

City of Chetek Common Council Meeting Agenda

**Tuesday, January 9, 2024- 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

**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.

**Announcement of closed session later in meeting** – Wisconsin Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.- Police

Public comment: citizens may direct questions/comments to the council for items not on the agenda. The council may have limited discussion, however; no action will be taken under public comments.

**Motion to approve agenda**

**CONSENT AGENDA:**

- A. Council minutes and city claims: **November meeting of the Whole;December**
- B. Department/Board reports as submitted **-Library-December;**  
**EDC-December;Personnel-December**
- C. Resignations and/or appointments from boards/committees
- D. General license/permits:

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

**NEW BUSINESS:**

- E. Change Order #5 WWTP
- F. Lighting Retrofit Proposal-Dan
- G. Resolution 2024-1 Appropriate revenues
- H. Resolution 2024-2 Authorization to carry over unused funds
- I. Request for Outside Employment Brandy Johnson
- J. Holiday Schedule Changes
- K. Public Student Loan Forgiveness
- L. Parks outlay account referendum question (Wording of and Election Date of)  
Discussion/Action
- M. Resolution approving a referendum for allowing the City of Chetek to exceed the  
State-Imposed Property Tax Limit
- N. Closed Session
- O. Act on Closed session item if any

Adjournment

**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 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.

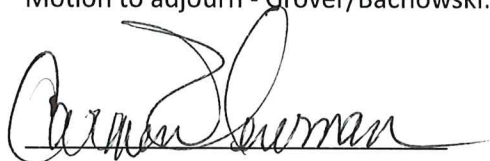
The 2024 wage list was approved by personnel and budget committees. Motion to approve - Hempel/Grover. Carried.

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.

A handwritten signature in black ink, appearing to read 'Carmen Newman', with a horizontal line drawn underneath the signature.

Carmen Newman, clerk/treasurer

(signing off - my last minutes 😊)

**Minutes of the City of Chetek Common Council Meeting held on Tuesday, December 12, 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

Public comments: Brent Bohn- Barron County Waste to Energy Plant Director gave an update on the recycling program as the recycling area is no longer manned and is open to the public 24/7. Brent also said that should there be any issues to give him a call and that also if there is extra littering at the location that Barron would take care of it so the taxpayers incur no expense. Mike Reid also gave an overview on the city and residents need to help look and come up with after school activities.

Hight made a motion to approve the agenda with moving item m to item a. 2nd by Bachowski. Carried.

Hempel motioned to approve the consent agenda items - city claims and minutes from November; accept and place on file committee minutes: Ambulance commission-November; Fire District-November; Planning Commission-October; and Budget Hearing-November 2nd by Bachowski. Carried.

Old Business:

There was no old business.

New Business:

Accept bid for topo map survey for Gotham Park. Mark Etten spoke on this item and said that the parks committee has met and got some bids for the topo map survey. The bid that they would like to recommend to council would be from CBS Squared in the amount of \$1500.00. Mark Etten also said that after this topo map survey that they would finally be able to get some hard numbers so they know what they would be looking at to start fundraising. Hempel asked where the funds would be coming from and the funds would be coming from their fundraising this summer from donkey ball. Bachowski made a motion to accept the bid from CBS Squared for \$1500.00 and use the funds to pay that bill from their fundraising from this past summer. 2nd by Grover motion carried.

Change order #5 is postponed till the January Council Meeting.

Resolution 2023-18 appropriate receipted revenue for the library. Hempel motioned to approve resolution 2023-18 2nd by Grover motion carried.

Resolution 2023-19 Authorizing the issuance and sale of \$10,352,000 sewerage system mortgage revenue bonds of the City of Chetek, Barron County, Wisconsin, and providing for the payment of the bonds and other details with respect to the bonds. This is the approval of the bond for the WWTP from Rural Development. Hight motioned to approve the issuance of bond Bachowski 2nd motion. Carried

Resolution 2023-20 Authorizing and providing for the incurrence of indebtedness of the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and or extending its Wastewater Treatment facility-\$9,000,000 - Hempel motioned to approve resolution 2023-20 2nd by Bachowski. Carried.

Resolution 2023-21 Authorizing and providing for the incurrence of indebtedness of the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and or extending its Wastewater Treatment facility-\$1,352,000 - Hight motioned to approve resolution 2023-21 2nd by Grover. Carried.

