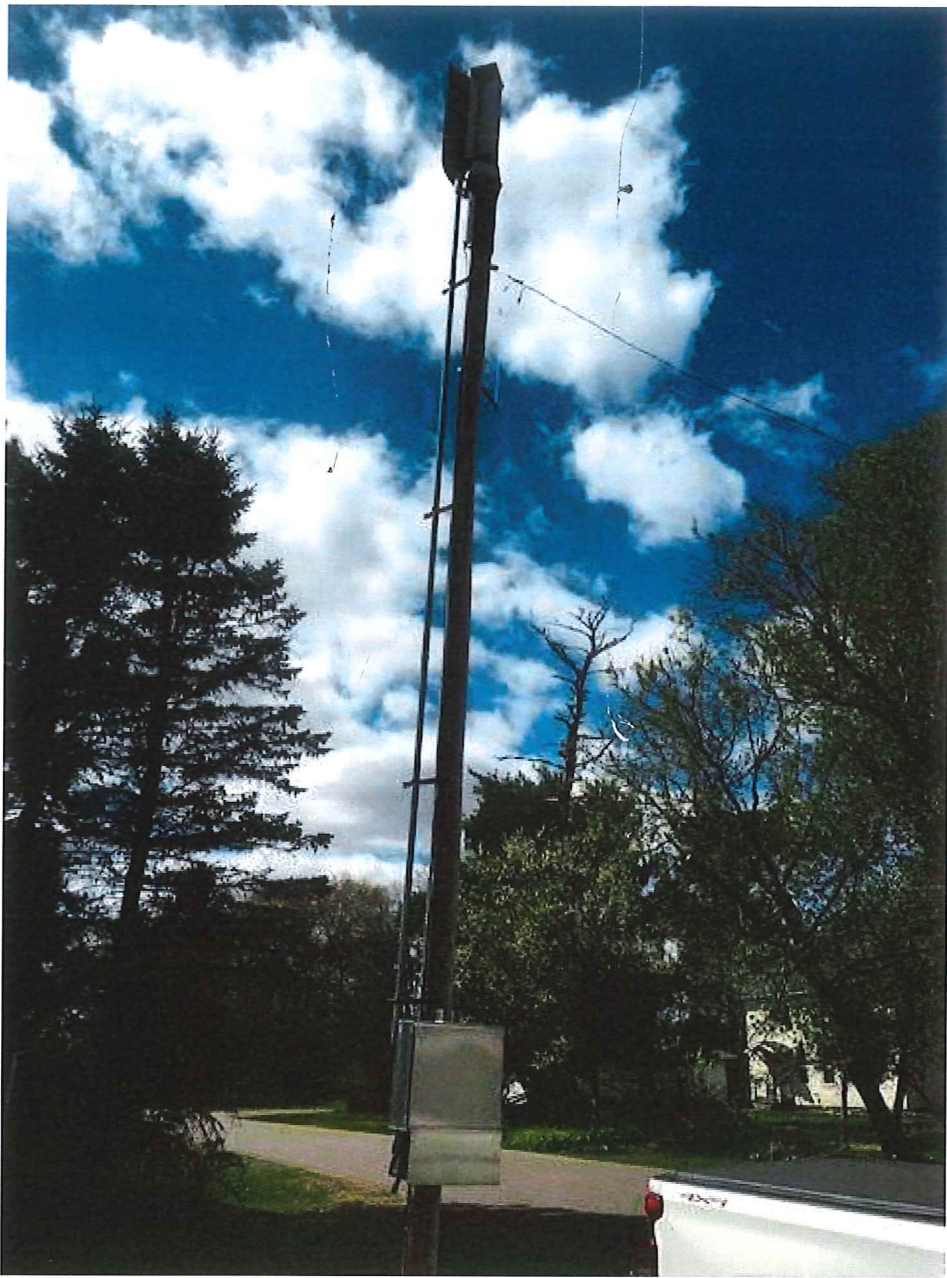


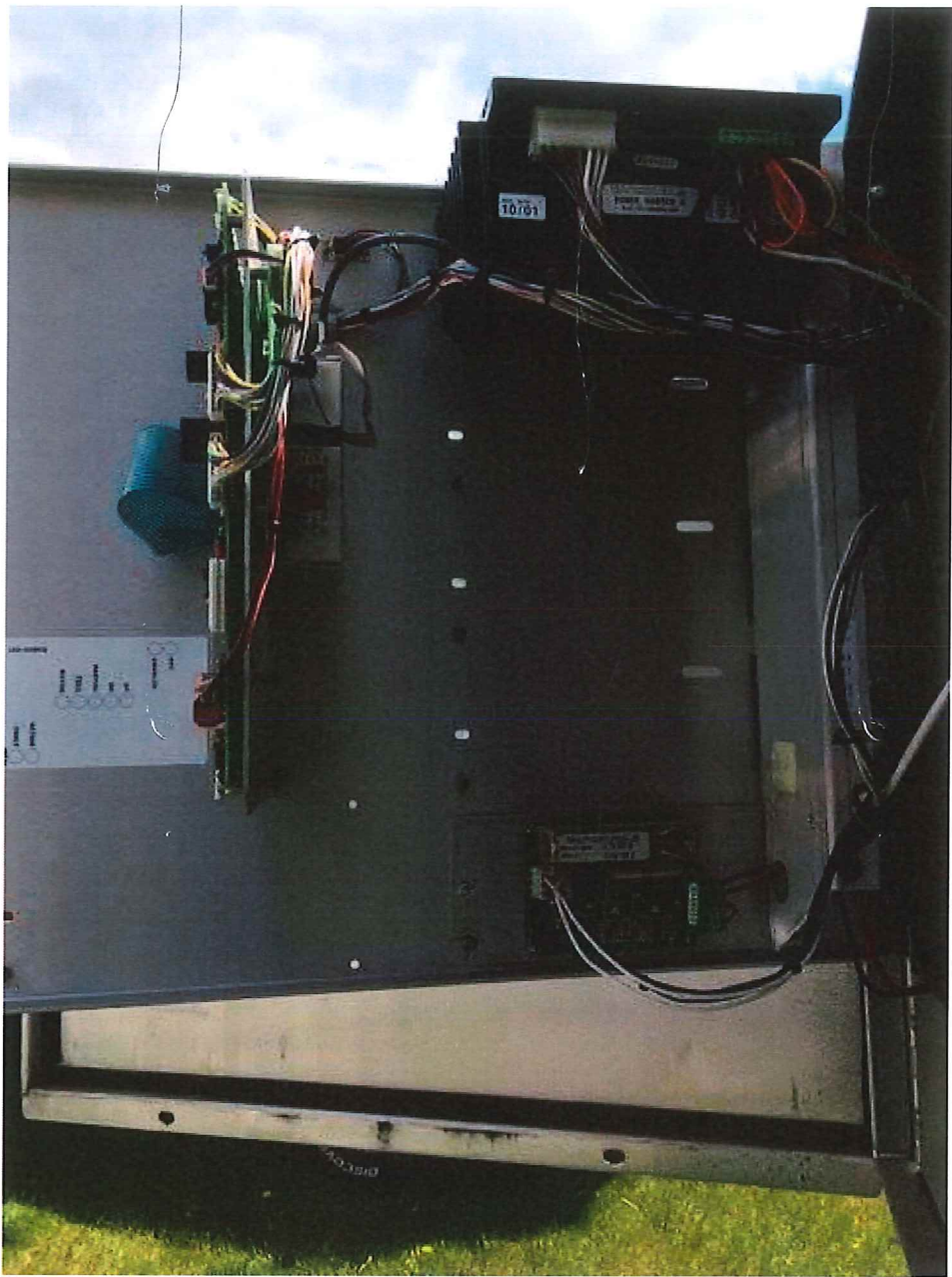


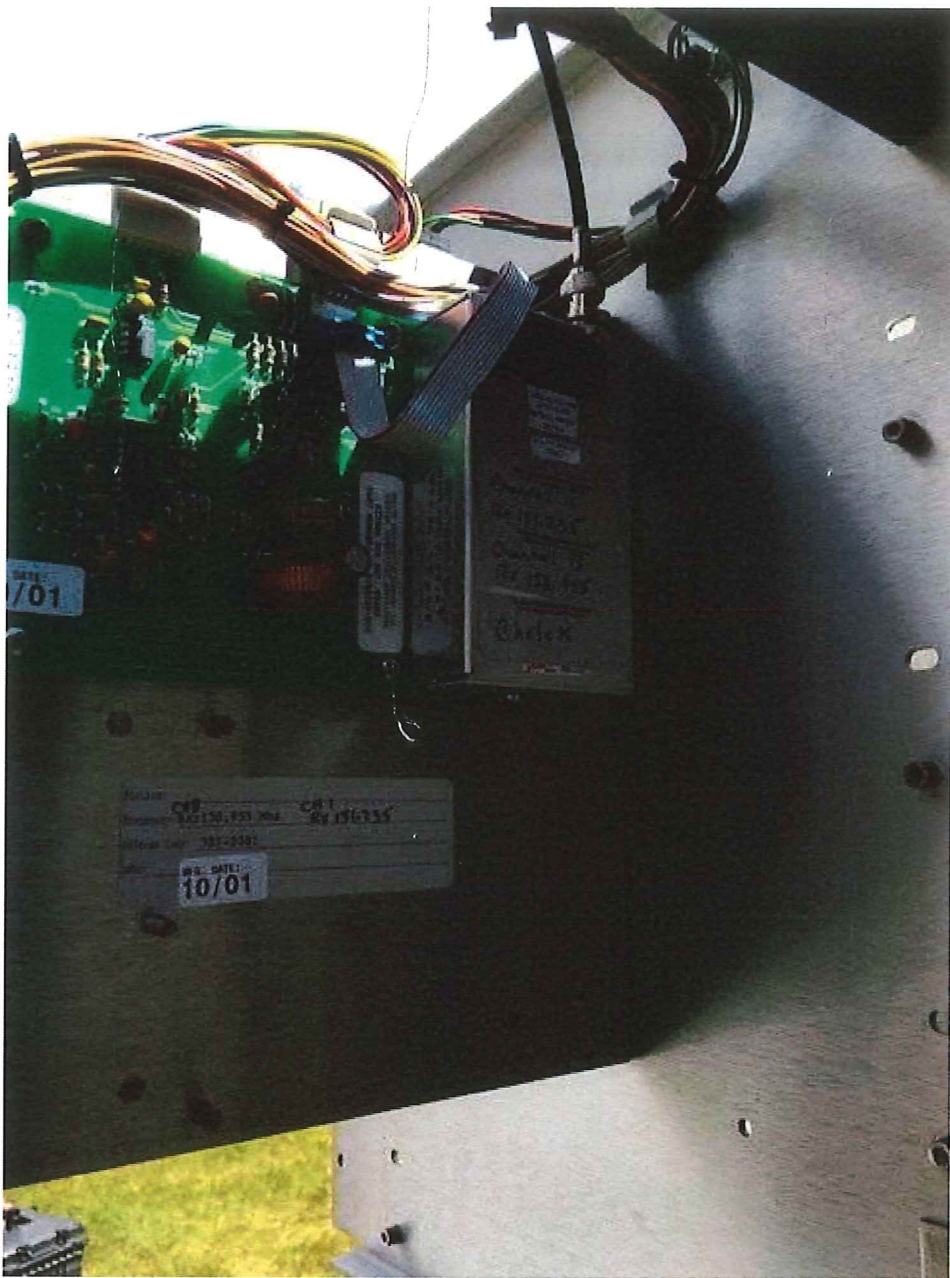












ORDINANCE NO. 779A

The Common Council of the City of Chetek do ordain as follows:

Section 1 Section 86-39 through 86-98 of the Municipal Code of the City of Chetek is amended as follows:

86-39 - delete - false representation - senior rate info

Secs. 86-40—86-64. - Reserved.

Sec. 86-65. - Areas.

- (a) Storage areas shall be kept in a nuisance-free and odor-free condition. Litter shall not be allowed to accumulate.
- (b) Collection crews will not be responsible for cleaning up loose materials from any containers which have become ruptured or broken due to wet conditions, animals, vandalism or other cause. The occupant and/or owner shall be responsible for cleaning up this litter.

(Code 2005, § 8-3-4(a))

Sec. 86-66. - Accumulation prohibited.

- (a) The accumulation or deposit of garbage, trash or perishable animal or vegetable matter in or upon any lot or land or any public or private place within the City which causes the air or environment to become noxious or offensive or to be in such a condition as to promote the breeding of flies, mosquitoes or other insects, or to provide a habitat or breeding place for rodents or other animals, or which otherwise becomes injurious to the public health is prohibited and declared to constitute a nuisance.
- (b) No garbage or mixed refuse shall be kept more than eight days on any premises except at an approved and properly licensed sanitary landfill site. Dead animals shall not be kept more than one day.

(Code 2005, §§ 8-3-4(b), 8-3-11)

86-67 - Garbage Containers

