

City of Chetek Common Council Meeting Agenda
Tuesday, December 13, 2022- 6:00 p.m. (following public hearing)
Council room, 220 Stout Street, Chetek, WI

Also view meeting remotely on the City Facebook page

AGENDA:

Call to order

Roll call – Mayor Martin___ Scott Bachowski___, Earl Grover___, Terry Hight___, Thea Hempel___

Prayer

Pledge of Allegiance

Mayor Comments

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.

Motion to approve agenda

CONSENT AGENDA:

- a. Council minutes and city claims: **November**
- b. Department/Board reports as submitted -**Plan Commission-November; Housing Authority-September; Ambulance-November; Economic Development-November;**
- c. Resignations and/or appointments from boards/committees:
- d. General licenses/permits: **Vintage Voyagers request to use airport runway area for 2023 car show;**

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

Hangar lease renewals - #9 and #16

NEW BUSINESS:

1. Zoning petition - 1307 3rd Street from single family residential to commercial
2. Resolution 2022-15 - petitioning secretary of transportation for airport improvement aid
3. Articles of Agreement - between City of Chetek and Town of Chetek as joint fire district
4. Ordinance 787A - Short Term Rentals
5. Resolution 2022-16 - adjust 2022 budget

Adjournment

Minutes of the City of Chetek Common Council Meeting held on Tuesday, November 15, 2022 in the council room, 220 Stout Street, Chetek, WI. Also posted live on the City Facebook page

The meeting was called to order by Mayor Martin at 6:00 p.m.

Members in attendance: Mayor Martin, Scott Bachowski, Earl Grover, Terry Hight, Thea Hempel

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

Hight motioned to approve the consent agenda items: council minutes and city claims for **October**; accept and place file department/board reports as submitted - **Community Center-October; Fire Commission-September; Library-September & October. 2nd by Bachowski. Carried.**

April Anderson, CPA with Clifton, Larson, Allen, presented an overview of the 2021 audit report.

Hangar lease agreements - City ordinance does state that "all hangars shall be only for aircraft and related purposes" but council members felt it should be added to the lease agreements as well.

Bachowski motioned to approve the lease amendment - 2nd by Grover. Carried.

Hangar lease fees - annual lease fees were increased to \$252 November 2019. Council members discussed the airport budget. The majority of the revenue generated to operate the airport is from hangar taxes, fuel sales, and lease fees. The estimated cost over and above the revenue generated is \$10,000 which is the mowing and snow removal expense. Money has not been set aside in the capital outlay account for a few years. The city will be applying for airport improvement aid to sealcoat/microsurface crack fill the runway. The estimated cost to the city will be \$23,000, which is 20% of the cost. If the city waits longer to repair the runway it will need to be replaced at an estimated cost of \$1.5 million. The city's share of that cost would be \$300,000. Bachowski motioned to increase hangar fees by 20% which would bring the annual fee to \$302.50. Roll call vote: Bachowski-yes, Grover-no, Hight-no, Hempel-yes. Mayor broke the tie with an aye. Motion carried.

Hangar lease renewals - hangar # 9 and #16. Lease agreements are expiring 12/31/2022. Both hangar owners are in noncompliance due to either using the hangar as a residence or not providing required liability insurance. Council members requested a letter be sent to both hangar owners advising them of the compliance issues and requiring an inspection before the December 13th council meeting. Hangar leases will be approved when hangar owners are in compliance.

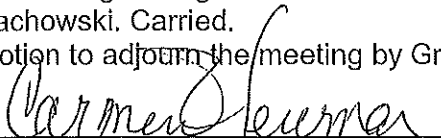
Credit on sewer bill - The owners at 526 Pleasure Street had an issue with a valve in the basement getting left on during their remodeling project. The water was supposed to be shut off, however; the value in the basement that was put in years ago to flush the sewer line was on and used more than 22,000 gallons of water. Hempel motioned to allow a credit of \$84.00, 2nd by Grover. Carried.

