

**Minutes of the City of Chetek Common Council - Committee of the Whole Meeting held on Monday, November 27, 2023 in the council room, 220 Stout Street, Chetek, WI. at 5:00 p.m.**

The meeting was called to order by Mayor Martin at 5:00 p.m..

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

**Announcement of closed session later in meeting – Wisconsin Statute 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved - wwtp project payments; reconvene; act on closed session item, if any.**

Council discussed the “clerk” and “treasurer/administrator” duties. The job descriptions were updated with the separating of the clerk/treasurer position with Carmen’s retirement. With Mark Eby taking the clerk duties, the treasurer/administrator will be able to focus more on financial matters and general oversight of city operations.

Sterling Bank/Nicolet Bank will need to update the authorized signers for the city’s bank accounts. The authorized signers will be Laura Stelzner, Mayor Martin, Brandy Johnson, and Mark Eby. Motion to approve - Bachowski/Grover. Carried.

The 2024 wage list was approved by personnel and budget committees. Motion to approve - Hempel/Grover. Carried.

Mark Eby’s appointment as the new “clerk” will be effective December 1, 2023. Laura Stelzner’s appointment as the new “treasurer/administrator” will be effective December 1, 2023. Motion to approve - Grover/Hight. Carried.

Interim financing for the wastewater treatment plant project is needed to cover the DNR Clean Water Loan that was applied for to cover the cost overrun that is over and above the Rural Development financing. Sterling Bank will finance \$5,000,000 on a line of credit. When the DNR loan is closed in February, 2024, the loan with Sterling Bank will be paid off. Motion to approve - Bachowski/Hempel. Carried.

Motion to go into closed session - Bachowski/Grover. carried

Motion to adjourn - Grover/Bachowski. Carried.

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Carmen Newman, clerk/treasurer

(signing off - my last minutes 😊)