

City of Chetek Common Council Meeting Agenda

Tuesday, February 14, 2023- 6:00 p.m.

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: **January**
- B. Department/Board reports as submitted -***Economic Development-January; Housing Authority-November; Library-December & January; Plan Commission-January; Fire District-January; Ambulance-January; Parks-January***
- C. Resignations and/or appointments from boards/committees
- D. General license/permits: **Chamber of Commerce-2023 events; Chetek Lutheran-request to close street;**

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

NEW BUSINESS:

Knapp Street housing development - S.C. Swiderski staff to present revised site plan and renderings for council approval.

Water tower - discuss whether to upgrade the current water tower or replace the water tower based on cost and long term investment

Authorize application/s for funding proposed water tower - Safe Drinking Water Loan Program, Community Development Block Grant funding

Short Term Rental applications - 650 Lakeview and 373 Lakeview

Keeping of poultry in city limits - discuss possible ordinance amendment to allow chickens

Discuss zoning ordinances - Joe Atwood

Resolution - 2023-1 - 2022 budget adjustments to appropriate revenues adjust accounts

Adjournment

Minutes of the City of Chetek Common Council Meeting held on Tuesday, January 10, 2023 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

Mayor Martin announced that it is National Law Enforcement appreciation day/week. He read a proclamation thanking our law enforcement officers for their service.

Tia McCarthy, project engineer with CBS Squared, Inc., spoke to the council via phone to give an update on the Chetek Wastewater Treatment Facility. The pre-bid meetings have taken place, USDA-RD has provided closing instructions, bid opening to take place January 19th; USDA-RD standard is for all easements to be in hand prior to project award; Not all easements are in hand for force main to run from existing plant to new plant, longest lead time item is related to railroad; dates have been built into contract to allow for easement finalization; there is a potential risk that if the easements acquisition can't occur City would be at risk of losing the force main portion of the overall funding. Tia offered to attend a follow up meeting if the council had any concerns. Council members did not request a follow-up at this time.

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

Hempel motioned to approve the consent agenda items: city claims and minutes from December; Library minutes-November; Fire District minutes-December. 2nd by Grover. Carried.

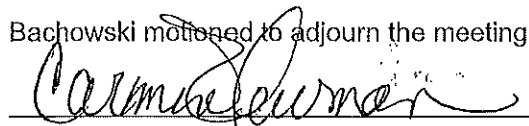
Council members discussed the park committee's request to continue with the design for a sports complex at Gotham Park. The committee would like to have Rettler Corporation provide a design layout to determine what will fit in the Gotham Park area. The cost would be approximately \$3,800. Hempel questioned spending money on a layout that may or may not include what the community actually wants in the park. Hempel and Hight both stated they would like to have a joint meeting with the parks committee and economic development committee to collaborate on the design and make sure we are not having to pay additional fees for revising design layouts. Donna Bachowski spoke via phone and explained that the parks committee has met numerous times and no one else shows up for the meetings. The committee would like to move forward with the design phase. Motion by Hempel to approve the hiring of Rettler Corporation for a design plan as long as the process is closely managed. 2nd by Bachowski. Hempel-yes, Bachowski-yes, Grover-yes, Hight-No. Carried.

Mayor Martin and Carmen Newman met with McGrath Consulting to discuss the preliminary results of the wage study. It appears that approximately 60% of the employees wages are within the average wage range with 40% below the average wage range. McGrath will work on compiling the details into a report for council. The report will provide a wage range for each position with some proposed wage steps. Council will meet with McGrath when the report is finalized to review the results which should be available in a few weeks.

Hight motioned to approve the purchase of a software subscription from ArchiveSocial in the amount of \$3,588 (annual). The software will provide compliance with Wisconsin Public Records for our social media sites as it archives all posted content so any deleted content can be retrieved, if needed. 2nd by Hempel. Carried.

Council discussed the future use of the current wastewater treatment plant site. Once the new plant is operating, the building and equipment at the current site will be removed. If the site would be used for any type of commercial or residential use the excavation will need to go down approximately 8 feet. If we plan to use the site for a park area then the excavating would only go down to approximately 4 feet. The council is thinking the best use may be for some type of park/conservancy area. The area is used quite frequently for fishing and it would be beneficial to provide more area for parking as well.

Bachowski motioned to adjourn the meeting, 2nd by Hight, carried.



Carmen Newman, clerk/treasurer

Minutes of the City of Chetek Special Common Council Meeting held on Tuesday, January 31, 2023 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 5:30 p.m.

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

Tia McCarthy, engineer with CBS Squared, presented the bid results for the new wastewater treatment plant. The estimated cost of the construction for the project from 2021 was \$16,787,500. The low bidder was Market & Johnson in the amount of \$19,942,000. The total 2023 estimated construction cost is \$20,939,100 which brings the project cost over by \$4,215,000. Due to the overage the city will need to apply for additional funding for the project. The city can apply for the additional funding through Rural Development. This would be considered a high priority so should have a turnaround time of two to four weeks. Funding the additional expense with a different source would make the process complicated so it would make the most sense to apply for the financing with Rural Development.

Motion by Hempel, 2nd by Bachowski, to authorize the application for additional financing with Rural Development for the cost overrun. Carried.

Hight motioned to award the bid to Market and Johnson in the amount of \$19,942,000 and authorize the mayor to sign the contracts. 2nd by Bachowski. Carried.

Council discussed the proposed site plan for the Gotham Park and the allocation of funds for the engineering. In December, the council passed a motion to approve the allocation of \$5,000 from the 2nd allotment of ARPA funds made in July 2022. Bachowski and Hempel both stated that the intent was for the city to appropriate \$5,000 to the fundraising group once the remaining funds have been donated to complete the project. Grover and Hight thought the \$5,000 would be used towards the engineering for the site plan for Gotham Park so they could begin the pickleball court plans. After debate on the subject, Hight motioned to approve up to \$3,800 of additional ARPA funds to be used for the engineering costs for the initial site plan. 2nd by Hempel. Bachowski-yes, Grover-No, Hight-yes, Hempel-yes. Carried.

Hight updated the council on ambulance commission matters. He stated that the commission is considering changing the subsidy allocations to include a percentage of the subsidy to be based on the number of annual runs for each municipality. He also stated that the ambulance director is asking for a pay increase and benefits.

Motion to adjourn - Grover/Hempel. Carried.

Carmen Newman, clerk/treasurer

MINUTES

Meeting was held on Tuesday, January 17th from Noon to 1 pm at Hope and Anchor in Chetek

12:00pm Meeting was called to order Motion: Jessica Clark Carried: Dan Knapp Sr.

Roll Call was done visually with all members present - meeting was also attended by Carmen Newman, Chief Ron Ambrozaitis, Councilman Early Grover, Joe Atwood and Dan Knapp Jr.

Minutes from last meeting were approved Motion: Dan Knapp Sr. Carried: Jennifer Blatz

Old Business: None

New Business:

Carmen Newman presented a timeline of the proposals thus far and current information to the EDC regarding the Knapp Street Development. Each member and other attendees were provided printouts of a revised development plan and then further advised of a very recent change that added more apartments to meet the TID/TIF requirements. The new plan includes only 4 single family homes, but no requirement of a public road. Questions were posed to Carmen about the nature of the pond along Knapp Street (retention vs. detention) and if any of the additional units would be for private ownership or rental. She also added the issue of Swiderski requiring a Water Tower for the needed water pressure, some grants will be applied for to offset costs, but this could be a sticking point in moving forward. An overview was also given by Carmen about the nature of TID/TIF districts. Discussion occurred about the EDC involvement. It was decided that the questions posed would be given to Swiderski and provided back to the committee, then the plan would go to the City Council for a vote to proceed and then after approval the EDC would plan a meeting with Swiderski about funding.

Gotham Park - Information was presented about the approval by the council to use Rettler to do an engineering study for a Gotham Park sports complex. The move is prompted by the large Pickleball group that is in the area, expectations that there would be ample support behind fundraising. Beyond that the study is looking at topography, drainage, etc. and would include a phased plan. There is some ambiguity regarding the exact future of the park, but it will start with a focus on PickleBall. Jim Metcalf, who is on the Parks Committee did some further explanation of Rettler and their qualifications along with details of what the contract offers. This includes several meetings and a presented plan. There was additional discussion about what the development of the park could mean to other economic development plans including the current ball field and waste water treatment area after the new one goes in.

Dan Knapp Jr then presented information to the committee regarding the current wastewater treatment plant and discussion about what can be done with the space after the new plant goes in. Several maps were provided about the current space including zoning and adjacent areas. Also, with changes to the dam, there is a revised flood plain that offers more area to be used. The EDC members discussed this as a nice change to that part of the City. In

general, due to the infrastructure that lies below the current ground that there would only need to be a 4 foot clearing of the ground and that the area could have a zoning change to Conservancy. Joe Atwood and Dan Knapp Jr. assisted with clarifying these concepts. The members voted and agreed that would be the correct course of action for the Planning Commission. In general, the EDC feels that this would be an area that could offer a park atmosphere along the river. In addition, along with adjacent properties this can be a future EDC project. Discussion was also had about potentially moving the dog park to this area, perhaps moving the recycling out to the brush pile and making some large overall aesthetic improvements to that part of the City. There will also be contact made with Barron County about their plans for the dam area and working with them when the project begins.

Other Items: A future meeting will occur either March 3rd or 10th depending on when Swiderski can meet with the EDC. This also occurs after the plan is approved to move forward by the city council.

The meeting was adjourned at 12:59pm Motion: Dan Knapp Carried: Travis Turner

THE CHETEK HOUSING AUTHORITY

MONTHLY BOARD MEETING MINUTES

November 17, 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, Marge Jost, and Lou Ann Novak

Other(s) present: Meg Skemp, Executive Director; Justin Mayberry, Maintenance Technician

Hight welcomed Mayberry and expressed appreciation for his presence at the meeting.

PUBLIC COMMENT

No one registered or appeared for public comment.

MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meetings were reviewed.

Motion (Harden/Jost) to approve the minutes of the September 22, 2022, meeting.

Motion carried; unanimous.

DIRECTOR'S REPORT

The committee reviewed and discussed the report provided in the meeting pack. Jost questioned the Public Housing Assessment System (PHAS) scoring methodology; Skemp will follow up.

The committee discussed tenants' concerns from the morning Resident Roundtable about the holes in the alley and snowplowing. Hight will follow up with the City.

Skemp discussed tenant response to a question about whether the weekly office hours could be changed from Tuesdays from 1 – 5 and Thursdays from 9 – 1 to one day a week from 9 – 5. The tenants agreed that one full day is sufficient.

Motion (Jost/Harden) to approve the change in office hours.

BILLS

The committee reviewed the payment detail report for the invoices paid 9/22/2022 through 11/17/2022, including check numbers 14612 through 14631.

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

FINANCIALS

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

Motion (Novak/Harden) to file the statements for audit. Motion carried; unanimous.

SECURITY CAMERAS RFQS:

The committee reviewed and discussed quotes from Access Security (three options: \$26,996.00, \$22,692.00, and \$25,268) and CWS Security (\$58,522.90). Mayberry explained the differences between the wireless and wired systems. The committee discussed whether additional information could be obtained from the vendors to make a fair comparison, and whether the electrical wiring could be combined with the Exterior Lighting project.

Motion (Jost/Harden) to table the discussions for the Security Cameras, Locks, and Exterior Lighting until the next meeting, when Mayberry will present his findings.

FISCAL YEAR END 6/30/21 FINANCIAL STATEMENTS

The committee reviewed and discussed the audit prepared by Collins & Associates.

Motion (Novak/Jost) to accept the audit as presented. Motion carried; unanimous.

NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be held Thursday, January 26, 2023 at 2:00 PM in the community room. The project quotes and Capital Needs Assessment will be discussed.

ADJOURNMENT

Motion (Novak/Hanson) to adjourn at 3:43 PM. Motion carried; unanimous.

Respectfully submitted,

Margaret Skemp
Margaret Skemp, recording secretary

Calhoun Memorial Library Board Meeting Minutes
Dec. 6, 2022

Minutes of the Calhoun Memorial Library Board of Director's Meeting: Dec. 6, 2022

The board meeting was called to order at 9 a.m. on Dec. 6, 2022, by President Jean Wacker at the Calhoun Memorial Library.

Members present: Kathy Hayes, Nancy Nix, Jeff Martin, Jean Wacker, and Rachel Westberg. Missing were Louise Brown and Evie Nelson. Also present was director Emily Resendiz and Jim Adams.

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

There were no in-person public comments.

Jim Adams was on hand to discuss with the board his proposal to donate/provide information and materials regarding dementia and Alzheimer's. These items would be available at the library for patrons to check out and peruse, and would be updated on a regular basis by Adams. Adams will work with Resendiz to get those materials together and to the library for use.

Minutes of the November board meeting were presented to board members in printed form. Motion was made Jeff Martin, seconded by Nancy Nix, to accept the minutes as printed. Motion carried.

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

Library Director Emily Resendiz presented petty cash, statistics, Friends of the Library updates, and activities in her director's reports.

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

Jeff Martin reported on city council happenings

Resendiz relayed to the board that she could not move forward with her request to open a checking account for petty cash purposes, and she updated the board on the door and counter projects.

The board held discussion on providing staff bonuses/gifts for the holiday season. A motion was made by Jeff Martin to provide \$150 for the director and \$100 for each library aid as done last year. The motion was seconded by Rachel Westberg. Motion carried.

The 2023 board meeting dates and library closed dates were presented to the board. Motion made by Kathy Hayes to approve the board meeting dates as presented, seconded by Nancy Nix. Motion carried. A motion was made to approve the library closed dates as presented by Kathy Hayes, seconded by Rachel Westberg. Motion carried.