- (a) The City shall provide containers for residential waste. Each residential unit shall be allowed up to two (2) containers. Any residential unit requiring more than two (2) cans shall be charged the light commercial rate.
- (b) Specially printed garbage bags purchased from the City shall be used for excess garbage and shall be placed in the city dumpster designated by public works. Bags purchased from the City shall not be placed curbside for pickup.

86-68 - delete

86-69 - delete

86-70 through 86-94 - no changes

86-95 - Placement of refuse

- (a) Residential solid waste shall be accessible to collection crews. Residential solid waste in containers provided by the City shall be placed immediately behind the curb of the public street for collection or in a place designated by the City. The opening of the can shall face the street

- with the handle facing towards the property. Each can must be placed at least six (6) feet apart to allow for the equipment to pick up the cans.
- (b) Collection crews will not collect residential solid waste unless it is placed at the curb of a public street. Should collection crews be unable to discharge contents of the garbage cans into collection vehicles using normal handling methods, the cans will not be emptied. Garbage shall not exceed the top of the container or overflow outside of the container. The lid to the garbage container must be able to close when filled with garbage. The owner shall make provisions to ensure that the solid waste therein can be collected on the next collection day.
- (c) Residential customers that habitually exceed the capacity of the garbage container will be notified and charged for an additional container.