Short term rental ordinance - council members discussed the draft ordinance regulating short term rentals. Tim Esselman, Tristan Mack, and Daniel Hollihan, owners of short term rentals, asked questions regarding some of the language in the draft. Some of their concerns were regarding the distance of the manager/owner, signage, inspections, parking restrictions, and limit of additional guests. Council members stated their concerns will be considered and the final draft of the ordinance will be presented at the December council meeting.

Handicap accessible doors - Donna Bachowski presented her request for handicap doors at The Center. She is asking for two doors to be fitted with the automatic openers for handicap access. She has two bids and the work could be done in the winter. The library is also looking at replacing their main door with a handicap accessible door. The ARP (covid fiscal recovery funds) could be used for these projects. Council set a meeting date of Tuesday, December 6th to discuss the proposed use of the funds.

2023 Budget - Hight motioned to adopt the 2023 budget as presented at the public hearing. 2nd by Bachowski. Carried.

Motion to adjourn the meeting by Grover. 2nd by Hempel. Carried.


Carmen Newman, clerk/treasurer

Minutes of the Budget Hearing held on Tuesday, November 15, 2022 at 5:30 p.m. in the council chamber at 220 Stout Street, Chetek, WI

Mayor, Jeff Martin, called the hearing to order.

Present: Jeff Martin, Scott Bachowski, Earl Grover, Terry Hight, Thea Hempel.

The purpose of this hearing is to discuss and review the proposed 2023 budget.

The levy for the City of Chetek will increase .74%. The maximum increase in our levy was \$9,999. The increase actually taken was \$9,963. The wages will not increase until the wage study is completed early 2023.

Generally, the benefit accounts include some money for any changes in health insurance that may occur during the year. This year those monies were moved to a separate line item along with a 3% increase to the wages so the personnel/council can determine where any increases may be needed.


Council members discussed the fire department budget and Earl Grover answered some questions regarding their budget.

No funds were budgeted for sidewalks or the public works vehicle/equipment account. The budget is tight due to increases in insurance, utility bills, vehicle fuel, etc.

The total expenditures budgeted is \$2,083,837 - up from \$2,058,124 in 2022.

No public comments were made.

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



Carmen Newman, clerk/treasurer

Minutes of the Hearing of the Plan Commission of the City of Chetek held on November 17,2022 at 6:00p.m.

A Public Hearing was called to order at 6:00 pm on November 17,2022 by Mayor Jeff Martin to hear a request from David Horton owner of 1307 3rd St to rezone from R-1 to C-Commercial to expand the business.

Planning Commission attendees were Mayor Martin, Dave Swangim, Mark Etten & John Hunsinger Absent were Shawn Ayers & Del Wacker. Also in attendance was Secretary for the Planning Commission Mark Eby, Dave Horton owner of 1307 3rd St. and Kristine Goten

***6:00 PM Hear a request from David Horton owner of 1307 3rd St to rezone from R-1 to C-Commercial to expand the business.**

Kristine Goten was wondering how things got started so quickly. She has some concerns with the property. Her concerns are of being so close to her property and the safety with the chance of a possible driveway. Would like open communication with the property owner. Dave bought the property in September and said that he needed to do some of the work right away otherwise it would not happen a whole year with covid and everything else that is going on. He would like to put 12 additional parking stalls, some in the new location where the green houses would go there. Rentals is a 3 to 4 year thing down the road which would be on Dallas st if it were to even happen as it is very expensive to do rentals like that and Dave said that it would be down the road. Everything has been done by professionals in regards to electrical and plumbing. Currently all the flower traffic is on 3rd st and Dallas St especially trucks and tractors. He is putting all the mulch and greenhouse all in one area. The fence that is there now is not a permanent fence but a temporary/movable fence. Scott asked if there would be a permanent fence and Dave said no it would be portable but is anchored down so it would not blow anywhere and would be fenced on Kristines side on Leonard St. Where the parking is now will remain. Dave said that he would gain 7 stalls on the Dallas St side. Kristine is concerned with stuff that may go on Leonard. His parking and black top will never go to Leonard St for people to go. There would be a ditch on the side facing Leonard St. Mark Etten asked if the fence is 40 to 50 ft from the center line and that is correct. Dave currently has 2 greenhouses. Where the current greenhouses are now he is in consideration of possibly putting a shed there for the large equipment rental if that is something that would be done down the road. Mark asked other than the pole building if he is gonna ever add on to the store itself and he said no he would not. Dave is willing to work with the neighbors. Public hearing was closed at 6:13pm

A regular meeting of the Planning Commission for the City of Chetek was called to order at 6:13pm on October 17,2022 by Mayor Jeff Martin.