An updated and revised 2023 budget was presented to the board, which Resendiz itemized for her reference purposes as a guide. A motion was made by Nancy Nix to approve the itemized budget for Resendiz to move forward with. Motion seconded by Jeff Martin. Motion carried.

Because of some discrepancy, a request was made to re-establish and confirm the wages for a library employee. A motion was made by Jeff Martin, seconded by Nancy Nix, to establish that corrected wage for the upcoming year.

Resendiz also presented proposals to update and increase employee vacation and sick time in an effort to closer streamline the process with the city's handbook and guidelines. A motion was made by Jeff Martin to increase employee vacation time as presented, seconded by Nancy Nix. Motion carried. A second


motion was made by Kathy Hayes to realign sick time so it would accrue each payroll instead of being provided in a lump sum at the beginning of the year; in addition, sick time would be provided on an employee's anniversary date instead of the beginning of the calendar year. With the change, employees would also be allowed to carry over sick time from 2022 into 2023...and only for this year. That motion was seconded by Rachel Westberg. Motion carried.

Resendiz presented proposed changes to the library board policies for the board's review. These changes will be addressed at the January 2023 meeting.

Items for the January meeting include addressing the requested library policy and procedure updates, the addition of a new hire, and updates on the door, cabinet, and counter top projects.

Motion to adjourn by Kathy Hayes, seconded by Nancy Nix. Motion carried; meeting adjourned.

Respectfully Submitted,

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

Calhoun Memorial Library Board Meeting Minutes
Jan. 10, 2023

Minutes of the Calhoun Memorial Library Board of Director's Meeting: Jan. 10, 2023

The board meeting was called to order at 9 a.m. on Jan. 10, 2023, by President Jean Wacker at the Calhoun Memorial Library.

Members present: Louise Brown, Kathy Hayes, Nancy Nix, Jeff Martin, Jean Wacker, and Rachel Westberg. Missing was Evie Nelson. Also present was director Emily Resendiz and Friends of the Library President Barb Ryan.

The agenda was approved by motion of Jeff Martin, seconded by Rachel Westberg. Motion carried.

There were no in-person public comments.

Minutes of the December 2022 board meeting were presented to board members in printed form. Motion was made Nancy Nix, seconded by Jeff Martin, to accept the minutes as printed. Motion carried.

Treasurer Kathy Hayes presented the final expenditures, year to date budget, Act 150 and checking account report for December. Motion made by Rachel Westberg, seconded by Louise Brown, to approve December treasurer reports. Motion carried.

Library Director Emily Resendiz presented petty cash, statistics, and activities in her director's reports. Barb Ryan was on hand to report on the Friends of the Library.

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

Jeff Martin reported on city council happenings

The board received an update on the door, counter and shelving projects. Orders for most of the materials have been placed and projects are expected to begin this month and should conclude before the spring.

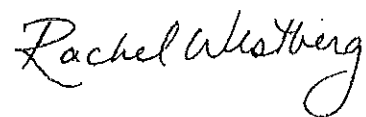
Resendiz also presented the updates to employee vacation and sick time in an effort to closer streamline the process with the city's handbook and guidelines. This was approved at the December board meeting, but was put into writing and signed by board members for city hall's records.

Resendiz presented proposed changes to the library board policies for the board's review, with additions and suggestions from IFLIS. These changes will be sent to board members and addressed at the February 2023 meeting. The board also discussed getting these policies online once completed.

Items for the February meeting include addressing the requested library policy and procedure updates and updates on the door, cabinet, and counter top projects.

Motion to adjourn by Kathy Hayes, seconded by Nancy Nix. Motion carried; meeting adjourned.

Respectfully Submitted,

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

Minutes of the Hearing of the Plan Commission of the City of Chetek held on January 19, 2023 at 6:00p.m.

Planning Commission attendees were Mayor Martin, Del Wacker, Mark Etten, Scott Bachowski, & Shawn Ayers. Absent were Dave Swangim & John Hunsinger. Also in attendance was Secretary for the Planning Commission Mark Eby, Joe Atwood, Doug Richter & Emily Abley proposed purchasers of the Chetek Youth Center, Terry Hight (Ward 3) & Thea Hempel (Ward 4) .

A regular meeting of the Planning Commission for the City of Chetek was called to order at 6:00 pm on January 19, 2023 by Mayor Jeff Martin.

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

Also present was Mark Eby, Planning Commission Secretary, Joe Atwood Building and Zoning Coordinator, Doug Richter & Emily Abley proposed purchasers of the Chetek Youth Center. Terry Hight (Ward 3) & Thea Hempel (Ward 4) .

Compliance with the open meeting law was verified.

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

Discussion: Have a discussion with the potential buyers of the Kids Club building on Knapp St. They are seeking the Plan Commissions thoughts on a text amendment to Sec. 118-79 to allow for an airbnb in the Central Business District or a determination on permitted uses regarding hotels and motels. Unlisted uses are determined by the Planning Commission.

Doug Richter, the one being interested in purchasing the kids club said that he came and saw the building in regards to the old Del Embroidery building and saw that the kids club was for sale and they looked at it and said that it would work good as an air bnb. He said that he would do some work to it as the foundation needs to be fixed and would do new windows and re-side the property and would raise the building to fix the foundation. They stay at six lakes in the summer and have a place they rent by Gilligans in the winter months. They like the area and would like to be up here full time but the price of lakefront properties has been a little too steep for them. The kids club is a non-profit so nothing is going to the city and it is zoned central business district Joe said. Since Joe has been here and working for the City he says not much has been done with the building. The planning commission has 3 options, option 1 is do nothing option 2 is to do a text amendment, would be something that is permitted they being Doug Richter and Emily Abley would pay all the fees for attorney cost, any notices that would need to be ran in the paper and pay the appropriate fees and the plan commission could make a decision on the text amendment change. Joe said that he wanted the potential buyers to meet with the commission as a text amendment could be very costly. Joe has said there are apartments next door and he has never had a complaint in regards to them. Joe is ok with permitting the use for the air bnb. Scott asked about parking. Joe says there is enough to house at least 6 vehicles in the back for rentals. Joe has been getting alot of calls in regards to the 2 buildings that are there, he only brought it up to the commission as this couple has expressed interest in the property. The people that have called Joe just want to do a rental and no store front in regards to the kids club building. Doug said that he would only do a 3 bedroom there as far as an airbnb. Doug has no interest in putting a storefront in it. Joe said that he hates to see the old kids club and the old Del building vacant. Joe also said that each of those 3 buildings share a wall with one another. Mayor has asked if Cody Link has thought about anything and currently he has not. There are some foundation issues. Mark asked if the basement is sound Doug said they are good and sound. There is a crawl space. Scotts thought is on allowing it as it won't set a precedence and each circumstance is individual and he doesn't see a problem with it. Shawn feels that it is in the central business district so he is not for just allowing apartments or airbnb. Del thinks the real issue is what is the future of Chetek. That is the question for the planning commission. Scott is looking at it from a city view point and it would bring in more tax revenue then it is now. The cost to do fixing would be 60k to 70k with new windows jacking it up curb appeal Doug said. The Mayor's concern is that we open the gate and then we have a hodgepodge of things and it looks like spot zoning. Del asked what kind of rent it would bring in for them. They said it depends on the occupancy roughly 400-600 a weekend. Scott says the feeling he is getting is that some of the commission is looking at doing a store front. Joe said that if you don't make a motion for a change for unlisted use it would stay as is now. Shawn says it is not a place for residential. Mark asked Shawn if it would be a small store front and airbnb in the back how he would feel about that. Del says that it comes down to whether we want an airbnb or to just sit empty. Mark said it would be nice to have some shops in that area since they have fall fest down there and a good atmosphere in that area. Scott asks how long it has been on the market and Joe thinks 3 months. Scott said again that he would be ok with it to make it an unlisted use. Mark says he would like a store front and possibly an air

bnb in the back. Shawn is only for the central business district. Mayor says that we don't have a definite answer and that he is not saying no forever and if they came up with something else that the commission could revisit it again. Shawn made a motion to allow this as an unlisted use. No 2nd fails Scott made a motion to allow the property as an unlisted use. Being there is no 2nd the motion fails for lack of 2nd. Mayor says we are not settled yet. Doug said that they are only interested in having it as an airbnb.

Motion to adjourn by Scott 2nd by Mark Etten motion carried meeting adjourned at 6:50pm

Date of the next meeting is yet to be determined.

Respectfully Submitted Mark Eby

Chetek Fire District Meeting
Thursday, January 26, 2023 – 6 PM
Chetek Fire Hall Training Room

Present: Ronnie Latcham, Keith Hanson, Earl Grover, Ryan Olson, Randy Books.

Absent: Jim Macone, Renelle Gill

Call to Order: The Chetek Fire District meeting was called to order by the Chairman, Ronnie Latcham, at 6 PM January 26, 2023.

Agenda: Earl Grover made a motion to approve the agenda and Keith Hanson seconded the motion.

Approve Minutes for December 1, 2022 and December 13, 2023: Earl Grover made a motion to approve the Minutes and seconded by Keith Hanson.

Treasurers Report: Ronnie Latcham reported on the following accounts: Checking - \$22,948.38, Savings - \$136,863.14, Pension - \$6,552.87, Equipment - \$152,479.94 and the Total is \$318,844.33. Keith Hanson made a motion to approve and Ronnie Latcham seconded the motion. Motion passed,

Review/Approve claims and payments: Reviewed claims from December 1, 2022 to present. Keith Hanson Made a motion to approve and Earl Grover seconded the motion. Motion passed.

Bookkeeper's Update: No question

Public Comments: None

Township Comments: Wayne Brenholt will no longer serve on the Prairie Lake Township board, Todd Maloney will be serving on the Board until elections.

Chief's Report: There were 249 calls total for the year 2022. Next meeting there will be submitted a break down with the number of fire call and EMS calls. Hazmat refresher training started January 25, 2023 and finishing next Thursday. DNR Safety Training will start. Question from Ryan are we going repair shop floor and parking lot. Answer from the Board is yes and monies allocated for the repairs. Apple Valley Concrete will be doing the floor repair. Fishing tournament well.

New Business: Service agreements being reviewed by a lawyer. Time frame to review the agreement prior to signing, agreements automatically renew annually, then on the fifth year township's review the agreements before signing. Would like to include in the agreement if a township wish to withdraw from the district, that township must complete the Fiscal Year which ends on January 1st through December 31st of their contract. Motion was made by Keith Hanson that the agreement would be reviewed

every five years by the Townships prior to signing the service agreement. Earl Grover seconded the motion. Motion passes.

LED lights replaced throughout the building, Ryan would like to replace all lights or it was suggested to replace the total fixture. Estimated cost \$1,886.00 for the building. No action taken. **Next meeting will need to make a motion to pull funds from saving to pay for the floor and parking lot repairs.**

Next Meeting Scheduled: March 23, 2023, 6:00 PM, Fire Hall Training Room

Adjournment: A motion was made by Earl Grover to adjourn the meeting and seconded by Keith Hanson. Motion passed.

CAAC Meeting Minutes January 26, 2023

Mitch Hanson called the meeting to order at 7:00 pm

Roll Call- Board members present- Terry Hight, Joe Atwood, John Postle, Arnie Anderson
Also present - Ryan Olson Absent Renelle Gill

- Announcements- None
- Agenda- John motioned to approve the agenda as presented, second by Joe motion carried
- Minutes- John motioned to approve the minutes from November 17, 2022 meeting, second by Arnie motion carried
- Payments- Terry motioned to approve payments Arnie second motioned carried
- Treasurer's Report- Mitch gave a financial report General Checking- \$21,137.17 General Savings -\$ 144,717.44 EMS Fundraiser- \$ 2,500.02 Grants and Donations- \$ 33,437.92 for a total of \$ 201,792.55. The Board received YTD Income/Expense report, Profit & Loss vs. Actual reports. Joe motioned to accept the financial report John second motion carried
Ryan reported on Fund Raising ARPA Funds- \$ 33,352.16 Tree of Love- \$ 3,860.00 Donation Letter to Businesses- \$ 4,909.00 FAP State Grant- \$ 16,135.62 Flex Grant- \$ 13,360.00 for a Total of \$ 71,616.78.
- Public Comment- Mayor Jeff Martin mentioned four complaints he received about Director Ryan Olson since the November meeting. Jeff feels Ryan needs more oversight from the Board and address and take action on any complaints. John Postle said he meets with Ryan weekly to address and talk about concerns and issues.
- Director's Report- Ryan gave a run report and stated lots of calls to Meadowbrook 100% increase since December. Out of service for 48 hrs. in January. 812 total calls for 2022. Two EMTs are going to Advanced training. Rig 245 is going in for service. Chetek service has been approved by State protocol to use all new drugs by advanced EMTs. 31 EMTs on staff majority are Advanced level.
- Old Business- Towns of Sumner and Stanley have agreed to pay subsidies for 2023 around \$16,000 total combined. That number has not been added to the 2023 Budget. New Articles of Agreement will wait until Stanley and Sumner are completely on board. Stanley would like to have representation on the CAAC.
- New Business- Contracts, Ryan would like to discuss his contract with the Board. He stated he is very disappointed that the Board approved the 2023 Budget before his contract was approved. He has been Director since 2018 and no pay increase. He said he was told he would gradually get an increase from the previous Board. It was also mentioned by the Board that he was to work towards Advanced within three years of hire. Ryan stated that he and his staff have made many improvements since 2018. The Board talked about a Hybrid Subsidy Calculation that was first introduced by Dale Lehner when he was on the Board. There are different variations to consider based on a call/population formula- 66/34 split, 34/66 split, 50/50 split. The Board may revisit this formula in the future. For now it will remain a population formula.

Service Fundraising -new equipment Purchase- The service has raised enough money to purchase one Stryker cot. Ryan would like permission to purchase one cot and finance the second cot and one Lucas device. The annual payment would be \$20,472.23 for five years. The service has one Lucas device now and would like one on each rig. The Board agreed to purchase the one cot by roll call vote-all yes. Ryan is to get back to the Board on total installation of the one cot and how the budget will support the finance payment for the second cot.