- (d) During winter months, solid waste containers shall not be placed on the top of a snow bank, nor shall it be placed in the roadway. The owner shall either shovel out an area behind the curb in which to place the waste container or it shall be placed in the owner's driveway.

86-96 through 86-98 - no changes

Section II:

This ordinance shall become effective on its passage and publication as provided for by law.

CITY OF CHETEK

By: _____
Jeff Martin, Mayor

Attest: _____
Carmen Newman, City Clerk/Treasurer

Date Passed: June 8, 2021

Date Published: _____

CITY OF CHETEK

EMERGENCY OPERATIONS PLAN

June 2021

Supplement to the Barron County Emergency Operations Plan

EMERGENCY OPERATIONS CENTER - ALERTING LIST

1. City Emergency Management
2. Director/Coordinator – Mayor Jeff Martin
Cell Telephone: 715-925-6078
Office Telephone: 715-924-4838
Home Telephone: 715-924-4234
Email: chetekmayor@cityofchetek-wi.gov
3. Alderperson – Scott Bachowski
Cell Telephone: 715-931-0502
Office telephone: 715-537-6290
Home Telephone:
Email: sbachowski@msn.com
4. Alderman – Earl Grover
Home Telephone: 715-924-2609
Email: kathyg2018@outlook.com
5. Alderperson – Mark Edwards
Cell Telephone: 715-914-9122
Home Telephone: 715-924-2261
Email: markedwards1113@yahoo.com
6. Alderman – Terry Hight
Cell Telephone: 715-475-9811
Home Telephone:
Email: hightward3@chibardun.net
7. Clerk/Treasurer – Carmen Newman
Cell Telephone: 715-642-0431
Office Telephone: 715-924-4838
Home Telephone:
Email: cnewman@cityofchetek-wi.gov
8. Director of Public Works - Dan Knapp
Cell Telephone: 715-642-3029/715-642-0822
Office Telephone: 715-924-4236
Home Telephone: 715-924-2667
Email: dknapp@cityofchetek-wi.gov