Roll call for the Planning Commission meeting was taken. Present were Mayor Jeff Martin, Dave Swangim, Mark Etten, John Hunsinger and Scott Bachowski. Absent Shawn Ayers and Del Wacker.

Also present was Mark Eby, Planning Commission Secretary, Dave Horton owner of 1307 3rd St and Kristine Goten

Compliance with the open meeting law was verified.

Scott Bachowski made a motion to approve the prior month meeting minutes. 2nd by Dave Swangim Motion carried.

1) Discussion/Action:Approve or not approve to rezone 1307 3rd St and forward recommendation to City Council for approval

Dave Swangim made a motion to recommend to council to approve the rezoning of 1307 3rd St from R-1 to Commercial. Scott 2nd motion. Motion carried. Mark said he does understand Kristine's concern and sees that they do have communication. The mayor said that he was glad that they were both here and willing to work with the neighbors.

Motion to adjourn by Scott 2nd by John Hunsinger motion carried meeting adjourned at 6:16pm

Date of the next meeting is yet to be determined.

Respectfully Submitted Mark Eby

THE CHETEK HOUSING AUTHORITY

MONTHLY BOARD MEETING MINUTES

September 22, 2022

CALL TO ORDER

Chair Hight called the meeting to order at 2:00 PM. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

ROLL CALL

Present: Ray Hanson, Alex Harden, Terry Hight, and Marge Jost

Absent: Lou Ann Novak

Other(s) present: Meg Skemp, Executive Director

PUBLIC COMMENT

No one registered or appeared for public comment.

MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meetings were reviewed.

Motion (Jost/Harden) to approve the minutes of the July 28, 2022 meeting.

Motion carried; unanimous.

DIRECTOR'S REPORT

The committee reviewed and discussed the report provided in the meeting pack.

Harden summarized the Resident Roundtable discussion held that morning, which included ovens not working correctly, upcoming resident activities, and the preference for gift cards in lieu of holiday dinners. A Resident Roundtable will be held every other month.

Skemp discussed the Request for Proposals for a two-year audit contract, with an option for a one-year extension. The proposals are due September 30th.

BILLS

The committee reviewed the payment detail report for the invoices paid 7/29/2022 through 9/20/2022. Discussion was held regarding the Charter Communications contract.

Motion (Jost/Harden) to approve the payments. Motion carried; unanimous.

FINANCIALS

The committee reviewed and discussed the August Financial Statements prepared by Housing Authority Accounting Specialists, Inc.

Motion (Hanson/Jost) to file the statements for audit. Motion carried; unanimous.

WATER/SEWER ANALYSIS

Hight summarized his discussions with City employees regarding the complexities of utilizing 16 water deduct meters at the property. The City's billing system cannot accommodate such a request, and by the City's analysis, such a system would take 7.5 years to pay for itself if it could. No action taken.

SIDEWALK REPAIR

Hight recapped his discussion with the City’s sidewalk repair contractor and the maintenance staff’s repairs. A few areas may need to be ground or patched before winter; an inspection and follow-up repairs will be done by housing authority staff in the spring. Skemp said the warranty period on the new sidewalk panels that have cracked has expired.

CAPITAL NEEDS ASSESSMENT

Skemp reports the Barron County Housing Authority has hired two new full-time maintenance employees, both of whom will assist at the property. They will work with the Property Caretakers to review the Capital Needs Assessment and make recommendations to management for implementation.

SECURITY CAMERA REQUEST FOR PROPOSALS

The committee reviewed and discussed the specifications for the security cameras. Motion (Harden/Jost) to approve the specifications for procurement. Motion carried; unanimous.