Meadowbrook- Ryan talked about the most recent complaint the Board received from Meadowbrook. He stated that the complaint was inflated and not true. He stated that 90% of the calls to Meadowbrook do not warrant a 911 call. Ryan has talked to his staff about being more professional to staff and patients when called there and until changes are made at the doctor level they have accepted the fact that this is a 911 call and will be treated as such. Ryan has agreed to talk to the Director of Meadowbrook. Some of the Board members are also going with him to assure future relations.

Closed session- Terry motioned to go into closed session without Ryan present Joe second motion failed. Mitch motioned to go into closed session with Ryan present John second motion carried. Board went into closed session.

- Open Session- motion was made by Terry second by Arnie to reconvene to open session motion carried. Roll call at 9:16 pm all present.

The Board talked about Ryan sending a letter to Roger Klawiter terminating his employment on the Chetek Ambulance Service. Terry asked on what grounds is this based on? Ryan stated Rogers' lack of attendance and training with the Service and wanted to fill a position on his staff. Ryan stated that Roger has not been active for six months. Mitch motioned to send termination letter to Roger, John second motion carried. (Note- Terry voted no to the letter)

Ryan requested that the Board look into benefits and pay increases. Mitch motioned to look into pay and benefits John second motion carried. Ryan was directed to supply the Board with concrete figures and where the budget will support this.

- Future agenda topics- Stanley and Sumner subsidy and agreements, Ryan's contract, Hybrid Subsidy.
- Next meeting date- March 21st 2013 @ 5:00 pm John motioned to adjourn Arnie second motion carried

Minutes prepared by Joe Atwood and sent to Board members on 1/30/23 via email.

**City of Chetek
Parks & Beach Committee
Monday January 30th, 2023
4:30 The Center
711 First Street**

Meeting Minutes

MEETING CALLED TO ORDER:

ROLL CALL: Joe Atwood__P__ Donna Bachowski__P__ Jen Blatz__P__ Austin Chamberlain__P__ Mark Etten__P__ Earl Grover__A__ Dan Knapp__P__ Jim Metcalf__P__ Paul Poppe__P__ Samantha Rost__P__ Jeff Martin__P__

APPROVE MINUTES FROM December 12, 2022 MEETING- Jim Metcalf made motion to approve the minutes and Austin Chamberlain seconded the motion

PUBLIC COMMENTS: none

OLD BUSINESS:

- Discussion/action: Ideas for Gotham park to move forward with the Gotham Park Complex project, then contact Rettler to set up meetings
**Ideas agreed on to talk with Rettler all depends what will fit, 6 Pickleball courts, 1- 4 hoop court, parking lot, bathrooms, then either dog park/ballfield (dan brought up ballfield would need lights and would that interfere with airport and weather pole. Picnic tables benches some sort of shade spots

NEW BUSINESS:

- Discuss/action fundraising -Paul Poppe didnt speak will call Jen Blatz on an idea possible for Libertyfest

Adjourn- Austin made motion, Jen seconded

REQUEST TO CLOSE STREET/ALLEY

Organization/person requesting: DARREL BALMAN / CHEFEK LUTHERAN Date/s for closing 2/21/23
Address 1419 2ND Street Cell 715-559-0935
Church Phone 715-924-4881
Reason for street/alley closing: Drive-thru Meatball Dinner

List Street/alley requesting to be closed – include starting and ending points and time of day.

Street Schofield from 2ND St ending 3rd St 4 am/pm 7 am/pm
Street 3RD St from AT DALLAS St ending 4 am/pm 7 am/pm
Street _____ from _____ ending _____ am/pm am/pm

IF POSSIBLE: 3 BARRICADES AND 20+ TRAFFIC CONG

HIGHLIGHT THE ABOVE ON THE ATTACHED MAP

ALSO – ATTACHED PROPERTY OWNER CONSENT FORM NEEDS TO BE FILLED OUT.

Failure to contact affected owners may result in denial.

BARRICADES NEEDED ☒ YES ☐ NO

Will there be amplified music/noise? ☐ yes ☒ no During What hours? _____
Outdoor music may require permit – You must contact Police Department.

If this is a County Road, authorization needs to be attached – either a letter or email from County. Attached? _____

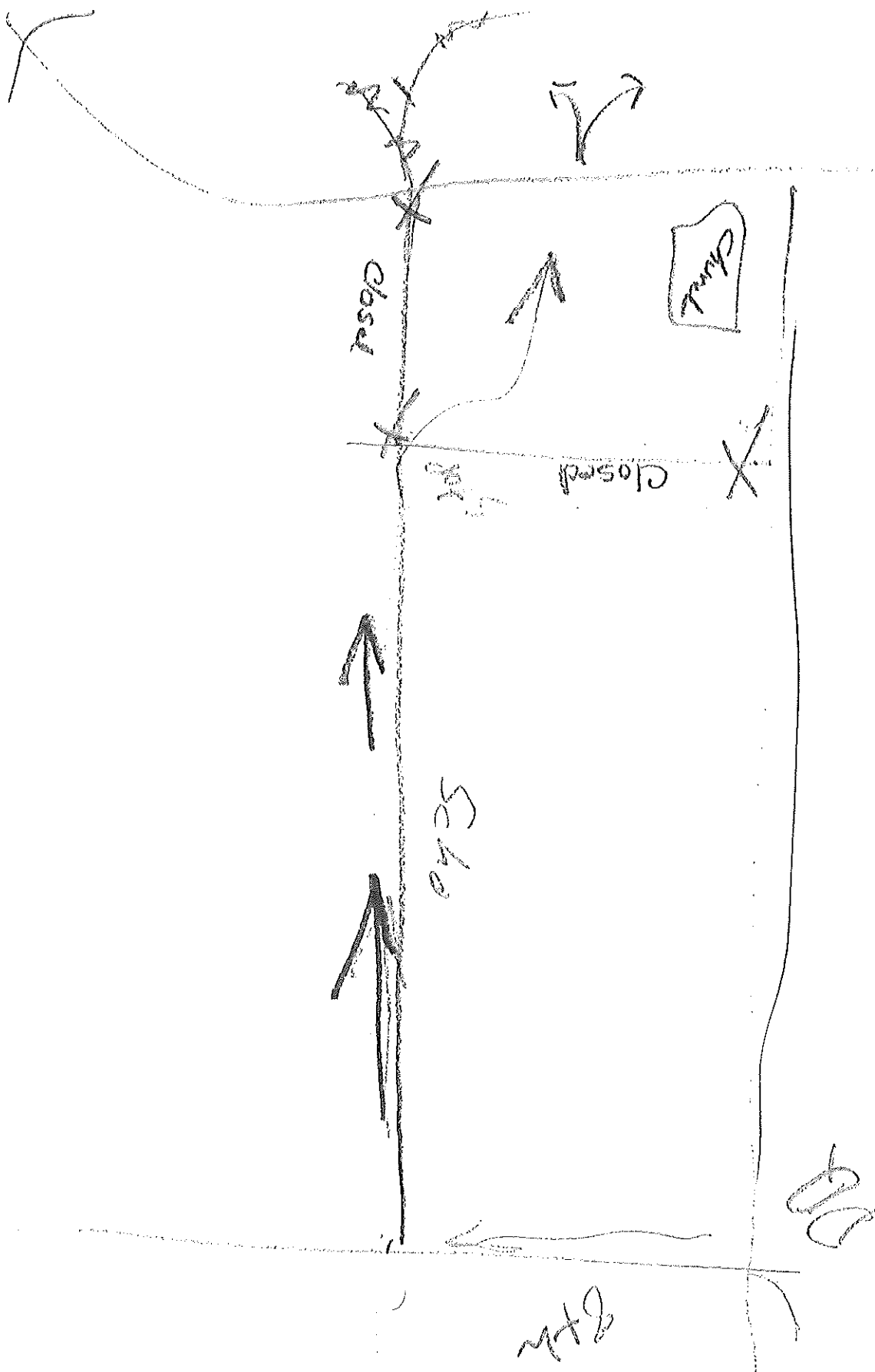
Signature [Signature]

date 2/2/23

Printed name _____

COUNCIL APPROVED _____ DENIED _____ DATE OF MEETING _____

ROUTED TO PUBLIC WORKS DEPARTMENT _____ ROUTED TO POLICE DEPARTMENT _____



REQUEST TO CLOSE STREET/ALLEY

Date/s for closing FEB 25th

Organization/person requesting: Chute Chamber

Address PO Box 747 Phone 715-642-0173

Reason for street/alley closing: one way on Lakeview Drive
Planes to help with traffic

List Street/alley requesting to be closed – include starting and ending points and time of day.

Street Lakeview Drive from WISCONSIN ending CITY PARK DRIVE 7 am/pm 6 am/pm From/to

Street _____ from _____ ending _____ am/pm _____ am/pm

Street _____ from _____ ending _____ am/pm _____ am/pm

HIGHLIGHT THE ABOVE ON THE ATTACHED MAP

ALSO – ATTACHED PROPERTY OWNER CONSENT FORM NEEDS TO BE FILLED OUT.

Failure to contact affected owners may result in denial.

BARRICADES NEEDED X YES _____ NO

Will there be amplified music/noise? X yes _____ no During What hours? 8am - 6pm
Outdoor music may require permit – You must contact Police Department.

If this is a County Road, authorization needs to be attached – either a letter or email from County. Attached? _____

Signature [Signature]
Printed name Jennifer Blatz

date 2-8-2023

COUNCIL APPROVED _____ DENIED _____ DATE OF MEETING _____

ROUTED TO PUBLIC WORKS DEPARTMENT _____ ROUTED TO POLICE DEPARTMENT _____

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

Application Date: 2/9/23

☐ Town ☐ Village ☒ City of Chetek

County of Ramsey

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

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

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Chetek Chamber of Commerce

(b) Address PO Box 747
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Lois Klay

Vice President Lisa Whitish

Secretary Robin Nelson

Treasurer Alex Swanson

(g) Name and address of manager or person in charge of affair: Jennifer Blatz

804 26th St, Chetek WI 54728

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 Lakeview Drive - on lake out from City Beach

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? No

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Winter Fest

(b) Dates of event FEB 25th

DECLARATION

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

Officer [Signature]
(Signature / Date)

(Name of Organization)

Date Filed with Clerk 2/9

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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

Application Date: 2/9/23

☐ Town ☐ Village ☒ City of Chetek

County of _____

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

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

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Chetek Chamber of Commerce

(b) Address 747 2nd St
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Lois Klay

Vice President Lisa Whitish

Secretary Robin Nelson

Treasurer Alex Swanson

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

Jennifer Blatz - 804 26th St Chetek

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 2nd Street & Moore St & Main St Park

(b) Lot _____ Block _____

(c) Do premises occupy all or part of 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 Taste of Chetek

(b) Dates of event June 5th

DECLARATION

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

Officer [Signature]
(Signature / Date)

(Name of Organization)

Date Filed with Clerk 2/9

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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 \$ 10⁰⁰ per location Chetek
☐ Town ☐ Village ☒ City of _____

Application Date: 2/9/23
 County of _____

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

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

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

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Chetek Chamber
 (b) Address 2042 PO Box 747 Chetek
 (Street) ☐ Town ☐ Village ☒ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Lois Klay

Vice President Lisa Whitham

Secretary Robin Nelson

Treasurer Alex Swanson

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

Jennifer Blatz - 804 - 26th St Chetek

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 RETAIL STORES THROUGHOUT THE CITY - Will attach list prior to event
 (b) Lot _____ Block _____
 (c) Do premises occupy all or part of 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 Wine Walk
 (b) Dates of event June 21, 22, 23rd

DECLARATION

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

Officer [Signature]
 (Signature / Date)

(Name of Organization)

Date Filed with Clerk 2/9

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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

Application Date:

2/9/23

☐ Town☐ Village☒ City of

Chetek

County of

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

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

1. Organization (check appropriate box) →

☐ Bona fide Club☐ Church☐ Lodge/Society☐ Veteran's Organization☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name

Chetek Chamber

(b) Address

PO Box 747

(Street)

☐ Town☐ Village☒ City

(c) Date organized

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President

Lars Klay

Vice President

Lisa Whitish

Secretary

Robin Nelson

Treasurer

Amy Swanson

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

Jenna Blatz

804 26th St Chetek

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

Hydroflota Site

(b) Lot

Block

(c) Do premises occupy all or part of building? ☒ No

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event

Watermania

(b) Dates of event

Aug 12

DECLARATION

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

Officer

(Signature / Date)

(Name of Organization)

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

License No.

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

Application Date: 2/9/23

☐ Town ☐ Village ☒ City of Chetek

County of _____

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

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

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Chetek Chamber

(b) Address _____
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Lois Klay

Vice President Lisa Whitish

Secretary Rona Nelson

Treasurer Amy Swanson

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

Jennifer Blatz - 8024 26th St Chetek

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 City Ball Field

(b) Lot _____ Block _____

(c) Do premises occupy all or part of 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 Harvest Fest

(b) Dates of event Sept 9th

DECLARATION

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

Officer [Signature]
(Signature/Date)

(Name of Organization)

Date Filed with Clerk 2/9

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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 per location

Application Date: 2/9/23

☐ 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 _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name CHETEK CHAMBER OF COMMERCE

(b) Address PO BOX 747

(Street)

☐ Town ☐ Village ☒ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Louis Klay

Vice President LISA Whetish

Secretary Robin Nelson

Treasurer Amy Swenson

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

Jennifer Blatz

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

(a) Street number Local Businesses - Not attached - prior to 2020

(b) Lot _____ Block _____

(c) Do premises occupy all or part of 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 Witchs Night Out

(b) Dates of event Oct. 28th 2023

DECLARATION

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

Officer [Signature] Chetek Chamber
(Signature / Date) (Name of Organization)

Date Filed with Clerk 2/9 Date Reported to Council or Board _____

Date Granted by Council _____ License No. _____

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 \$

10⁰⁰ per location
Chetek

Application Date:

2/9/23

☐ Town☐ Village☐ City of

County of

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

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

1. Organization (check appropriate box) →

☐ Bona fide Club☐ Church☐ Lodge/Society☐ Veteran's Organization☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name

Chetek Chamber

(b) Address

Po Box 747

(Street)

☐ Town☐ Village☒ City

(c) Date organized

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President

Lois Klay

Vice President

Lisa Whitish

Secretary

Robin Nelson

Treasurer

Alex Swanson

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

Janet Blatz

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

(a) Street number

Local Businesses - list - permit to event

(b) Lot

Block

(c) Do premises occupy all or part of 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

Wine Walk

(b) Dates of event

Aug 9, 10, 11th

DECLARATION

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

Officer

(Signature / Date)

(Name of Organization)

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

License No.