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EMERGENCY TELEPHONE LISTINGS

	<u>Phone</u>
Barron County Sheriff's Department	(911) 715-537-3106
City of Chetek Police Department	(911) 715-924-3686
Police Chief Ron Ambrozaitis	715-924-3686(O) 715-234-1925 (H) 715-651-1154(C)
Chetek Fire District	(911) 715-237-3370
Fire Chief Ryan Olson	
Mayo Clinic Health System in Barron	(911) 715-537-3186
Lakeview Medical Center	(911) 715-234-1515
Chetek Ambulance	(911) 715-924-4211
(Jeff Martin) Mayor, City of Chetek	715-924-4838 (O)
Dan Knapp, Director of Public Works	715-642-3029/715-642-0822(cell) 715-924-4236 (H)
Wisconsin Emergency Management Duty Officer	800-943-0003
Municipal Office of Emergency Management	715-924-4838
Barron County Emergency Management	715-537-6595
Xcel Energy	800-895-1999
Barron Electric Cooperative	715-537-3171
Mosaic Telecom	715-458-5400
CenturyLink Telephone Company	800-824-2877
Wisconsin Gas Company	800-261-5325
American Red Cross Chippewa Valley Chapter Barron County Site Office (Rice Lake)	715-234-4888
Barron County Health & Human Services	715-537-5691
County Medical Examiners Officer (Coroner)	(911)
Wisconsin DNR (Cumberland Office)	715-822-3590 or 800-228-1368

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Email: dknapp@cityofchetek-wi.gov

LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

FEDERAL

PL 100-707 Title 40, Chap. 116, US Code	Robert T. Stafford Disaster Relief and Emergency Assistance Act Emergency Planning and Community Right-to-Know Act of 1986
---	--

WISCONSIN STATUTES

26.97	Law Enforcement and Police Powers of Town Chairpersons
59.03(1)	Home Rule (Counties)
59.04	Construction of Powers (Counties)
59.12	Chairperson, Vice Chairperson Powers and Duties (County Board)
59.17(2)	Duties and Powers of County Executive
59.18(2)	Duties and Powers of County Administrator
59.54	Powers and Duties of Counties: Public Protection and Safety
59.54(8)	Local Emergency Planning Committees
61.34	Powers of Village Board
83.09	Emergency Repairs of County Trunk Highways
213.095	Police Power of Fire Chief, Rescue Squads
321.39	Call to State Active Duty (Wisconsin National Guard)
323.12	Powers and Duties of the Governor
323.14	Powers and Duties of Counties and Municipalities
323.15	Powers and Duties of Heads of Emergency Management Services
323.11 and 323.24	Emergency Powers of Cities, Villages and Towns
895.483	Civil Liability Exemption, Regional and Local Emergency Response Teams and Their Sponsoring Agencies

COUNTY ORDINANCES

MUTUAL AID AGREEMENTS

ACRONYMS

CP COMMAND POST
DNR DEPARTMENT OF NATURAL RESOURCES
EMS EMERGENCY MEDICAL SERVICES
EOC EMERGENCY OPERATIONS CENTER
EOP EMERGENCY OPERATIONS PLAN
ICS INCIDENT COMMAND SYSTEM
NIMS NATIONAL INCIDENT MANAGEMENT SYSTEM
PIO PUBLIC INFORMATION OFFICER
UDSR UNIFORM DISASTER SITUATION REPORT
WEM WISCONSIN EMERGENCY MANAGEMENT

CITY EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This City Plan has been developed to provide procedures for the City of Chetek to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the City of Chetek is part of the county emergency management program. This City Plan is to be used in conjunction with the Barron County Emergency Operations Plan (EOP). The City Plan will be maintained in accordance with current standards of the Barron County EOP and in accordance with the local/City government. Review of the City Plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment in the City of Chetek. These hazards are outlined in Barron County Hazard Analysis. A copy of this is located in the County Emergency Management Office, 1420 State Highway 25 North, Barron, Wisconsin.

C. CONCEPT OF OPERATIONS:

City officials have primary responsibility for disasters that take place in the City. They will activate the appropriate municipal agencies to deal with the disaster. The City Mayor or the municipal emergency coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with the county officials if county assistance is necessary.

Actions that the City and county should consider if this City Plan is activated.

1. City officials and municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a. The Emergency Management Coordinator (City Mayor) coordinates all emergency response actions.
 - b. If and when all City resources are depleted, the City Mayor/Officials declare a local state of emergency and notify the County Emergency Services Director of this action.
 - c. Forward the local state of emergency declaration to the County Emergency Services Office.