LOCK AND HARDWARE REQUEST FOR PROPOSALS

The committee reviewed and discussed the specifications for the locks and hardware. Motion (Jost/Harden) to approve the specifications for procurement. Motion carried; unanimous.

EXTERIOR LIGHTING REQUEST FOR PROPOSALS

The committee reviewed and discussed the specifications for exterior lighting. Motion (Harden/Jost) to approve the specifications for procurement. Motion carried; unanimous.

FLAT RENT UPDATE

The committee reviewed and discussed HUD’s published 2023 Fair Market Rents (FMR) for Barron County and HUD’s policy about setting Flat Rents for the property at no lower than 80% of FMR. The 2023 FMR for 1-bedroom units is \$671, an increase of \$55 from the 2022 FMR of \$616. Motion (Hanson/Jost) to set the 2023 Flat Rent at 80% of FMR. Motion carried; unanimous.

NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be held Thursday, November 17 at 2:00 PM in the community room.

ADJOURNMENT

Motion (Harden/Hanson) to adjourn at 3:46 PM. Motion carried; unanimous.

Respectfully submitted,

Margaret Skemp
Margaret Skemp, recording secretary

CAAC Meeting Minutes November 17, 2022

John P. called the meeting to order at 6:05 pm

Roll Call- Board Members present- Terri Hight, Joe Atwood, John Postle, Arnie Anderson.

Zoom- Mitch Hanson. Also present- Ryan Olson, Renelle Gill

- Announcements- None
- Agenda- Terri motioned to approve the agenda as presented, second by Arnie motioned carried
- Minutes- Terri motioned to approve the minutes from September 26, 2022 meeting, second by John motion carried
- Payments- Joe motioned to approve payments, second by Arnie motion carried
- Treasurer's Report- Renelle gave a Treasure Report including banking totals checking & savings (\$ 211,859.85). Collection statistics from Jan-Sept 2022, income and expenses year to date, profit and loss budget vs. actual
- Treasurer Report- Joe motioned to accept Treasurer Report, second by Terri, motion carried
- Director's Report- Ryan reported run activity, talked about how full time EMTS would benefit the service and proposed an estimated cost for 6 fulltime employees at an estimated cost of \$543,697.60. Ryan asked the Board to keep this proposal on their minds for the future. There are 29 EMTS on the roster at this time and they are averaging 700+ calls per year. During the Directors Report subsidies were asked about by Mitch and Monty from the Town of Stanley was present and said they are contributing some ARPA funds to the service. Town of Chetek, Town of Prairie Lake, City of Chetek, Town of Dovre, Town of Sioux Creek, Town of Stanley all committed to contribute. Someone will contact Town of Rust and Sumner to ask if they are contributing.
Note: The City of Chetek is still requesting an invoice of purchase and Ryan said he will get that. Ryan reported that the service received \$ 18,000 from the Wisconsin Flex Grant and FAP money to use towards the purchase of two cots and one Lucas device. The service has also sent letters to area businesses asking for donations for these items and received \$5000 so far.
- Public Comment- No Public Comment
- Old Business- The Board is to review the proposed Articles of Agreement for the next meeting in January. John and Mitch visited Stanley and Sumner and indicated that Stanley will start paying subsidies and not sure about Sumner. Terri asked Ryan to provide a work schedule from the past few months and Ryan stated that this information shall stay with Board Members only.
- New Business- Ryan asked what direction is the Board going for pay and benefits for the Director and Treasurer regarding their contracts. John stated that the Director has not had a pay increase for 5 years, and started the position in 2018. Renelle stated that she feels her pay is adequate and does not want a raise.

- Future agenda topics- Review Articles of Agreement, report updates with Stanley and Sumner, have a closed session meeting during the January Meeting to discuss employment.
- Next meeting date is set for January 26, 2023.
- Terri motioned to adjourn second by Arnle motion carried.