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:

2/9/23

☐ Town

☐ Village

☒ City of

Chetek

County of

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

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

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name

Chetek Chamber

(b) Address

PO Box 747

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President

Lois Klay

Vice President

Lisa Whitish

Secretary

Robert Nelson

Treasurer

Alex Swanson

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

Jennifer Blatz

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

(a) Street number

Gotham Park (Beach Pavilion)

(b) Lot

Block

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

Pavilion

(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

Brew Fest

(b) Dates of event

July 8th

DECLARATION

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

Officer

(Signature / Date)

(Name of Organization)

Date Filed with Clerk

2/9

Date Reported to Council or Board

Date Granted by Council

License No.

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: 2/9/23

☐ Town ☐ Village ☒ City of Chetek

County of _____

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

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

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Chetek Chamber

(b) Address P.O. Box 747 Chetek
(Street)

☐ Town ☐ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

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

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 _____

(b) Lot _____ Block _____

(c) Do premises occupy all or part of 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 Liberty Fest - Ball Field - Fri, Sat, Sun

(b) Dates of event June 30 - July 4th June 30, July 1st July 2nd

DECLARATION

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

Officer [Signature]
(Signature / Date)

(Name of Organization)

Date Filed with Clerk 2/9

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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: 2/9/23

☐ Town ☐ Village ☐ City of Chutek

County of _____

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

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

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Chutek Chamber

(b) Address PO Box 747
(Street)

☐ Town

☐ Village

☒ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Lois Klay

Vice President Lisa Whitel

Secretary Robin Nelson

Treasurer Amy Swanson

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

Jeffrey Blatz

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

(a) Street number CITY BEACH & GOTHEN PARK (BEACH PAULSON)

(b) Lot _____ Block _____

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

(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 Liberty Fest - BEACH PARTY

(b) Dates of event July 14th

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$4,000.

Officer _____

(Signature) _____

(Name of Organization) _____

Date Filed with Clerk 2/9

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Chetek ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective February 28, 2020, this Supplemental Letter Agreement dated February 8, 2023 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **SFY24 SDW Application/Administration – New Water Tower and Well Pumps.**

Client's Authorized Representative: Dan Knapp, Director of Public Works
Address: 220 Stout Street, PO Box 194
Chetek, WI 54728
Telephone: 715-924-4236 **email:** dknapp@cityofchetek-wi.gov

Project Manager: Brea Grace, AICP
Address: 326 S Main Street, Suite 100
Rice Lake, WI 54868
Telephone: 608.977.0002 **email:** bgrace@sehinc.com

Project Understanding:

Consultant understands that the City of Chetek would like to apply to the Wisconsin Department of Natural Resources (WDNR) Safe Drinking Water (SDW) Loan Program to assist with financing a new water tower and well pumps. This agreement covers the SDW loan application and administration.

Scope: The Basic Services to be provided by Consultant:

Task 1: Safe Drinking Water (SDW) Loan Application

1. Work with Client to determine the scope of the project for submittal to the WDNR – Construct a new water tower and well pumps.
2. Assemble required documentation. Consultant will work with the Client Staff, Financial Advisor, Bond Counsel, Engineer, Attorney, and other professionals as required to assemble required documentation for the SDW application.
3. Draft resolution and work with Client to on adoption of required Reimbursement Resolution.
4. Complete the Financial Assistance Application and submit to the Wisconsin Department of Natural Resources (DNR) through the electronic filing system.
5. Submit required documentation for Disadvantaged Business Enterprise (DBE), American Iron and Steel (AIS) Compliance, and Green Project Reserve certification.
6. Coordinate with the Engineer submission of plans, specifications, and engineering report.
7. Coordinate with Client and submit necessary financial documentation.

Task 2 will only be completed upon acceptance of funding application from WDNR.

Task 2: SDW Loan Administration

1. Loan Closing. Coordination of loan closing between the Client, DNR and DOA.
2. General Administration.
 - a. Set up a complete set of file folders that meet DNR requirements.
 - b. Review proposed contract between the Client and DNR. Propose revisions to contract.
3. Financial Management.
 - a. Draft all financial management forms.
 - b. Complete all drawdown requests for submittal to DNR.

- c. Maintain required records.
- d. Final reporting.
- 4. Equal Opportunity and Procurement Requirements.
 - a. Ensure compliance with MBE/WBE requirements.
 - b. Maintain compliance with Executive Order 11246, 11914 and 11250 and the Age Discrimination Act (P.L. 94-135).
 - c. Ensure all required federal and state forms are in all bidding documents, as appropriate.
- 5. Document compliance with Drug-Free Workplace Act, (P.L. 100-690).
- 6. Assist the Client in documenting compliance with the Real Property Acquisition Policies Act.
- 7. American Iron and Steel (AIS) Compliance.
- 8. Assist in Central Contractor Registration requirements.
- 9. Labor Standards.
 - a. Ensure proper Davis Bacon Wage Rates are inserted in all bid documents.
 - b. Assist with Davis Bacon requirements.
 - c. Review payrolls on a weekly basis.
 - d. Document payroll violations.
 - e. Work with contractor to correct wage underpayments (if applicable).
- 10. Document compliance with lobbying restrictions (Section 319 (P.L. 101-121)).
- 11. Audit Requirements. Determine what level of Audit (if any) is required. Coordinate and submit audit. Audits and Audit costs are the responsibility of the Client.
- 12. Close Out. Complete Close out documentation. Schedule and participate in DNR monitoring visit (if required by DNR).

The fee for Task 2 – SDW Administration is based on a construction period of up to 20 months with two bid packages and two general contractors. This also assumes SEH is performing Construction Engineering for the project. If this changes, then the scope, schedule and/or fee will need to be adjusted.

Additional Services: These services are not included in the estimated fee. If requested by the Client, Consultant will complete them on a time and materials basis at Consultant's current rates.

- 1. **Detailed Historical/Archeological Review:** This section applies to providing documentation above and beyond the original submittal that is required to accompany the Financial Assistance Application. Projects that are determined to impact historic or potentially historic properties or are located in historic districts may have a higher standard of review. This may include documentation of compliance with 36 CFR Part 800, Protection of Historic Properties (also known as Section 106 Compliance). This is in addition to any local ordinance compliance with the Client's Municipal Code or other requirements associated with development in the historic districts.
- 2. **Detailed Floodplain/Wetland Review:** This applies to providing documentation above and beyond the original submittal that is required to accompany the Financial Assistance Application. If portions of this project occur in an area identified as flood hazard areas, further study will be required, and documentation provided as an additional service.
- 3. **Publication of Notices** required by the grant application or administration process: Publishing arrangements and all costs associated with any required public notices shall be a direct expense of the Client.
- 4. **Labor Standards:** As of the time of this contract, field interviews to determine compliance with Federal Labor Standards is not required by DNR. Should such requirements change, or should there be evidence of failure by contractor(s) to comply with wage requirements and field interviews are required, Consultant will complete said interviews as an additional service.
- 5. **Build America, Buy America (BABA):** As of the time of this contract, this project is not deemed to be a federal equivalency project, therefore is not required to comply with BABA for the purchase of products and construction materials. Should this project be determined to require federal equivalency, additional work will be required.

6. **Accounting, Financial Advisor or Legal fees** that may be required as part of the grant application or administration process.

Schedule: Our services will begin promptly upon the approval of this agreement. Task 1 will be complete by June 30, 2023 to meet the WDNR SDW application deadline. Task 2 to include additional coordination for the submittal of required documents through loan closing. WDNR SDW Administration is ongoing during construction and will be completed approximately 90-days after final construction. If there are delays in the Project that are beyond Consultant's control, Client agrees to grant additional time to complete the services.

Payment:

The lump sum fee for Task 1 is \$7,000 including expenses and equipment.

The lump sum fee for Task 2 is \$34,000 including expenses and equipment.

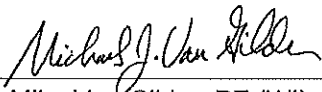
The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.

City of Chetek

By: 
Mike Van Gilder, PE (WI)
Title: Client Service Manager

By: _____
Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between City of Chetek (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated February 8, 2023

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10 percent markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Chetek ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective February 28, 2020, this Supplemental Letter Agreement dated February 8, 2023 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2023 CDBG Application/Administration – Water System Improvements**.

Client's Authorized Representative: Dan Knapp, Director of Public Works
Address: 220 Stout Street, PO Box 194
Chetek, WI 54728
Telephone: 715-924-4236 **email:** dknapp@cityofchetek-wi.gov

Project Manager: Brea Grace, AICP
Address: 326 S Main Street, Suite 100
Rice Lake, WI 54868
Telephone: 608.977.0002 **email:** bgrace@sehinc.com

Project Understanding:

Consultant understands that the City of Chetek would like to apply to the Wisconsin Community Development Block Grant – Public Facilities (CDBG-PF) Program to assist with funding water system improvements, including a new water tower and well pumps. This agreement covers the CDBG loan application and administration.

Scope: The Basic Services to be provided by Consultant:

Task 1 – CDBG Grant Application

Complete the CDBG application for submittal to the Wisconsin Department of Administration (DOA). Specific actions shall include:

1. Working with the City to determine the scope of the project for submittal to the DOA.
2. Complete grant application forms as required by DOA.
3. Draft necessary maps and diagrams for grant application.
4. Negotiate funding levels and contract language with DOA.
5. Draft (or amend) the Citizen Participation Plan.
6. Assist client with required public hearing(s).
7. Complete the Environmental Review or Assessment Record.
 - a. Draft all public notices and make arrangements for publication.
 - b. Should an Archeological study be required, this will be billed as an additional expense.
 - c. If Floodplain or Wetland reviews are required, this will be billed as an additional expense.
 - d. Draft required Request for Release of Funds and Certification form (HUD form 7015.15)
 - e. Document compliance with Federal Environmental Requirements.
 - f. Other analysis DOA deems necessary to complete the environmental review would be additional services.

Task 2 will only be completed upon acceptance of funding application from DOA.

Task 2: CDBG Grant Administration

Grant administration will be completed in accordance with WDOA regulations if the Client receives and accepts funding, including:

1. General Administration
 - a. Set up a complete set of file folders in the manner prescribed by the WDOA. They will enable the community to file and maintain the files in a manner that meets WDOA's requirements.

- b. Review proposed contract between the community and WDOA. Propose revisions to contract.
 - c. Complete citizen participation efforts. This includes:
 - i. Prepare notices and arrange for publication.
 - ii. Present at public meetings (one during the application process, one near the completion of the project).
 - iii. LMI survey documentation, as appropriate, will be placed in the grant files.
- 2. Procurement of Professional Services
 - a. Document compliance with federal procurement policy.
- 3. Financial Management
 - a. Draft financial management forms.
 - b. Complete all drawdown requests to the WDOA.
 - c. Maintain Cash Control Register.
 - d. Maintain Disbursements Journal.
 - e. Maintain Matching Funds Journal.
- 4. Equal Opportunity and Procurement Requirements
 - a. Maintain Section 3 Compliance.
 - b. Maintain compliance with Executive Order 11246.
 - c. Work with engineer to insert required federal and state forms in bidding documents, as appropriate.
 - d. Complete Fair Housing requirements.
 - e. Document compliance with Handicap Accessibility Requirements.
- 5. Labor Standards
 - a. Work with engineer to insert Davis Bacon Wage Rates in bid documents.
 - b. Complete Semi-Annual Labor Standard Enforcement Reports.
 - c. Complete Final Labor Standards Compliance Report.
 - d. Review all payrolls on a weekly basis.
 - e. Complete HUD 11s (employee interviews) as required.
 - f. Document all payroll violations.
 - g. Work with contractors to correct wage underpayments (if any).
- 6. Complete Semi-Annual Reports and submit to WDOA
- 7. Acquisition/Relocation. If applicable, assist in acquisition and relocation efforts.
 - a. Coordinate with municipal attorney, as appropriate.
 - b. Maintain Acquisition Summary Checklist.
 - c. Maintain required files documenting compliance.
- 8. Audit Requirements. Assist the Client in determining what level of Audit (if any) is required. Coordinate and submit audit when audit is completed by the community. Audit services are not included.
- 9. Close Out. Complete Close out documentation, including self-monitoring checklist. Schedule and participate in WDOA monitoring visit (if required by WDOA).

The fee for Task 2 – CDBG Administration is based on a construction period of up to 20 months requiring two bid packages and two general contractors. This also assumes SEH is performing Construction Engineering for the project. If this changes, then the scope, schedule and/or fee will need to be adjusted.

Additional Services: These services are not included in the estimated fee. If requested by the Client, Consultant will complete them on a time and materials basis at Consultant's current rates.