- d. The City Mayor/Emergency Management Coordinator activates the Municipal EOC. This facility is located at 220 Stout Street, Chetek.
 - e. Municipal emergency response officials/agencies respond according to the checklists outlined in the Attachments A-K.
 - f. The County Emergency Services Director directs departments/agencies to respond to the situation.
 - g. The City Mayor/Officials issue directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. The County Emergency Services Director notifies the public of the situation and appropriate actions to take.
 - i. The City Mayor shall keep county officials informed of the situation and actions taken.
3. If City resources become exhausted or if special resources are required, request county assistance through the County Emergency Services Office.
4. If assistance is requested, the County Emergency Services Office shall assess the situation and make recommendations.
5. The county shall do the following (to the extent appropriate):
 - a. Activate the County EOC.
 - b. Implement the County EOP.
 - c. Respond with county resources as requested.
 - d. Activate mutual aid agreements.
 - e. Coordinate county resources with City resources.
 - f. Notify Wisconsin Emergency Management (WEM) Regional Director.
 - g. Forward Uniform Damage Situation Report (UDSR) Form.
 - h. Assist City with prioritizing and allocating resources.
6. If City and county resources are exhausted, the County Emergency Services Director may request state assistance through Wisconsin Emergency Management.
7. If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, County Emergency Services Director, and City Emergency Management Coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
8. After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.
9. The State Administrator of Wisconsin Emergency Management notifies the Governor and makes recommendations.

10. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. ORGANIZATION:

See the Emergency Operations Center Alerting List (page ii).

E. RESPONSIBILITIES AND TASKS:

See Attachments A-K for emergency responsibilities of key officials in your jurisdiction.

F. RESOURCE MANAGEMENT:

Mutual Aid Reciprocal Agreements:

Fire Protection – All Barron County fire departments have a mutual aid agreement with all other fire departments in Barron County.

Emergency response coordinated with the Barron County Sheriff's Department.

Support from State and Federal Agencies:

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Services Director. Requests for Wisconsin National Guard assistance should be channeled through the County Emergency Services Director.

G. PLAN DEVELOPMENT AND MAINTENANCE

The City of Chetek EOP Development Team is composed of representatives from the City Council. The Council is responsible for developing and maintaining this plan.

The Team meets on an as needed basis or as determined by the City Mayor. The Team reviews incidents, changes, and new information and makes revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

H. SIGNATURES

The undersigned have reviewed and hereby approve this Emergency Operations Plan for the City of Chetek.

City Mayor

Date

City Clerk/Treasurer

Date

Alderman

Date

Alderman

Date

Alderman

Date

Alderman

Date

CITY MAYOR/OFFICIAL

KEY ACTION CHECKLIST

The City Mayor/Official is responsible for the overall management of the City of Chetek. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

CITY MAYOR/OFFICIAL SHOULD:

1. Ensure that the City Mayor/Emergency Management Coordinator or designated person has activated/is activating the Emergency Operations Center (EOC).
2. Report to the EOC/Command Post.
3. Ensure that the City Emergency Management Coordinator or designated person provide an initial damage assessment and casualty report.
4. Ensure that the City Emergency Management Coordinator and City Officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. In consultation with the County Emergency Services Director, determine whether or not county, state or federal assistance should be requested. (City and county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

CITY EMERGENCY MANAGEMENT COORDINATOR

KEY ACTION CHECKLIST

The City Emergency Management Coordinator coordinates all components of the emergency management program in the City of Chetek. This includes hazard analysis, preparedness, mitigation, response, and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this department should consider.

CITY EMERGENCY MANAGEMENT COORDINATOR SHOULD:

1. Report to the City EOC or Command Post.
2. Ensure that City Officials and County Emergency Services Director have been notified, key facilities warned, sirens activated, etc.
3. Activate the City EOC (see EOC Alerting List – Page 2). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the City Mayor/Official and to the County Emergency Management Director.
5. Conduct regular briefings of the EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

CITY CLERK/TREASURER

KEY ACTION CHECKLIST

The City Clerk/Treasurer is responsible for their assigned activities in the City of Chetek. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

CITY CLERK/TREASURER SHOULD:

1. Report to the City EOC or Command Post.
2. Maintain records indicating City expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
 - Provide information regarding the dollar value of property damaged as a result of the disaster
 - Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.

WARNING/COMMUNICATIONS

KEY ACTION CHECKLIST

The Warning and Communications function is responsible for warning and communications in the City of Chetek. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Barron County Sheriff's Department, located in the Justice Center at 1420 State Highway 25 North, Barron, Wisconsin, is responsible for warning and communications activities in the City of Chetek.

The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
 - a. City Mayor/Official
 - b. County Emergency Services Director
 - c. Special Facilities (nursing homes, schools, hospitals, etc.)
2. Ensure all agencies represented in the City EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment may consist of phone, cell phone, and/or two-way radio with the Barron County Highway Department.
3. Activate public warning system. This may consist of telephone or door-to-door contact.
4. Establish communications with the County EOC if activated or the County Emergency Services Office.
5. Establish communications with Command Post if established.

LAW ENFORCEMENT

KEY ACTION CHECKLIST

The City of Chetek Police Department is responsible for law enforcement activities in the City of Chetek. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all Police Department staff have been notified and that they report as situation directs.
2. Direct the designated law enforcement representative to contact the City EOC/Command Post for current information.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants.
5. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officer(s) to close off the damage site area and to stop all in-bound traffic. An emergency pass system may be needed.
7. Report above information to appropriate law enforcement agencies.
8. Establish a staging area in the City; designate a Command Post; and establish initial command until relieved.
9. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

Coordinate the removal of vehicles blocking evacuation or other response vehicles.

Assist the medical examiner with mortuary services.

If the County EOC is activated, establish and maintain contact with the contact person representing law enforcement.

Try to anticipate your department's needs for manpower and equipment 24 hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments and/or state police.