Minutes prepared by Joe Atwood and sent to the Board Members on 11/18/22

MINUTES

Meeting was called to order at 6:02 pm - Motion: Alex Swanson Carried: Travis Turner

Roll Call: All members present

Sept 19 Meeting Minutes Approval - Motion: Dan Knapp Carried: Travis Turner

Share Outs:

Parking:

- Sterling Bank is investigating signage for their back lot that would indicate it can be used for Public Parking
- New parking lot is done across from Community Center

Property to Develop:

- We need more industry. Look to fill up Industrial Park space - what is left? Will there be space along the railroad tracks after the Waste Water treatment plant is done?
- What is our approach and “commercial”. This needs to be developed.
- **Need to get an official list of City Property that we can use to develop a strategy and priorities. Action Item: Thea will get list from Carmen - will establish as first priority**
- Address rumors that Mayo Clinic is closing the Chetek office. What will become of the property and, in particular, the grass lot across from it. Action Item: Jim Metcalf to try to find a contact.
- Investigate property along the river after the WasteWater Treatment plant is built. Would be an excellent Park area to address off-lake recreation. What is owned by Chetek and What is owned by Barron County? Is it in a flood plain? This can be investigated along with the Parks Committee.
- Could we look to move the recycling area and make pickle ball courts?
- School District has a plan if we choose to sell the Ball Field. Initial thoughts are to do a retail/apartament option. It would sit nicely against any development by the river as mentioned previously
- Can we revisit an Hwy 53 exit by Hwy D?

Micro Loans: Did not get discussed

Gotham Park:

- Parks Committee is looking to revisit this.

Housing:

- Hard to get more industry without housing.

- Property across from Red's is a key community conversation item. General opinion is that the city mismanaged the approvals for it to be so close to the water.
- Status of the development on Knapp should be communicated. Are there other developers that are interested? Can we move away from Swiderski?

Other:

- Chetek Main Street Improvement fund is organized by the Retail Committee within the Chamber. They have a balance of \$1000

Adjourn Meeting at 7:05pm - Motion: Jessica Clark Carried: Dan Knapp

City Clerk/Treasurer
220 Stout Street
PO Box 194
Chetek, WI 54728

RECEIVED
NOV 16 2022

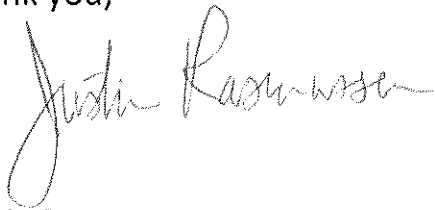
To whom this may concern,

I am writing this letter on behalf of the Vintage Voyagers Street Rod Club to request the use of the north end of the Chetek Airport runway area for our annual car show held during Liberty Fest weekend in 2023.

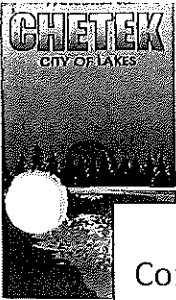
The date of the show would be Saturday, July 1st. The car show would become open to the public at 9 am. Set-up would start the night before at around 5 pm and we would do our clean-up of the show grounds right after the show, around 3 pm.

If you have any questions or would like more information, please contact me.

Thank you,



Justin Rasmussen
60 S Sainte Marie Street
Barron, WI 54812
715-296-2586



Council Action request
Council meeting date 12/13/2022

Committee/Board: Planning Commission Date of meeting 11/17/2022

Recommendation to council:

Zoning Change of 1307 3rd St from
R-1 to C to run greenhouses, rental +
Small lumber to co exist with Horton's

In reference to parcel # 211-1604-18-000 (tax roll number)

Property (if info is not attached)
address 1307 3rd St

Owner of property David Horton

Mailing address 303 Dallas St, PO Box 141

Phone: 715-764-0978

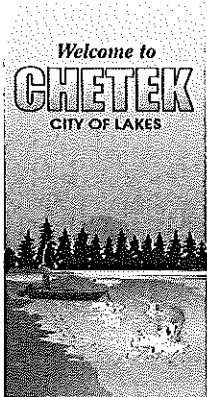
public hearing held? Yes NO date of hearing 11/17/2022

documents attached - yes No (decisions & order form)

minutes attached? Yes NO

Mayor Jeff Martin
Committee chairperson

Council Action Taken:



**PLAN COMMISSION
FINDINGS, CONCLUSIONS, DECISION AND ORDER**

Parcel # 211- 1604-18-000 Filing date: 9/2/2022

Address of property 1307 3rd St

Publication dates 11/2/22 & 11/9/22

Hearing date: 11/17/2022

Having heard all the testimony and considered the entire record herein, the Commission finds the following facts:

1. The applicant is: David Horton / Horton True Value

2. The applicant on 9/2/2022 filed with the City Clerk an application for:

conditional use for the purpose of: _____

zoning change from R-1 to C

For the purpose of: To run Greenhouses, Rental, Small Lumber to co exist with Hortons True Value

CONCLUSION OF LAW

The conditional use _____ does or _____ does not correspond to the zoning district for this property.

The conditional use is _____ **denied** based on the following reasons:

The conditional use is _____ **approved** based on the following reasons:

The zoning change to C is **approved** based on the following reasons:

Commercial property abuts current location.

The zoning change is _____ **denied** based on the following reasons:

ORDER AND DETERMINATION

On the basis and the above Findings of fact, Conclusions of Law and the record herein, the Board determines and orders as follows:

_____The Conditional Use is approved with the following **conditions**:

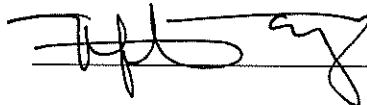
The Zoning change is **approved** and said recommendation shall be forwarded to the Common Council for their decision at their next regular scheduled meeting to be held on 12/13/22.

_____The Zoning change is **denied** and said recommendation shall be forwarded to the Common Council for their decision at their next regular scheduled meeting to be held on ___/___/___.

City of Chetek Plan Commission

_____, chairperson Plan Commission

Attest:



_____, recording clerk

2022-15

**RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY**

**Common Council of the City of Chetek
Barron County, Wisconsin**

WHEREAS, the City of Chetek, Barron County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Chetek Municipal-Southworth Airport, Barron County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: Sealcoat/microsurface crack fill airfield pavements; Pavement Marking; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

"AIRPORT OWNER ASSURANCES"

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE Clerk/treasurer and Mayor be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY:

(TITLE)

(TITLE)

(TITLE)

CERTIFICATION

I, Carmen Newman, Clerk of City of Chetek, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a Council meeting of the City on 12/13, 2022, adopted by a majority vote, and recorded in the minutes of said meeting.

Clerk

**AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES**

**Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin**

WHEREAS, the City of Chetek, Barron County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Chetek Municipal Airport project to:

Sealcoat and crack fill airfield pavements; Pavement Marking; Microsurface; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

WHEREAS, the sponsor adopted a resolution on December 13, 2022, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity).

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: The City of Chetek, Barron County, Wisconsin

Name

Name

Title

Title

Date

Date

W:\Airports\ Chetek Municipal (Y23)\Petition\10-22Y23res.docx

ARTICLES OF AGREEMENT

THIS AGREEMENT, made and entered into by and between the City of Chetek, a municipal corporation, Barron County, Wisconsin, party of the first part, and the Town of Chetek, a municipal corporation, Barron County, Wisconsin, part of the second part, under and pursuant to Section 60.55(1)(a)2, Wisconsin Statutes, for the purpose of establishing a joint fire protection district and organizing, equipping and operating a joint fire district each of the above named municipalities having been authorized by appropriate resolution of the the town board meeting and common council meeting, the execution of the following Articles of Agreement;

ARTICLE 1

A joint fire protection district known as the Chetek Fire District was established on the 18th day of July, 1952.

ARTICLE 2

The area comprising such a fire district shall be the City of Chetek and Township of Chetek.

ARTICLE 3

A Joint Fire Board was created to manage and direct fire protection within the above district. It shall acquire fire fighting equipment and provide housing, maintenance and manning the same in an efficient manner subject to such governmental rules and regulations as may from time to time be applicable.