- 1. **Detailed Historical/Archeological Review:** This section applies to providing documentation above and beyond the original submittal that is required to accompany the Financial Assistance Application. Projects that are determined to impact historic or potentially historic properties or are located in historic districts may have a higher standard of review. This may include documentation of compliance with 36 CFR Part 800, Protection of Historic Properties (also known as Section 106 Compliance). This is in addition to any local ordinance compliance with the Client's Municipal Code or other requirements associated with development in the historic districts.
- 2. **Detailed Floodplain/Wetland Review:** This applies to providing documentation above and beyond the original submittal that is required to accompany the Financial Assistance Application. If portions of this project occur in an area identified as flood hazard areas, further study will be required, and documentation provided as an additional service.

3. **Publication of Notices** required by the grant application or administration process: Publishing arrangements and all costs associated with any required public notices shall be a direct expense of the Client.
4. **Accounting, Financial Advisor or Legal fees** that may be required as part of the grant application or administration process.

Schedule: Our services will begin promptly upon written approval of this agreement. Task 1 will be complete by May 18, 2023 to meet the CDBG application deadline.

If awarded CDBG funds, Task 2 administrative services are anticipated to be ongoing during construction and will be completed approximately 90-days after final construction. If there are delays in the Project that are beyond Consultant's control, Client agrees to grant additional time to complete the services.

Payment:

The lump sum fee for Task 1 is \$8,000 including expenses and equipment.

The lump sum fee for Task 2 is \$40,000 including expenses and equipment.

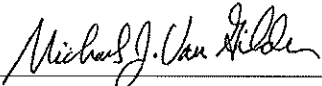
The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.

City of Chetek

By: 
Mike Van Gilder, PE (WI)
Title: Client Service Manager

By: _____
Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between City of Chetek (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated February 8, 2023

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10 percent markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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CITY OF CHETEK

Short Term Rental (STR) Application - \$500.00 Fee

(License required if period of operation is more than 10 days in a license year, days do not need to be consecutive and less than 28 consecutive days to one renter in a license year) (No license required for a total of less than 10 days per license year)

SHORT TERM RENTAL HOUSE INFORMATION:

Property Address: 650 Lakeview Dr. in the City of Chetek, WI

Period of Operation: March 1, 2023

APPLICANT/OPERATOR INFORMATION:

Applicant/Operator Identity:

Name: Yohe, Karen and Colin
(Last, First, Middle)

Mailing Address: 9226 138th St City: Chippewa Falls State: WI Zip: 54729

Phone # 303-907-5583 E-mail: ktee76@comcast.net

Maximum Occupancy for Premise: 8

(Total number of occupants licensed by the State of Wisconsin or Barron County Health and Human Services)

PROPERTY OWNER INFORMATION: ☒ SAME AS APPLICANT:

Name: _____
(Last, First, Middle)

Mailing Address: _____ City: _____ State: _____ Zip: _____

24 Hour Phone #: _____ E-mail: _____

PROPERTY MANAGER INFORMATION (IF APPLICABLE) OR ANOTHER RESPONSIBLE PARTY

Name: Same as Operator Information
(Last, First, Middle)

Mailing Address: _____ City: _____ State: _____ Zip: _____

24 Hour Phone #: _____ E-mail: _____

(Page 1 – Continued on Page 2)

**Please include the following REQUIRED items with this application
(Application cannot be submitted without all items included)**

1. Completed City of Chetek Short Term Rental (STR) Application Form with \$500.00 fee issued for a 1-year period, from June 30th to July 31st .
2. Provide proof of valid property and commercial liability insurance for the dwelling unit.
3. Provide a State of Wisconsin Tourist Rental House License as required by Wis. Stat. 66.1014(2)(d)2.a. issued by the Wisconsin Department of Agriculture, Trade, and Consumer Protection or agent thereof, Barron County Public Health. (Barron County Hotel/Motel/Tourist Rooming House License)

I certify that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any Short-Term Rental license is required to comply with all provisions of Section 30-300 through 30-309 of the City of Chetek Code of Ordinances and I hereby certify that the property meets those ordinance/code requirements.

I hereby certify that the short-term rental dwelling, subject to this license, is my property.

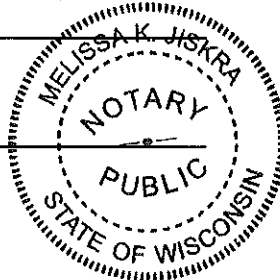
Applicant Signature Kawatygohe Date 1-5-2023
(Applicants signature must be notarized)

Subscribed and sworn to before me this 5th day of January, 2023.

Melissa K. Jiskra
(Signature of person authorized to administer oaths)

Melissa K. Jiskra
Printed name of person authorized to administer oaths)

My commission expires 1/24/2023



For Office Use Only

Date Filed: 1/9 Receipt Number: 2043018 Total Amount: \$ 208³⁵
Building Inspector Approval: [Signature] Notes/conditions: none 1-16-2023
Date License issued: _____ License Number: _____
Copy to: Finance ☐ Copy to: Building Inspection ☐ Copy to: Police Department ☒ Copy to: Fire Department ☒

PROPERTY CHECKLIST
SHORT TERM HOME RENTAL

ADDRESS 650 LAKEVIEW DRIVE DATE 1/16/2023 TIME 7:00 am

OWNER KAREN COLIN

YES BARRON COUNTY LICENSE AND REPORT

YES PROOF OF INSURANCE

YES PAID CITY FEE

3 NUMBER OF GUEST ROOMS

SIZE (1)884 cubic(2)765 cubic(3)1904 cubic (4)_____ (5)_____ (6)_____

8 MAXIMUM NUMBER OF GUESTS

YES ADEQUATE PARKING ON THE PROPERTY

YES HOUSE NUMBER POSTED AND VISIBLE FROM THE STREET

YES REFUSE RECEPTACLES

YES SMOKE DETECTION YES CO DETECTION

YES FIRE EXTINGUISHERS-SIZE 2A10BC

YES POSTED ESCAPE ROUTES IN BEDROOMS

YES PROPER EXITS

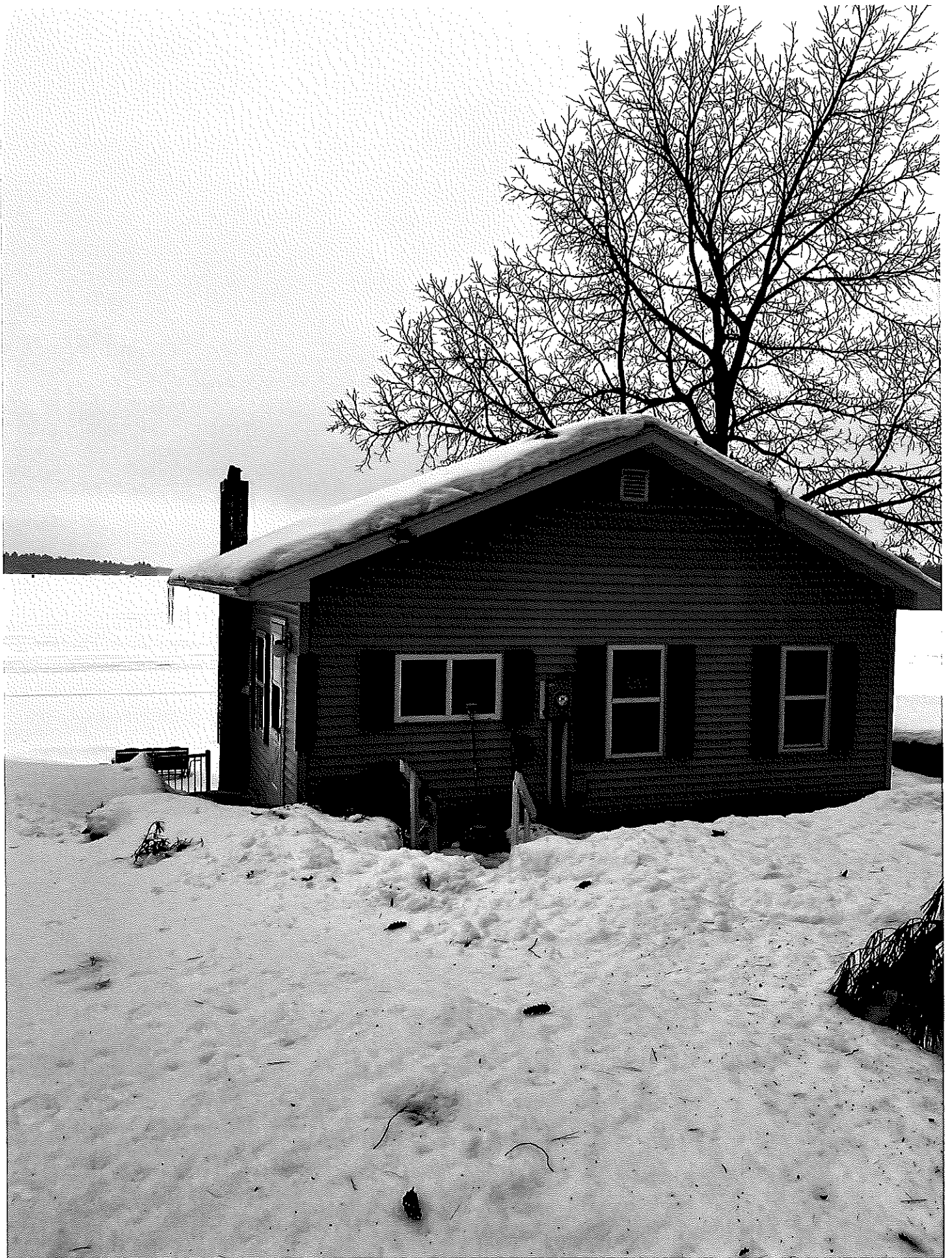
YES POSTED HOUSE RULES BY FRONT ENTRY DOOR

HEALTH AND SAFETY CONCERNS NONE AT THE TIME OF INSPECTION

INSPECTION CONDUCTED BY

JOE ATWOOD/CITY BUILDING AND ZONING ADMINISTRATOR







Lodging Inspection Report

Establishment Information	
Facility Name PAPA'S PLACE	Facility Type Tourist Rooming House (LTR)
Facility ID # TMYS-CKQLQN	Facility Telephone # 303 907-5583
Facility Address 650 LAKEVIEW DR CHETEK, WI 54728	
Licensee Name COLIN & KAREN YOHE	Licensee Address 9226 138 ST CHIPPEWA FALLS, WI 54729

Inspection Information		
Inspection Type Pre-inspection	Inspection Date November 2, 2022	Total Time Spent

OPERATOR - The violations in operating procedure or physical arrangement indicated below must be corrected by the next routine inspection or by a date specified in this report.

Observed Violations
<p>Total # 2</p> <p>Observed Violations - 04 - XConnection Observation: The following cross-connections have been identified: no backflow preventer is provided for the outdoor spigot. Corrective Action(s): Provide an approved backflow/back-siphonage protection device. Correct By: 02-Nov-2023 Code citation: ATCP 72.10 (4) PLUMBING. All plumbing and fixtures shall meet the requirements contained in ch. SPS 382 and shall be maintained in good repair and in a sanitary condition.</p> <p>Observed Violations - 21 - 1 Utensil Sanit. Observation: Multi-use food contact surfaces, such as dishes and utensils are not being washed, rinsed and sanitized for different guests. Corrective Action(s): All multi-use utensils must be washed, rinsed and sanitized using approved methods, equipment and chemicals. An alternative is to post a sanitization sign and provide food contact safe bleach for guests to sanitize the dishes. Correct By: 18-Nov-2022 Code citation: ATCP 72.11 (3)(a) Whenever multi-use glasses, ice buckets or other utensils are provided for a guest, the items shall be washed, rinsed and sanitized in an approved manner before being provided for use by a different guest. Utensils, when furnished, shall be free of cracks or chips. The food-content surfaces shall be smooth, nontoxic, corrosion-resistant, nonabsorbent and easily accessible for cleaning.</p>

Comments:
Met with owner on site for a scheduled pre-inspection

This facility is on city water and sewer

- Hand soap and single use towels are available for guests to wash and dry hands. Multiple fabric towels would also be acceptable as long as they are laundered between guests.
- There is a fuel burning furnace in the basement. A combination carbon monoxide and smoke detector is near the furnace and it responded when tested. Guests will not have access to the basement
- No food will be provided to guests.
- Mattresses all have mattress pads.
- In sleeping areas the Code requires 400 cubic feet per person over 12 years old and 200 cubic feet per person under 12 years old. You will need to determine the number of people that each sleeping area can hold based on these numbers. When you rent your property, you should restrict the number of people that can occupy the facility based on meeting these parameters.
 - sleeping area with the bunk bed will accommodate 2 adults or up to 4 children (~823 cubic feet)
 - sleeping area with the queen size bed will accommodate 2 adults or up to 4 children (~843 cubic feet)
- Combination carbon monoxide detectors are in the immediate vicinity outside each sleeping area.
- Sanitization sign was provided during the inspection, however, there was no bleach available for guests to sanitize dishes. Provide a photo of the food contact safe bleach that is available to guest to sanitize dishes on or before 11/18/2022 via email (rachel.henke@co.barron.wi.us) or schedule a follow up inspection via 715-537-6104.
- Outdoor water spigot is not supplied with a backflow preventer. Provide a backflow preventer on the outdoor spigot to prevent contamination of the main water source.

Pre-inspection fees and annual permit fees have been paid in full. Permit is being released and will be mailed with a copy of this report to the licensee address.

Any operator aggrieved by an order of this department under this chapter may request a hearing as provided in ch.227 statute, if state licensed, or a local ordinance if licensed by an agent health department.

A Follow-Up or Reinspection to assess correction of violation(s) has been scheduled to occur on, or about, November 18, 2022

Person in Charge

Sanitarian



Rachel Henke
(715) 537-6104



BARRON COUNTY DHHS-PH

License, Permit or Registration

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Wisconsin statutes and is here by authorized to engage in the activity as indicated below.