HUMAN SERVICES

KEY ACTION CHECKLIST

The Barron County Department of Health and Human Services will serve as the Human Services Coordinator in Barron County and is responsible for human services activities in the City of Chetek. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of municipal agencies/departments that provide human services type services. (Identified in County Resource Manual).
2. Report to the Emergency Operations Center if open or Command Post.
3. Coordinate with Red Cross in opening and managing shelters.
4. Ensure canteen is set up to feed emergency workers in the City.
5. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Emergency Services Director.

PUBLIC WORKS

KEY ACTION CHECKLIST

The Director of Public Works is responsible for public works activities in the City of Chetek. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the City Shop, EOC or Command Post as directed.
3. Review the disaster situation with field personnel and report situation to the City Emergency Management Coordinator.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with Law Enforcement travel restrictions/road closures within the City.
7. Assist with traffic control and access to the affected area (if requested).
8. Assist with search and rescue activities as may be requested.
9. Assist private utilities with the shutdown of gas and electric services (if requested).
10. As necessary, establish a staging area for public works.
11. Report public facility damage information to the Damage Assessment Team within the first 24 hours of incident.
12. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.

PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLIST

The Director of Public Health will serve as the Public Health and Emergency Medical Services Liaison in Barron County and is responsible for public health and emergency medical service activities in the City of Chetek. He/she will coordinate health services activities with the Barron County Emergency Medical Services Officer. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Assist in evacuating group homes, nursing homes, hospitals, and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals and ambulances).
3. Assure that public health needs of disaster victims are met.
4. Assume primary operational control for health-related emergencies such as pollution, contamination, diseases and epidemics.
5. Establish a triage area for victims if one hasn't already been established.
6. Assist in coordinating medical transportation for victims.
7. Establish a staging area in the City if needed.

PUBLIC INFORMATION

KEY ACTION CHECKLIST

The City Mayor is responsible for public information activities in the City of Chetek. The following tasks represent a checklist of actions this department/agency should consider in an emergency or disaster situation.

1. The City Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials. As the situation changes, the PIO may change also.
2. Maintain liaison with the EOC and Command Post in order to stay abreast of situation.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the County EOC is activated, coordinate with the County PIO to prepare news releases.
5. Conduct press tours of disaster areas within the City as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center.
7. Assist the county with establishing a Rumor Control Center.
8. Issue protective action recommendations or public service advisories as directed by the chief elected official.

FIRE SERVICES

KEY ACTION CHECKLIST

The Chetek Fire District is responsible for fire services activities in the City of Chetek. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish and/or respond to designated staging area, Command Post or City EOC as directed by on-scene personnel.
2. Assist Law Enforcement in warning the affected population.
3. Rescue injured/trapped persons.
4. Protect critical facilities and resources as capable.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
6. Assist Law Enforcement with evacuation, if needed.
7. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the County EOC is activated, establish and maintain contact with the person representing fire services.

If the Barron County Hazardous Materials Response Team is needed, request their assistance through the Sheriff's Department.

If the Regional Hazardous Materials Team is needed, obtain assistance through the WEM Duty Officer (1-800-943-0003).

If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

DAMAGE ASSESSMENT

KEY ACTION CHECKLIST

The City Board is responsible for damage assessment activities in the City of Chetek. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the City EOC or Command Post.
2. Record initial information from first responders such as law enforcement, public works or fire services.
3. Activate the Damage Assessment Team, which consists of the City Council and Street Department.
 - a. Within first 2-3 hours: Complete preliminary UDSR:
 1. Number of fatalities.
 2. Number of critical/minor injuries.
 3. Number of home/businesses damaged/destroyed.
 4. Number of power/telephone lines, poles damages.
 5. Number of public facilities such as highways, roads, bridges, etc. damaged.
 6. Number of people who are homeless or in shelters.
 - b. Within 8 hours:
 1. Recount items 1-6 above.
 2. Complete another UDSR, estimating public and private damage.
 3. Video tape and/or take photos of major damage.
 - c. Within 24 hours:
 1. Update items a and b above.
 2. Complete updated UDSR.
4. Provide damage assessment information to the appropriate City officials and County Emergency Services Director to assist in the preparation of the UDSR.
5. If the situation warrants, prepare a local state of emergency declaration and forward to the County Emergency Services Director.
6. Plot damage assessment information on status boards in the City EOC and locate damaged sites on a map.
7. Record all expenditures for City personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the City Public Information Officer.

DISASTER DECLARATION

WHEREAS, a disaster, namely _____ has struck the City of Chetek: and

WHEREAS, because of such emergency conditions, the Common Council is unable to meet with promptness; and

WHEREAS, the disaster has caused the City of Chetek to expand or commit all of its available resources; and

WHEREAS, the City of Chetek is asking for county assistance and requests the county to advise the State of Wisconsin of our emergency conditions:

NOW THEREFORE, pursuant to State Statute 323, as Chief Elected Official of the City of Chetek in testimony whereof I have hereunto set my hand and have caused the great seal of the City of Chetek to be affixed.

Done at the City Hall this _____ day of _____, 20_____.

NOW THEREFORE, pursuant to State Statute 323, as Mayor City of Chetek, do hereby concur that a state of emergency exist in the City of Chetek.

In testimony whereof I have hereunto set my hand. Done at _____ this _____ day of _____, 20_____.