ARTICLE 4

The organization of the Joint Fire Board shall be as follows:

- a. The Chetek Fire District shall consist of a Joint Fire Board of four members, two of whom shall be residents of the Town of Chetek and appointed by resolution of the Town Board and two of whom shall be residents of the City of Chetek and be appointed by resolution of the City Council. The Chief of the Chetek Volunteer Fire Department shall be a non-voting ex officio of such Joint Fire Board.
- b. The members of such Joint Fire Board shall hold office for a term of two (2) years and until their successors shall be appointed and qualified.
- c. At its annual meeting, the Board shall elect a chairman, vice chairman, secretary, and treasurer.
- d. The chairman, and in his/her absence the vice chairman, shall conduct and direct the affairs of said Joint Fire Board.
- e. The secretary shall keep a record of all meetings and business of said department and distribute said minutes after each meeting to each municipality that the district serves.
- f. The treasurer shall keep and account for all funds received or disbursed by said fire department. All disbursements shall be made by check signed by the chairman, and at least one other board member or treasurer.
- g. The Joint Fire Board shall have the power to adopt its own rules and by-laws for the proper management of its affairs not inconsistent with law, these articles of agreement, or the ordinance adopting or approving these articles or incompatible with the object of the Fire Board's creation.
- h. The Joint Fire Board shall meet every other month and at such other time as the board may hereafter direct.

ARTICLE 5

The parties to this agreement shall contribute their share of the annual budgeted expenditures for purchasing, housing, maintenance, capital outlay, and manning of the equipment of said Fire Department based on the calculation set forth in Article 6.

ARTICLE 6

The Chetek Fire District shall respond to all calls for the fire protection service from the City of Chetek and the Town of Chetek where reasonably possible. Any municipality receiving fire protection services shall enter into an agreement with the Chetek Fire District to pay an allocated share of the annual operating expense to the Chetek Fire District. The allocation for fire protection services shall be calculated as follows:

Calculation: *Each municipality shall use their current real estate equalized value (TID out) as determined annually by the Department of Revenue in calculating their percentage of the total district. Their percentage is multiplied by the total annual budget with a 40% cap on the total allocation for any municipality. Any amount over the cap would be split based on valuation percentage with other entities remaining below the cap.*

ARTICLE 7

Salaries, wages, any benefits and applicable taxes or assessments for personnel of the Chetek Fire District shall be established by the said Joint Fire Board.

ARTICLE 8

The Joint Fire District shall procure sufficient general liability, equipment, vehicle, public liability, and workman's compensation insurance as is required or as the Joint Board deems appropriate.

ARTICLE 9

This agreement shall continue and be self-renewing for three (3) years unless either party hereto shall give at least six months prior written notice to the other before the expiration of this agreement of its intention to not renew this agreement.

ARTICLE 10

If either party decides to terminate this agreement, the City of Chetek shall have the first right, election, and option to purchase the Town's interest in the equipment. Unless otherwise agreed each party shall select an appraiser and said appraiser shall select a third party. Each party shall pay their own nominated appraiser and shall be responsible for one-half of the costs of the third appraiser chosen. The middle appraisal shall govern and the purchase price shall be that value times the Town's percentage of costs paid to the district in the year of the purchase of the item in question. If the year cannot reasonably be determined, the percentage shall be the Town's percentage for the year of termination. Notice of this election shall be given in writing within three months of the appraisal being completed and exchanged. Any election so made may be withdrawn within two (2) months of the appraisals being exchanged.

If the City does not exercise this election or withdraws this election the Town may elect to the City and, within three (3) months after the City's rights have lapsed, upon the same relative terms and conditions.

If neither party so elects, or both waive their right, an auction sale shall be held and the proceeds shall be divided according to the applicable percentages for the year of purchase or if the year of purchase

cannot reasonably be determined of the then existing percentages. Costs of sale shall be allocated pro rata as the total relative proceeds are divided or allocated.

IN WITNESS WHEREOF, the first party has caused this agreement to be executed on its behalf by its Mayor and City Clerk and the second party has caused this agreement to be executed on its behalf by its Town Chairman and Town Clerk, this _____ day of _____ 2022.