ACTIVITY Tourist Rooming House (LTR)		EXPIRATION DATE 30-Jun-2023	I.D. NUMBER TMYS-CKQLQN
LICENSEE MAILING ADDRESS COLIN & KAREN YOHE 9226 138 ST CHIPPEWA FALLS WI 54729	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS PAPA'S PLACE 650 LAKEVIEW DR CHETEK WI 54728	

The department may send out a renewal notice as a courtesy, but in the absence of a courtesy reminder it is the licensee that is responsible for remittance of the permit fee to the department before July 1st.

All Permits expire on June 30th; it is the responsibility of the licensee to make sure all applicable fees are received by the department before July 15th or a late payment fee will be assessed.

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

BARRON COUNTY DHHS PH PROGRAMS
335 E MONROE AVE ROOM 338
BARRON, WI 54812
(715)537-6844

* Include the name of your facility and the ID number.

Welcome to Papa's Place



**Property
Owners:**

Colin and Karen Yohe
715-379-1703 ~ 303-907-5583
9226 138th St.
Chippewa Falls, WI 54729

House Rules:

- 1) Maximum number of Occupancy: 6 guests
- 2) Maximum number of Vehicles: 2 + 1 trailer
Parking is allowed on paved driveway only. (See diagram)
- 3) Outdoor recreation area includes the boat dock and lawn, the patio with BBQ grill, and attached balcony. Please use all areas with caution and at your own discretion.
Turn off the grill and disconnect the gas when finished.
- 4) Smoking is not allowed inside the property. There will be an additional cleaning fee if any signs of smoking are found.
- 5) At the end of your stay, please remove all food and trash and place in city receptacle at the end of the driveway.
Please wash your dishes.
- 6) Quiet hours are from 10:00 PM to 7:00 AM,
per City of Chetek Police Department.



State Farm Fire and Casualty Company
A Stock Company With Home Offices In Bloomington, Illinois

Po Box 2356
Bloomington IL 61702-2356



AT2 H-05-11B7-FBB3 F HW
3201
YOHE, COLIN V & KAREN T
9226 138TH ST
CHIPPEWA FLS WI 54729-5114

DECLARATIONS

AMOUNT DUE: None

Payment is due by TO BE PAID BY MORTGAGEE

Policy Number: 49-CY-L163-7

Policy Period: 12 Months

Effective Dates: AUG 3 2022 to AUG 3 2023

The policy period begins and ends at 12:01 am standard time at the residence premises.

Your State Farm Agent
JEFF FLAIG INS AGENCY INC
421 ISLAND ST
CHIPPEWA FLS WI 54729-2324

Phone: (715) 723-9128 or (715) 723-9120

Roof Material: Composition Shingle
Roof Installation Year: 2016

HOMEOWNERS POLICY

Location of Residence Premises
650 LAKEVIEW DR
CHETEK WI 54728-8613

Construction: Frame
Year Built: 1940

Automatic Renewal

If the **POLICY PERIOD** is shown as **12 MONTHS**, this policy will be renewed automatically subject to the premiums, rules, and forms in effect for each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice in compliance with the policy provisions or as required by law.

PREMIUM

Annual Premium \$ 874.00

Your premium has already been adjusted by the following:

Home/Auto
Claim Record
Loyal Customer

Total Premium \$ 874.00

**NAMED INSURED**

YOHE, COLIN V & KAREN T

MORTGAGEE AND ADDITIONAL INTERESTS**Mortgagee**CITIZENS COMMUNITY FEDERAL NA
ITS SUCCESSORS AND/OR ASSIGNS
PO BOX 390571
MINNEAPOLIS MN 55439-0571Loan Number:
227040**SECTION I - PROPERTY COVERAGES AND LIMITS**

Coverage	Limit of Liability
A Dwelling	\$ 197,000
Other Structures	\$ 21,100
B Personal Property	\$ 147,750
C Loss of Use	\$ 59,100
Additional Coverages	
Arson Reward	\$1,000
Credit Card, Bank Fund Transfer Card, Forgery, and Counterfeit Money	\$1,000
Debris Removal	Additional 5% available/\$1,000 tree debris
Fire Department Service Charge	\$500 per occurrence
Fuel Oil Release	\$10,000
Looks and Remote Devices	\$1,000
Trees, Shrubs, and Landscaping	5% of Coverage A amount/\$750 per item

SECTION II - LIABILITY COVERAGES AND LIMITS

Coverage	Limit of Liability
L Personal Liability (Each Occurrence)	\$ 1,000,000
Damage to the Property of Others	\$ 1,000
M Medical Payments to Others (Each Person)	\$ 10,000

INFLATION

Inflation Coverage Index: 348.5

DEDUCTIBLES

Section I Deductible	Deductible Amount
All Losses 1/2%	\$1,000

LOSS SETTLEMENT PROVISIONSA1 Replacement Cost - Similar Construction
B1 Limited Replacement Cost - Coverage B

AUG 26 2022

FORMS, OPTIONS, AND ENDORSEMENTS

HW-2149	Homeowners Policy
HO-2346.1	Amendatory Endorsement
HO-2440	Home Rental Endorsement
Option ID	Increase Dwlg Up to \$ 39,400

ADDITIONAL MESSAGES

State Farm® works hard to offer you the best combination of price, service, and protection. The amount you pay for homeowners insurance is determined by many factors such as the coverages you have, the type of construction, the likelihood of future claims, and information from consumers reports.

Other limits and exclusions may apply - refer to your policy

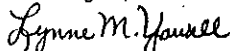
Your policy consists of these Declarations, the Homeowners Policy shown above, and any other forms and endorsements that apply, including those shown above as well as those issued subsequent to the issuance of this policy.

This policy is issued by the State Farm Fire and Casualty Company.

Participating Policy

You are entitled to participate in a distribution of the earnings of the company as determined by our Board of Directors in accordance with the Company's Articles of Incorporation, as amended.

In Witness Whereof, the State Farm Fire and Casualty Company has caused this policy to be signed by its President and Secretary at Bloomington, Illinois.


Secretary


President

HOMEOWNERS AMENDATORY ENDORSEMENT (Wisconsin)

This endorsement modifies insurance provided under the following: HOMEOWNERS POLICY

DEFINITIONS

Under the definition of "*business*", item d. is replaced by the following:

Business does not include:

- d. the ownership, maintenance, or use of systems and equipment used to generate electrical power, if:
 - (1) the power generated is intended primarily for consumption on the *residence premises*; and
 - (2) any resulting income is incidental, including but not limited to:
 - (a) utility bill credits; or
 - (b) incidental income; derived from sending excess power back to the electricity grid; or

The definition of "*occurrence*" is replaced by the following:

"*occurrence*", when used in Section II of this policy, means an accident, including accidental exposure to conditions, which first results in:

- a. *bodily injury*; or
- b. *property damage*;

during the policy period. All *bodily injury* and *property damage* resulting from one accident, series of related accidents, or from continuous or repeated exposure to the same general conditions is considered to be one *occurrence*.

SECTION I – PROPERTY COVERAGES**COVERAGE A – DWELLING**

Item 3.c. is replaced by the following:

- c. systems and equipment used to generate electrical power, unless:
 - (1) the power generated is intended primarily for consumption on the *residence premises*; and
 - (2) any resulting income is incidental, including but not limited to:
 - (a) utility bill credits; or
 - (b) incidental income; derived from sending excess power back to the electricity grid.

SECTION I – ADDITIONAL COVERAGES

The following is added to Volcanic Action:

When applicable, the following coverages apply to a loss covered by Volcanic Action:

- a. **COVERAGE C – LOSS OF USE;**
- b. **SECTION I – ADDITIONAL COVERAGES;** and
- c. Increased costs due to minimum code requirements as described in **SECTION I – LOSS SETTLEMENT, COVERAGE A – DWELLING**, items 1.a.(4) or 2.a.(5).

The following is added to Collapse:

When applicable, the following coverages apply to a loss covered by Collapse:

- a. **COVERAGE C – LOSS OF USE;**
- b. **SECTION I – ADDITIONAL COVERAGES;** and
- c. Increased costs due to minimum code requirements as described in **SECTION I – LOSS SETTLEMENT, COVERAGE A – DWELLING**, items 1.a.(4) or 2.a.(5).

The following is added to Fuel Oil Release:

When applicable, the following coverages apply to a loss covered by Fuel Oil Release:

- a. **COVERAGE C – LOSS OF USE;**
- b. **SECTION I – ADDITIONAL COVERAGES;** and
- c. Increased costs due to minimum code requirements as described in **SECTION I – LOSS SETTLEMENT, COVERAGE A – DWELLING**, items 1.a.(4) or 2.a.(5).

Any payments made for these coverages are included in, and not in addition to, the \$10,000 limit of insurance for Fuel Oil Release.

SECTION I – CONDITIONS

Under Mortgagee Clause, paragraph 10.c. is replaced by the following:

- c. If we cancel this policy, the mortgagee will be notified at least 10 days before the date cancellation takes effect.

SECTION II – LIABILITY COVERAGES**SECTION II – ADDITIONAL COVERAGES**

The following is added to Damage to Property of Others:

- d. Under **SECTION II – EXCLUSIONS**, exclusion 2.c. does not apply to the coverage provided by Damage to Property of Others.

SECTION II – EXCLUSIONS

Under SECTION II – EXCLUSIONS, 1.p is replaced by the following:

1. Coverage L and Coverage M do not apply to:
 - p. **bodily injury or property damage** arising out of the ownership, maintenance, or use of systems and equipment used to generate electrical power, unless:
 - (1) the power generated is intended primarily for consumption on the **residence premises**; and
 - (2) any resulting income is incidental, including but not limited to:
 - (a) utility bill credits; or
 - (b) incidental income;
derived from sending excess power back to the electricity grid.

Under SECTION II – EXCLUSIONS, 2.a. and 2.c. are replaced by the following:

2. Coverage L does not apply to:
 - a. liability:
 - (1) for **your** share of any loss assessment charged against all members of any type of association of property owners; or
 - (2) imposed on or assumed by any **insured** through any unwritten or written contract or agreement. This exclusion does not apply to:
 - (a) liability for damages that the **insured** would have in absence of the contract or agreement; or
 - (b) written contracts:
 - (i) that directly relate to the ownership, maintenance, or use of any **insured location**; or
 - (ii) when the liability of others is assumed by **you** prior to the **occurrence**;
unless excluded elsewhere in the policy;
 - c. **property damage** to property rented to, used or occupied by, or in the care, custody, or control of any **insured** at the time of the **occurrence**. This exclusion does not apply to **property damage** caused by:
 - (1) fire;
 - (2) smoke;

- (3) explosion;
- (4) abrupt and accidental damage from water; or
- (5) household pets, up to \$500 in excess of **your** security deposit;

SECTION I AND SECTION II – CONDITIONS

Under Cancellation, item b. is replaced by the following:

- b. **We** may cancel this policy by providing notice to a named insured shown on the **Declarations**. The notice will provide the date cancellation is effective.
 - (1) When **you** have not paid the premium, **we** may cancel at any time by providing notice at least 10 days before the date cancellation takes effect. This condition applies whether the premium is payable to **us** or **our** agent or under any finance or credit plan.
 - (2) When this policy has been in effect for less than 60 days and is not a renewal with **us**, **we** may cancel for any reason. **We** may cancel by providing notice at least 10 days before the date cancellation takes effect.
 - (3) When this policy has been in effect for 60 days or more, or at any time if it is a renewal with **us**, **we** may cancel:
 - (a) if there has been a material misrepresentation of fact that, if known to **us**, would have caused **us** not to issue this policy; or
 - (b) if the risk has changed substantially since this policy was issued.**We** may cancel this policy by providing notice at least 30 days before the date cancellation takes effect.
 - (4) When this policy is written for a period longer than one year, **we** may cancel for any reason at anniversary. **We** may cancel by providing notice at least 60 days before the date cancellation takes effect.

Nonrenewal is replaced by the following:

Nonrenewal. If **we** decide not to renew this policy, then, at least 60 days before the end of the current policy period, **we** will provide a nonrenewal notice to a named insured shown on the **Declarations**.

Joint and Individual Interests is replaced by the following:

Joint and Individual Interests. If **you** consists of more than one person or entity, then each acts for all to change or cancel this policy.

Electronic Delivery is deleted.

OPTIONAL POLICY PROVISIONS

Option ID is replaced by the following:

Option ID – Increased Dwelling Limit. *We* will settle losses to damaged **building structures** covered under **COVERAGE A – DWELLING** according to the Loss Settlement Provision shown in the *Declarations*.

1. If the amount *you* actually and necessarily spend to repair or replace the damaged **dwelling** exceeds the limit of liability shown in the *Declarations* for Coverage A – Dwelling, *we* will pay the additional amounts not to exceed the Option ID limit shown in the *Declarations*.
2. If the amount *you* actually and necessarily spend to repair or replace damaged **building structures**

covered under **COVERAGE A – DWELLING**, Other Structures exceeds the limit of liability shown in the *Declarations* for Other Structures, *we* will pay the additional amounts not to exceed 10% of the Option ID limit shown in the *Declarations*.

Report Increased Values. *You* must notify *us* within 90 days of the start of construction on any new **building structure** costing \$5,000 or more; or any additions to or remodeling of **building structures** that increase their values by \$5,000 or more. *You* must pay any additional premium due for the increased value. *We* will not pay more than the applicable limit of liability shown in the *Declarations* if *you* fail to notify *us* of the increased value within 90 days.

All other policy provisions apply.

HO-2346.1

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HO-2440
Page 1 of 1**HO-2440 HOME RENTAL ENDORSEMENT (Homeowners)**

This endorsement modifies insurance provided under the following: HOMEOWNERS POLICY

This coverage applies while the **residence premises** is rented to others, either completely or in part, for exclusive use as a residence.