Mayor, City of Chetek

EVACUATION DECLARATION

WHEREAS, a disaster proclamation has been issued; and

WHEREAS, the disaster resulted in a state of emergency existing in our community; and

WHEREAS, it is reasonable to believe that a threat to the lives and health of our citizens exists;

NOW THEREFORE, I _____ do hereby proclaim that the area bordered by _____ on the north, _____ on the south, _____ on the east, and _____ on the west be immediately evacuated.

This proclamation in effect until further notice.

In testimony whereof I have hereunto set my hand.

Done at _____ this _____ day of _____, 20_____.

Mayor, City of Chetek

SPECIAL FACILITIES IN OR NEAR CITY OF CHETEK

FACILITY & ADDRESS	# PEOPLE	CONTACT	TITLE	WORK
Schools				
Chetek-Weyerhaeuser Senior High 1001 Knapp Street	400	Mark Johnson Larry Zeman	Superintendent Principal	715-924-2226 Ext 2007 715-924-3137
Chetek-Weyerhaeuser Middle School 1001 Knapp Street	275	Mark Johnson	Superintendent Principal	715-924-2226 Ext 2007 715-924-3136
Roselawn Elementary School 1201 6th Street	467	Mark Johnson	Superintendent Principal	715-924-2226 Ext 2007 715-924-2244
Hospitals/Clinics				
Marshfield Clinic - Lake Country 806 2nd Street	15	Lori Moe	Registered Nurse	715-924-2000
Luther Midelfort Northland - Chetek 220 Douglas Street	20	Karolyn Bartlett	Asst Administrator Luther Midelfort Northland	715-537-3166 Ext 71601
Nursing Homes/Elderly/Disabled				
Atrium Post Acute Care 725 Knapp Street	97 beds		Administrator	715-924-4891
Atrium Senior Living 708 Tainter Street	14 residents		Administrator	715-924-4891
Evergreen Apartments 707 Tainter Street	20 units elderly	Diane Weiss	Manager	715-925-2015 866-405-3056
Lone Oak Manor Apartments 801 West Stout Street	30 Apts/ 32 residents	Meg Skempl Judy Anderson	Executive Director Board Chair	715-537-5344 N/A
Just Like Home 1117 West Stout Street	4 elderly	Ted & Sonia Kotz	Owners	715-924-3632
BARC Lane Apartments (Barron Area Retarded Citizens) 651 9th Street	6 units	Kerry Rieper	Caretaker	715-357-3334 800-685-9353
Day Care Centers				
Little Creations Child Care 727 Morrison Street	9 or more children	Carrie Johnson		715-924-3239
FACILITY & ADDRESS				
Little Steps Day Care 998 23-3/4 Street	8	Josephine Zeman		715-859-6654
Chetek Kids Club; Chetek-Weyerhauser School District; 1001 Knapp St	Approx 30	Mark Johnson	Superintendent	924-2226X 2007 924-2244X 2132
Off-Site Facilities/Miscellaneous				
Parker Hannifin Corporation 1715 Parker Drive	85 shift 1 - 65 shift 2 - 50 shift 3		Facility Coordinator	715-924-9402 (24 hr)

OFF-SITE PLANNING FACILITIES IN OR NEAR CITY OF CHETEK

NOTE: Complete off-site facility plans are located at the Chetek Fire Department and the Barron County Emergency Services Office.

FACILITY	EHS	NON-EHS	QTY	MAXIMUM VULNERABILITY ZONE
Parker Hannifin Corporation	Anhydrous Ammonia		5,000 lbs.	>10 miles
	Sulfuric Acid		4,750 lbs.	
		Mineral Oil	188,510 lbs.	
		Oxygen	14,000 lbs.	

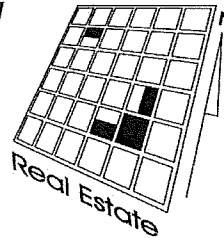
**CONTRACT FOR
MAINTENANCE
ASSESSMENT SERVICES**

Prepared for the
City of Chetek
Barron County

By

***Associated Appraisal
Consultants, Inc.***

Appleton ■ Hurley ■ Lake Geneva



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W6237 Neubert Road
Appleton, WI 54913
Phone (920) 749-1995/Fax (920) 731-4158**

**P.O. Box 291
Greenville, WI 54942-0291**

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
Hurley, WI 54534

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **City of Chetek, Barron County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract. This Contract is being provided under the assumption all property records are in digital format. Digital property records include digital photographs, sketches and property record data compliant with the Wisconsin Department of Revenue mandates. In the event the records are not digital, there shall be an additional cost for conversion.

INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

A. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

B. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of

property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

C. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

D. **OPEN BOOK CONFERENCE.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

E. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall

prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue; postage and mailing services are at the Municipality's expense.

F. **BOARD OF REVIEW ATTENDANCE.** Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). Any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

G. **PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage and mailing services are at the Municipality's expense. Each year the Assessor will review statements and follow up with unfiled or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

H. **PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including sec. 70.35(3) Wis. Stats., regarding the personal property return, sec. 70.47(7)(af), Wis. Stats. regarding income and expense information provided to the assessor and board of review; and sec. 77.265, Wis. Stats., regarding the real estate transfer return.

I. **AVAILABILITY.** The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend City meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

J. **MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.

K. **MAPS.** Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the

Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of City Assessor as per Wisconsin Statutes secs. 62.09 (1)(c) and 70.05(1) for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under sec. 895.46(1), Wis. Stats. for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Wisconsin Statutes secs. 74.35, 74.37 and circuit court claims, unless otherwise specified in this Contract.