City of Chetek, Mayor - Jeff Martin

City of Chetek, Clerk/Treasurer - Carmen Newman

Town of Chetek, Chairman - John Postle

Town of Chetek, Clerk - David Peters



Carmen Newman <cnewman@cityofchetekwi.us>

article of agreement

Dave Lentz <dlentz@sterlingbank.ws>

Fri, Dec 2, 2022 at 3:19 PM

To: "cnewman@cityofchetekwi.us" <cnewman@cityofchetekwi.us>

Hello Carmen- I think all the Yellow Highlighted Items you suggested make sense. As I reviewed the Articles, I think my preference would be to remove Article 10 from the document completely. The way it is currently written would seem to create a scenario where one owner or the other could give notice to terminate the agreement, have appraisals completed and force either a buy out or an auction and have proceeds split. My concern is that any appraisal valuation on Equipment & Real Estate (although Article 10 doesn't address RE) would result in a value much too high for either side to pay the other out. The way it is currently written is then the trigger of an auction takes place and funds split up. I understand the likely hood of any of this is minimal. My opinion is that the way this Article 10 is written would never be followed so I'd rather remove it completely.

Please let me know what you think?

Thanks,

Dave

ARTICLE 10

If either party decides to terminate this agreement, the City of Chetek shall have the first right, election, and option to purchase the Town's interest in the equipment. Unless otherwise agreed each party shall select an appraiser and said appraiser shall select a third party. Each party shall pay their own nominated appraiser and shall be responsible for one-half of the costs of the third appraiser chosen. The middle appraisal shall govern and the purchase price shall be that value times the Town's percentage of costs paid to the district in the year of the purchase of the item in question. If the year cannot reasonably be determined, the percentage shall be the Town's percentage for the year of termination. Notice of this election shall be given in writing within three months of the appraisal being completed and exchanged. Any election so made may be withdrawn within two (2) months of the appraisals being exchanged.

If the City does not exercise this election or withdraws this election the Town may elect to the City and, within three (3) months after the City's rights have lapsed, upon the same relative terms and conditions.

If neither party so elects, or both waive their right, an auction sale shall be held and the proceeds shall be divided according to the applicable percentages for the year of purchase or if the year of purchase cannot reasonably be determined of the then existing percentages. Costs of sale shall be allocated pro rata as the total relative proceeds are divided or allocated.

From: Carmen Newman <cnewman@cityofchetekwi.us>

Sent: Tuesday, November 29, 2022 11:22 AM

To: Dave Lentz <dlentz@sterlingbank.ws>

Subject: article of agreement

RESOLUTION NO. 2022-16

WHEREAS, the 2022 budget needs to be adjusted to move excess money from certain accounts to cover accounts that are over budget, appropriate money receipted to appropriate accounts, and move excess funds to an outlay account to future expense needs;

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Chetek that the City Clerk/Treasurer be authorized to adjust the **2022 budget** as follows:

Appropriate revenues (add to revenue and expense budgets):

100-48303 - sale of property	\$121,800	100-57130 - health expense	\$121,800
100-43581 - grant revenues	\$ 24,301.94	100-53510 - airport expense -	\$ 4,000
100-46340 - fuel sales	\$ 2,000	100-53511 - fuel purchase	\$ 5,000
		100-57351 - airport outlay	\$ 16,101.94
		100-51400 - election exp.	\$ 1,200
100-46315 - gravel sales	\$ 54,000	100-57334 - gravel crushing	\$ 54,000
100-46540 - cemetery rev.	\$ 4,800	100-54107 - cemetery exp	\$ 4,800

Adjust expense accounts (move funds between accounts):

From:

100-59300 - transfer to debt	\$ 40,000	To: 100-57130 - health expense	\$ 99,000
100-51300 - legal	\$ 25,000	100-51320 - gen empl benefit	\$ 6,000
100-52105-130 - police benefits	\$ 15,000		
100-53101-130 - public works ben.	\$ 25,000		

From: 100-57530 - property asst. outlay \$ 21,000 To: 100-51530- property assessment \$ 21,000

From: 100-57100 - cemetery outlay \$ 4,000 To: 100-54107 cemetery expense \$ 4,000

CITY OF CHETEK

By: _____
Jeff Martin, Mayor

Attest: _____
Carmen Newman, Clerk/Treasurer

Passed: _____, 2022