SECTION I – PROPERTY COVERAGES**COVERAGE A – DWELLING**

Item 2.c.(3) is replaced by the following:

2. c. (3) rented either completely or in part, for exclusive use as a residence.

SECTION I – PROPERTY COVERAGES**COVERAGE B – PERSONAL PROPERTY**

Item 2.g. is deleted.

SECTION I – LOSSES INSURED**COVERAGE B – PERSONAL PROPERTY**

Item 9.b.(3)(a) is deleted.

SECTION II – EXCLUSIONS

Item 1.c.(1) is replaced by the following

1. c. (1) to the rental of the **residence premises**:
 - (a) either completely or in part for exclusive use as a residence; or
 - (b) in part, as an office, school, studio, or private garage;

All other policy provisions apply.

HO-2440

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CITY OF CHETEK

Short Term Rental (STR) Application - \$500.00 Fee

(License required if period of operation is more than 10 days in a license year, days do not need to be consecutive and less than 28 consecutive days to one renter in a license year) (No license required for a total of less than 10 days per license year)

SHORT TERM RENTAL HOUSE INFORMATION:

Property Address: 373 Lakeriew Dr. Chetek WI 54728 in the City of Chetek, WI

Period of Operation: January 16th 2023

APPLICANT/OPERATOR INFORMATION:

Applicant/Operator Identity:

Name: Hilbert Reisa Renee
(Last, First, Middle)

Mailing Address: 1297 16th Ave City: Barron State: WI Zip: 54812

Phone # 715-808-9008 E-mail: rdhilbertpropertiesllc@gmail.com

Maximum Occupancy for Premise: 4 guests

(Total number of occupants licensed by the State of Wisconsin or Barron County Health and Human Services)

PROPERTY OWNER INFORMATION: ☒ SAME AS APPLICANT:

Name: Hilbert Reisa Renee
(Last, First, Middle)

Mailing Address: 1297 16th Ave City: Barron State: WI Zip: 54812

24 Hour Phone #: 715-808-9008 E-mail: rdhilbertpropertiesllc@gmail.com

PROPERTY MANAGER INFORMATION (IF APPLICABLE) OR ANOTHER RESPONSIBLE PARTY

Name: Hilbert David Lorne
(Last, First, Middle)

Mailing Address: 1297 16th Ave City: Barron State: WI Zip: 54812

24 Hour Phone #: 715-418-1410 E-mail: rdhilbertpropertiesllc@gmail.com

(Page 1 – Continued on Page 2)

**Please include the following REQUIRED items with this application
(Application cannot be submitted without all items included)**

1. Completed City of Chetek Short Term Rental (STR) Application Form with \$500.00 fee issued for a 1-year period, from June 30th to July 31st .
2. Provide proof of valid property and commercial liability insurance for the dwelling unit.
3. Provide a State of Wisconsin Tourist Rental House License as required by Wis. Stat. 66.1014(2)(d)2.a. issued by the Wisconsin Department of Agriculture, Trade, and Consumer Protection or agent thereof, Barron County Public Health. (Barron County Hotel/Motel/Tourist Rooming House License)

I certify that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any Short-Term Rental license is required to comply with all provisions of Section 30-300 through 30-309 of the City of Chetek Code of Ordinances and I hereby certify that the property meets those ordinance/code requirements.

I hereby certify that the short-term rental dwelling, subject to this license, is my property.

Applicant Signature Risa Hilbert Date 1.5.2023
(Applicants signature must be notarized) Risa Hilbert

Subscribed and sworn to before me this 5 day of January, 2023.

Scott D. Vande Voort
(Signature of person authorized to administer oaths)

Scott D. Vande Voort
Printed name of person authorized to administer oaths)

My commission expires July 6, 2024

For Office Use Only

Date Filed: 1-18-2023 Receipt Number: 20B286 Total Amount: \$ 200⁰⁰
Building Inspector Approval: [Signature] Notes/conditions: _____
Date License Issued: _____ License Number: _____
Copy to: Finance _____ Copy to: Building Inspection _____ Copy to: Police Department _____ Copy to: Fire Department _____



Lodging Inspection Report

Establishment Information

Facility Name RDHILBERT PROPERTIES LLC - REISA HILBERT	Facility Type Tourist Rooming House (LTR)
Facility ID # TMYS-CL8KZ5	Facility Telephone # 715 808-9008
Facility Address 373 LAKEVIEW DR CHETEK, WI 54728	
Licensee Name RDHILBERT PROPERTIES, LLC - REISA HILBERT	Licensee Address 1297 16TH AVE BARRON, WI 54812

Inspection Information

Inspection Type Pre-inspection	Inspection Date January 13, 2023	Total Time Spent
-----------------------------------	-------------------------------------	------------------

OPERATOR - The violations in operating procedure or physical arrangement indicated below must be corrected by the next routine inspection or by a date specified in this report.

Comments:

Met with owner, Reisa, onsite for scheduled pre-inspection.

- Facility is serviced by city water and sewer.
- Soap and single use towels (paper towels) provided for guest use.
- Sanitization signage with directions for sanitizing food contact surfaces is posted in the unit and sanitizer (bleach) is provided in the unit for guests to use. Make sure that the bleach is provided in the original container with directions for use, it is approved for use with food contact surfaces, and that the sanitizer should be stored out of reach of children.
- Mattress pad and sheet fold-back provided on all beds.
- Code requires sleeping areas to have 400 cubic feet per person over 12 years old and 200 cubic feet per person 12 years old and under. You will need to determine the number of people that can be in each sleeping area based on these numbers. Each bedroom in the unit is approximately 800 cubic ft in space. Did discuss that the living room area may be used for a sleeping area occasionally.
- A combination (smoke & carbon monoxide) detector is located outside each sleeping area and in working condition.
- Make sure to post your permit once you've received it.

Your permit is now being released. The permit has been mailed to your licensee address along with this report.

Any operator aggrieved by an order of this department under this chapter may request a hearing as provided in ch.227 statute, if state licensed, or a local ordinance if licensed by an agent health department.

PROPERTY CHECKLIST
SHORT TERM HOME RENTAL

ADDRESS 373 LAKEVIEW DRIVE DATE 1/13/2023 TIME 2:00 PM

OWNER REISA HILBERT

YES BARRON COUNTY LICENSE AND REPORT

YES PROOF OF INSURANCE

YES PAID CITY FEE

3 NUMBER OF GUEST ROOMS

SIZE (1)800 cubic(2)800 cubic(3)1536 cubic(4)_____(5)_____(6)_____

7 MAXIMUM NUMBER OF GUESTS

YES ADEQUATE PARKING ON THE PROPERTY

YES HOUSE NUMBER POSTED AND VISIBLE FROM THE STREET

YES REFUSE RECEPTACLES

YES SMOKE DETECTION YES CO DETECTION

YES FIRE EXTINGUISHERS-SIZE 2A10BC

YES POSTED ESCAPE ROUTES IN BEDROOMS

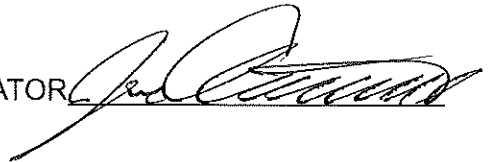
YES PROPER EXITS

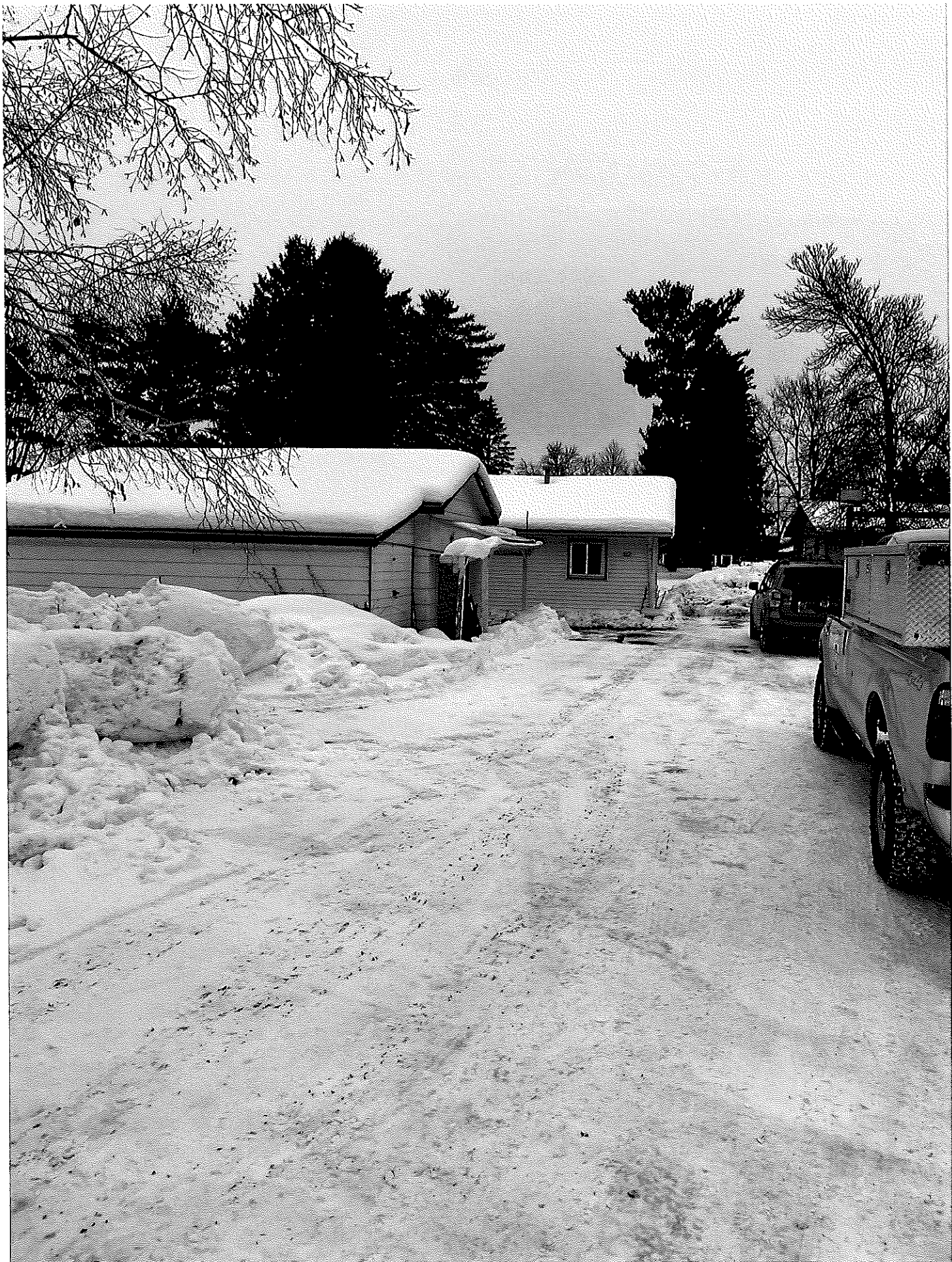
YES POSTED HOUSE RULES BY FRONT ENTRY DOOR

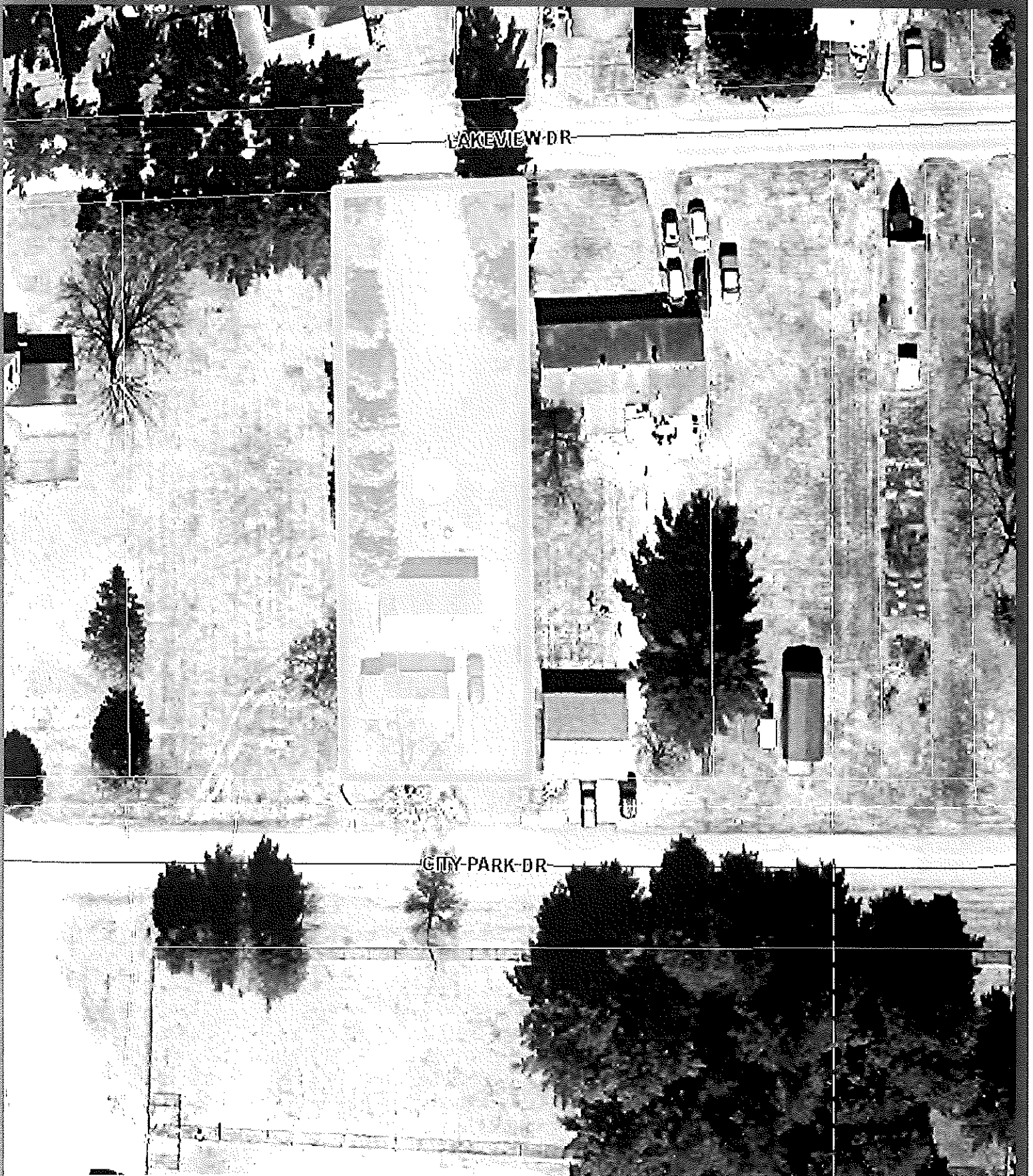
HEALTH AND SAFETY CONCERNS NONE AT THE TIME OF INSPECTION

INSPECTION CONDUCTED BY

JOE ATWOOD/CITY BUILDING AND ZONING ADMINISTRATOR







LAKEVIEW DR

CITY PARK DR



373 LAKEVIEW DRIVE
SHORT TERM RENTAL

City of Chetek
Barron County, Wisconsin

Infinite GIS

GRäEF

Eau Claire ordinance

6.14.070--6.15.030

6.14.070 Violation and Penalty. Any person who violates this chapter shall, for each violation, forfeit not less than fifty (50) dollars nor more than two hundred (200) dollars not including court costs. Each day such violation continues shall constitute a separate offense. (Ord. 7122, 2015).