B. QUALIFICATIONS AND CONDUCT OF PERSONNEL. The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. INSURANCE AND INDEMNITY. The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. **TERM.** The term of this Contract is for the **2022, 2023, 2024, 2025 and 2026** assessment year(s). The assessor shall have completed all work under this Contract on or before July 1 of each year, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.

B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, any compensation not yet paid to the Assessor shall be paid based on a weighted scale relative to work completed to date.

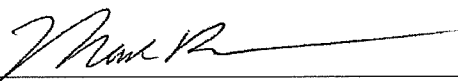
C. **AUTOMATIC RENEWAL.** This Contract will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

- A. The Municipality shall pay the Assessor **Nine Thousand One Hundred Fifty Dollars (\$9,150.00)** for 2022, **Nine Thousand Two Hundred Fifty Dollars (\$9,250.00)** for 2023, **Nine Thousand Three Hundred Fifty Dollars (\$9,350.00)** for 2024, **Nine Thousand Four Hundred Fifty Dollars (\$9,450.00)** for 2025 and **Nine Thousand Five Hundred Fifty Dollars (\$9,550.00)** for the 2026 assessment year(s) for maintenance assessment services through December 31, 2026.

- B. Municipality shall be billed annually an additional **Ten Dollars (\$10.00)** for each personal property account and **Fifteen Dollars (\$15.00)** for each mobile home subject to a monthly permit fee. Invoicing for this service will be sent in December each year.
- C. The compensation due the Assessor shall be paid in monthly or quarterly installments throughout the 2022, 2023, 2024, 2025 and 2026 assessment year(s).
- D. The Municipality shall not be billed for mileage or supplies unless otherwise specified in this Contract and/or addenda.
- E. Renewal Adjustments: A cost of living adjustment of not more than three percent (3.0%) may be applied on an annual basis for each year of automatic renewal after 2026.
- F. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.
- G. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost of a penny and a half per parcel per month ($\$.015 * 1,434 = \21.51) payable to a third-party vendor. Should the parcel count change, this cost would decrease or increase at the rate of \$.015 per parcel.
***** Please initial yes or no to post data to the website. *****
 Yes _____ No _____

V. SIGNATURES



 Mark Brown
 President
 Associated Appraisal Consultants, Inc.

05/05/2021

 Date

 Authorized Signature
 City of Chetek

 Date

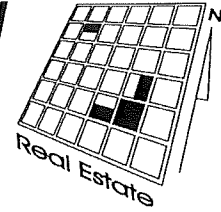
Assessment Services Proposal Summary for the City of Chetek

Services Performed For:
City of Chetek

Carmen Newman
City Clerk / Treasurer

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



Fee Schedule

The figures below are based on 5 years of professional assessment services. Optional add-on assessment services for a revaluation would be in addition to the price of annual maintenance.

Contract Proposal	2022 Assessment Year	2023 Assessment Year	2024 Assessment Year	2025 Assessment Year	2026 Assessment Year
MAINTENANCE	\$9,150	\$9,250	\$9,350	\$9,450	\$9,550
OPTIONAL ADD-ON REVALUATION ASSESSMENT SERVICES					
FULL REVALUATION	+\$54,600 (for each revaluation assessment year)				
EXTERIOR REVALUATION	+\$46,600 (for each revaluation assessment year)				
RECORD QUESTIONNAIRE	+\$1,400 (for each exterior revaluation assessment year)				
INTERIM MARKET UPDATE	+\$18,900 (for each revaluation assessment year)				

Out-of-Pocket Expenses / Invoice Procedures

MAINTENANCE: The compensation due the Assessor shall continue to be paid in monthly or quarterly installments throughout the 2022, 2023, 2024, 2025 and 2026 assessment year(s). The maintenance contract will continue to include separate charges for postage and mailing services, monthly permit fee and personal property accounts.

REVALUATION: Payment shall be made on a monthly basis for services and expenses incurred during a Revaluation year. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review.

- The 2021 assessment year will be the 4th year out of compliance in accordance with sec. 70.05(5), Wis. Stats. The City will statutorily be required to conduct a revaluation prior to or during the 2023 assessment year at the latest to avoid a state ordered reassessment for the 2024 assessment year which will cost 2-3 times the amounts provided above due to WIDOR oversight etc.
- Municipality will be responsible for all postage and mailing services costs during the revaluation year and are estimated to cost \$2,500 +/- if conducting a full or exterior revaluation (other revaluation options would be less) and would also depend on how many assessment notices and general correspondence letters are mailed.
- For budgeting purposes if the City were to conduct one of the revaluation options for the 2022 assessment year the estimated total cost would be as follows:

Maintenance	Full Revaluation	Personal Property	Postage	Total
\$9,150	+\$54,600	+\$2,040	+\$2,500 +/-	= \$68,290 +/-
Maintenance	Exterior Revaluation	Personal Property	Postage	Total
\$9,150	+\$46,600	+\$2,040	+\$2,400 +/-	= \$60,190 +/-
Maintenance	Interim Market Update	Personal Property	Postage	Total
\$9,150	+\$18,900	+\$2,040	+\$1,500 +/-	= \$31,590 +/-

- Options to spread a revaluation cost over two years is available upon request and would be based on the revaluation type and assessment year.