Chapter 6.15

KEEPING OF POULTRY

Sections:

- 6.15.010 Purpose.
- 6.15.020 Definitions.
- 6.15.030 License Required.
- 6.15.040 Property Requirements and Coop Design.
- 6.15.050 Conditions for Keeping and Sanitation.
- 6.15.060 Inspection and Enforcement.
- 6.15.070 Other methods not excluded.
- 6.15.080 Violation and Penalty.

6.15.010 Purpose. The purpose of this chapter is to outline conditions under which city residents in certain residential districts may safely keep and maintain a limited number of allowable poultry to provide eggs for household use; to assure appropriate coops or structures in which to house poultry; and to protect the health, safety, and welfare of the general population of the City of Eau Claire. (Ord. 7307, 2018)

6.15.020 Definitions. For the purposes of this Chapter, the following terms have the meaning indicated:

- A. "Abutting property" shall mean all lots that the applicant's property comes into contact with at one or more points, except for lots that are legally abutting but separated from the applicant's property by a public or private street, alley or other right-of-way.
- B. "Poultry" shall mean, for purposes of this ordinance, a female gallinaceous bird or hen of any age, including chicks. This definition includes quail but excludes waterfowl, pheasant, geese, turkeys, peacocks, emus or ostriches.
- C. "Coop" shall mean an enclosed structure, building or pen within which poultry roost or are housed.
- D. "Health Department" shall mean the Eau Claire City-County Health Department.
- E. "Run/Enclosure" shall mean the fenced or enclosed outdoor space provided for poultry. Runs/Enclosures shall be fully enclosed, including the top and all sides.
- F. "Residential structure" shall mean any building located on a residentially zoned property, including a detached garage or shed. (Ord. 7307, 2018)

6.15.030 License Required.

A. No person shall own, harbor, keep, or maintain poultry within the corporate limits of the city without first obtaining a license. Construction of a coop shall not commence until an application for a license has been submitted.

1. Applications for a license shall be made prior to acquiring a licensable poultry, on such forms as provided by the city.

2. Applicants shall register with the Wisconsin Department of Agriculture, Trade and Consumer Protection pursuant to §95.51, Wis. Stats., and provide proof of registration with the Department prior to obtaining a city license.

3. Applicants shall state on the licensing application the number of planned poultry, the plan to dispose of manure and other waste, as well as their intended coop design and materials plan including a diagram describing the location of the coop and any attached run/enclosure in relationship to lot boundaries and nearby structures, and on any renewal only if the applicant intends to increase the number of poultry or relocate the coop structure on the property from the previous license.

4. The city shall provide written notification to all owners of real estate within 100 feet of the applicant's property. Owners of abutting property to that of the applicant may object in writing to the issuance or the renewal of a license within fourteen (14) days of notification issuance. If an objection is received, the license shall be presented to the city council for consideration.

5. Applicant shall pay a license fee as provided in the City of Eau Claire Fee and License Schedule with application.

6. Applicant shall certify that the poultry and poultry products are primarily for personal non-commercial use. No commercial sales from the residence or any residential area within the city is permitted.

7. An inspection of the completed coop shall be completed by the Health Department or city staff prior to license issuance and thereafter of the coop and any poultry prior to license renewal or upon credible complaint or as determined necessary. Applicant or licensee shall pay any applicable inspection fee as provided in the City of Eau Claire Fee and License Schedule.

8. Licenses shall be issued for a term of one year, commencing with the first day January and expiring on December 31. Failure to renew a license in a timely manner may result in citations and the issuance of a late fee. (Ord. 7307, 2018)

6.15.040 Property Requirements and Coop Design. A. Property Requirements.

1. Poultry shall only be kept and maintained on a lot zoned R-1 and used as a single-family dwelling, except that poultry may be kept on a lot zoned R-2 and used as a multi-family dwelling if the applicant does all of the following:

a. Submits a written statement of support to the city signed by the landlord or property owner and all other tenants within the dwelling.

b. Submits a written agreement between landlord or property owner and applicant, as to the plans for maintenance of the coop and poultry and their disposition after the applicant vacates the premises.

2. Poultry shall not be kept or maintained upon a vacant lot or inside a residential structure, including basements, porches, garages, shed, or similar storage structure.

3. A coop and any attached run/enclosure shall be located in the back or side yard of the license holder's residence.

4. A coop and any attached run/enclosure shall be located at least ten (10) feet from an abutting lot, at least twenty-five (25) feet from any residential structure on adjacent lots, at least five (5) feet from any residential structure on the applicant's lot, and at least two (2) feet from all lot lines.

5. Contiguous lots under common ownership shall be combined for purposes of this chapter. Setback provisions contained in this section shall not be applicable to those property lines creating the contiguous portion of a lot.

B. Coop Design.

1. All poultry shall be kept and maintained within a detached, stationary structure used exclusively for the keeping of poultry. Temporary or movable devices and structures shall be prohibited.

2. Coops shall be constructed in a skillful manner, including being ventilated, insulated, roofed, constructed of moisture resistant materials, and in compliance with current city building and zoning ordinances.

3. The coop's structural floor area shall not exceed sixty-four (64) square feet, and the height of the coop shall not exceed eight (8) linear feet as measured vertically from the coop's grade level to the outside highest point of the coop.

4. The coop floor, foundation and footings shall be constructed using a hard, cleanable surface, (e.g., concrete, wood, linoleum, or hard plastic) and shall be resistant to rodents. A dirt floor is not acceptable.

5. All coops, including run/enclosure, shall be enclosed with wire netting or equivalent material including a protective overhead that will prevent poultry from escaping the coop or the attached run/enclosure.

6. All coops and attached structures shall be sized to provide a minimum of three (3) square feet per bird.

7. License information shall be attached to the coop, including the name of the license holder, license number, and an emergency contact telephone number. (Ord. 7307, 2018)

6.15.050 Conditions for Keeping and Sanitation. A. Conditions for Keeping.

1. A person keeping or maintaining poultry on residential property:
 - a. Shall keep or maintain not more than five (5) total poultry.
 - b. Shall keep or maintain poultry within a coop or attached coop run/enclosure at all times.
 - c. Shall not keep or maintain any roosters, cocks, or drakes.
2. Poultry shall be provided with access to feed and clean, water at all times.
3. Poultry that become ill shall receive veterinary care on-site or at a veterinary office. Poultry ill with an infectious disease capable of being transmitted from bird to bird or from birds to humans, including but not limited to, salmonella, avian influenza, are prohibited and shall be immediately euthanized by a veterinarian or immediately removed from the city and humanely killed outside of the city. Any person keeping poultry shall immediately report any unusual illness or death of poultry to the Health Department.
4. The Health Officer may order testing, quarantine, isolation, vaccination or humane euthanasia of ill poultry or poultry believed to be a carrier of a communicable disease per DHS 145.06(6), Wis. Stats.
5. A dog or cat which kills or injures a bird shall not, for that reason alone, be considered a dangerous animal under Chapter 6.08 of this Code.
6. Deceased birds shall be disposed of immediately in a safe manner, which may include trash disposal after placing the deceased bird in a sealed bag.
7. All waste including manure shall be disposed of in a safe and adequate manner that does not create a public nuisance. Composting of manure shall be done in a dedicated, enclosed container at least twenty-five (25) feet from any residential structure on adjacent lots, at least five (5) feet from any residential structure on the permitted lot, and at least two (2) feet from all lot lines.
8. The slaughtering of any permitted poultry may be conducted on the property only if conducted in a humane and sanitary manner, outside of the view of any public area or adjacent property, in accordance with all applicable laws, rules, and regulations, and for personal use only. A maximum of five (5) total poultry may be slaughtered on the property in a license year. This shall not constitute animal cruelty for purposes of Chapter 6.11 of this Code.
 - a. Culling of poultry for non-meat purposes shall be prohibited, except as may otherwise be required by this chapter.
9. Poultry shall be secured within a coop during non-daylight hours.
10. Poultry shall not roam free outside of a coop or attached run/enclosure, or off of the permitted property.
11. No person may keep or harbor any poultry, which habitually by any noise disturbs the peace and quiet of any person in the vicinity.
12. Coops shall be entirely removed from the property within ninety (90) days of the nonrenewal of a license.
13. Offsite sale of eggs is prohibited except as otherwise permitted by the State of Wisconsin and United States Department of Agriculture. All distribution of eggs shall be documented, including the names, address, and phone number of receiving individuals.

B. Sanitation.

1. Poultry feed shall be stored and kept in containers which make the feed unavailable to rodents, vermin, wild birds and predators.
2. All coops, attached runs/enclosures and yards where poultry are kept or maintained shall be cleaned regularly to keep them reasonably free from substances, including but not limited to manure, uneaten feed, feathers, and other such waste that it does not cause the air or environment to become noxious or offensive or to be in such condition as to promote the breeding of flies, mosquitoes, or other insects, or to provide habitat, breeding or feeding place for rodents or other animals, or otherwise be injurious to public health.
3. Poultry shall be kept and handled in a sanitary manner to prevent the spread of communicable diseases among birds or to humans. (Ord. 7307, 2018)

6.15.060 Inspection and Enforcement.

- A. License fees shall not be prorated or refundable.
- B. City and Health Department staff shall have the power, whenever it may deem reasonably necessary, to enter a building, structure, or property related to a license under this chapter to ascertain whether the license holder is in compliance with this chapter. Compliance orders and citations may be issued pursuant to the provisions of this chapter, City Code and State law.

C. Violations of this chapter may constitute a public nuisance under Chapter 9.36 of this Code, or under Wisconsin Statutes Chapter 823. The city may maintain an action to recover damages or abate a public nuisance pursuant to Chapter 9.36 of this Code or Wisconsin Statutes Chapter 823.

D. A license issued hereunder may be revoked by the city clerk upon determination that the licensee has failed to comply with the provisions of this chapter, this code, or state law, or the poultry or premises has been declared a public nuisance. Once a license has been revoked, it shall not be reissued for a period of at least two years.

E. Appeals from orders of the Health Department for compliance shall be pursuant to Health Department policy in conformance with the procedures for conducting appeals enumerated in Section 68, Wisconsin Statutes. All other orders are appealable pursuant to city code or as otherwise provided by law. An appeal does not limit the city's right to seek court intervention in the form of injunctive or other relief.

F. Licenses shall not be transferable. Only the owner of the proposed licensed real property, or an occupant of the proposed licensed real property with the owner's written permission, is eligible to obtain a poultry keeping license. (Ord. 7307, 2018)

6.15.070 Other methods not excluded. The provisions of this chapter are not exclusive and may be used in combination with each other or with any other section of this code or state statute applicable to this subject matter. (Ord. 7307, 2018)

6.15.080 Violation and Penalty. Any person who violates the provisions of this chapter shall upon conviction thereof, forfeit not less than \$60 (Sixty) and not more than \$500 (Five Hundred) per day of violation, if applicable, together with the costs of prosecution. (Ord. 7307, 2018)

Resolution 2023-01

WHEREAS, expenses in some accounts exceeded the budget; and,

WHEREAS, Section 65.90(5) of the Wisconsin Statutes allows the governing body of the municipality to change such appropriations stated in the budget;

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

Appropriate revenues:

fuel sales	100-46340	\$1,230.00	
airport van	100-57600		\$1,230.00
finer	100-46211	\$2,000.00	
police computer	100-52116		\$2,000.00
permits	100-44300	\$10,000.00	
pw utility	100-53101-300		\$10,000.00
misc revenue	100-48000	\$3,000.00	
pw wages	100-53101-110		\$3,000.00
interest income	100-48110	\$10,000.00	
pw wages	100-53101-110		\$4,000.00
street lighting	100-53420		\$6,000.00
Adjust budget:	from		
	cemetery	100-57100	\$2,056.00
	to		
	community center wage	100-55140-110	\$2,056.00

This Resolution shall take effect and be in force from and after its passage and publication.

CITY OF CHETEK

By: _____

Jeff Martin, Mayor

Attest: _____

Carmen Newman, Clerk/Treasurer

Passed: February 14, 2023