Resolution 2023-22 sewer utility rate increase effective 9/1/2024. This is the 3rd in a series of sewer rate increases that started back in 2022. Hempel motioned to approve resolution 2023-22 2nd by Bachowski. Carried

Approve hiring of new police officer Connor Haukom. Chief said that him and personnel met about 2 weeks ago and did an interview with Mr. Haukom. He would be a full time officer and is graduating from the academy December 15,2023. Would be starting with the City on Monday December 18th,2023.

Connor said that he was excited and looking forward to working with the City. Hight made a motion to approve the hiring of Connor Haukom 2nd by grover. Carried

Approve outside employment- Laura Stelzner, Laura said that she works part time at Old Abe's Supper Club. She was working 3 days but since taking her new position she has already cut back her time there. She is also still in a contract with her old employer till June 30th, 2024 working approx at most 10 hours a week outside of her hours here at City Hall so either job does not have any effect on her work here. Once her contract expires she will be done with that company. Bachowski made a motion to allow Laura outside employment. 2nd by Grover motion carried with Hempel voting no.

Chamber of Commerce request to construct storage facility at Gotham Park. Lois Klay, president of the Chetek Area Chamber of Commerce, spoke on how they would like to build a permanent storage facility for all of their belongings. Over the years they have gone from building to building and most recently had a 2 week notice from Mosaic to vacate that building. They then moved their stuff to The Mill area where recently there was a fire and now they have lost everything. They are still working with insurance on that. They have been talking with Joe Atwood and Dan Knapp about the best area for their building and have come up with an area at Gotham Park next to the dog park. They are asking the city for the ok as there is currently a grant that they can apply for but need to have it submitted by the end of January 2024. Hempel said that this is a great idea and loves it. Bachowski had no issue with where Joe and Dan picked out. Hight said this is a better location than the previous one that they had been looking at. Hempel made a motion to approve the Chetek Area Chamber of Commerce to construct a building in Gotham Park next to the dog area. 2nd by Grover. Carried.

Vintage Voyagers request to use the North end of the airport for the annual car show during Liberty Fest weekend. Bachowski motion to approve Vintage Voyagers request 2nd by Grover. Carried.

Request from Barron County to allow county board members to be paid from county funds to attend library board meetings. Director of the library said that because of the funding that comes from the county they are looking for an ok from the City council to pay their board member to attend our library board meetings. Mark did reach out to Jeff French at the county and this is more of a state statute that has to be followed. Hight made a motion to allow the county to pay their library board member a pier diem. 2nd by Grover Carried. Bachowski abstained from this vote.

Discussion regarding non-emergency contact for Community Center rentals. Director Bachowski of the community center discussed what the issue was and it was discussed that this item needs to be brought back to the Community Center Board for discussion before being brought to the council.

Appointment of 2024 Election Inspectors Hight made a motion to accept the list of appointments for the 2024 Election Inspectors. 2nd by Bachowski Carried.

Discuss possible referendum for 2024. Mark discussed that at a previous budget meeting it was discussed that a possible referendum would need to be looked at in order to help maintain our 24/7 policing for the City. There were also talks on a separate referendum to let the city taxpayers decide if they would like to continue with the Gotham Park buildout or not. At this time the Gotham Park referendum will not be worked on. The council did want to work on the referendum for the continuation to help maintain the 24/7 policing and public safety. Mark said that he and Laura will work on putting some numbers together and wording for the January resolution that will need to be done and email to council to get input so come January we are all ready with the resolution to make sure the referendum is on the April 2024 ballot.

Hempel motioned to adjourn the meeting, 2nd by Bachowski. Carried.

City of Chetek  
Meeting: Economic Development Committee  
Monday, December 4, 2023(lunch meeting - Hope and Anchor)  
Chairperson: Ward 4 Alderwoman, Thea Hempel

Members:

Jessica Clark   \_\_x\_\_  
Dan Knapp Sr.   \_\_x\_\_  
Rick Meskers    \_\_x\_\_  
Jennifer Blatz   \_\_x\_\_  
Travis Turner    \_\_x\_\_  
Jim Metcalf     \_\_x\_\_

Call Meeting to Order

Roll Call

Approve Minutes from last meeting

Old Business:

New Business:

Knapp Street Development - Updates and Rumor Control

Mission and Vision Statements

Property Prioritization for Economic Development

Budget Allocation

EDC Membership Discussion

Priorities and Task Assignments

Other Items

Adjourn

## MINUTES

The Meeting was called to order at 12:02 pm - Motion: Jessica Clark Carried: Dan Knapp

All members of the EDC were present. In addition, we were joined by the new City of Chetek Administrator, Laura Stelzner

Approve minutes from Last Meeting (May) Motion: Jim Metcalf Carried: Travis Turner

### Knapp Street Development - Updates and Rumor Control

- Concerns have been heard in "Bar Talk"
- Comes down to redefining the Narrative about SC Swiderski
- TID Language can be easily misunderstood
- Plans include a link on City Website and/or EDC Facebook page - link to Swiderski
- Focus on increase of 15M in assessed value and potentially taxes lowered through a spread of the budget over more households

### Mission and Vision Statements

- To attract Tax Paying entities to Chetek. Leave other discussions to other committees
- Find better communication channels and avenues for businesses who are interested in coming into Chetek
- Strengthen relationship with Barron County (Keischner and Dave Armstrong)
- Invite Dave Armstrong to all future meetings
- Insure continued growth of the City of Chetek
- EDC should be Precursor to the Planning Commission. Come to EDC first
- Work with Small Business Association and Regional Business Funds
- Create "packets" to have at City Hall
- Not our intention to get fully involved with Parks or Youth Sports Items

### Property Prioritization for Economic Development

- Look to create central information location (Google Sheet) for simple spreadsheet of property available, contact names and general notes
- Examples include Property next to Lamperts and the Mayo Property
- Look to develop relationships with property owners
- City not looking to buy or broker property
- Chamber will be looking for a donated property for a new and Permanent property for after the Fire

### Budget Allocation

- There is a line item for \$5000 for EDC
- Potential uses are Marketing materials

### EDC Membership Discussion

- Need to look for replacements for Jim Metcalf and Alex Swanson - asking members to send names so they can be contacted

Meeting was adjourned at 1:03pm Motion: Dan Knapp Carried: Jessica Clark

**Calhoun Memorial Library Board Meeting Minutes**  
**Dec. 5, 2023**

Minutes of the Calhoun Memorial Library Board of Director's Meeting: Dec. 5, 2023

The board meeting was called to order at 9 a.m. on Dec. 5, 2023, by President Jean Wacker at the Calhoun Memorial Library.

Members present: Louise Brown, Jean Wacker, Brandy Johnson, Jeff Martin, John Banks, and Rachel Westberg. Also present were Friends of the Library Board President Barb Ryan, Library Aid Lisa Mulderink, and Library Director Emily Resendiz. Not present was Nancy Nix.

The agenda was approved by motion of John Banks, seconded by Louise Brown. Motion carried.

There were no in-person public comments.

Minutes of the November 2023 board meeting were presented to board members in printed form. Motion was made by Louise Brown, seconded by Brandy Johnson, to accept the minutes as printed. Motion carried.

Treasurer Brandy Johnson presented the expenditures, year-to-date budget, Act 150 and checking account reports for November. Motion made by Rachel Westberg, seconded by John Banks, to approve the report. Motion carried.

Library Director Emily Resendiz presented petty cash, statistics, and activities as part of the director's reports. Friends President Barb Ryan provided an update from the Friends of the Library.

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

Jeff Martin reported on city happenings as the city council representative.

John Banks presented a report as the county representative.

The board discussed the proposed closure dates for the library in 2024. A motion was made by Brandy Johnson, seconded by Louise Brown, to approve a closure date of January 1. Motion carried. The board agreed to table any action and approval on the remaining proposed closed dates until January's meeting when more information would be available regarding library usage.

Library Aid Lisa Mulderink discussed her experience at the ARSL Conference with the board. She noted she came back very excited about working in a library, and has a number of initiatives she would like to begin after attending the conference.

The board received an update on the city's proposed budget and the library's budget request for the 2024 fiscal year. The library will receive approximately \$124,000 in funding from the city next year.

The board discussed a request from the county to approve a per diem for county representatives appointed to the library board. No action was taken, but the matter would be up again for discussion at the January board meeting.

Items up for discussion during the January meeting include: the library's 2024 closed dates, an update on a full-time library aide hire/staffing, library hours, and discussion/action on a stipend for county-appointed library board members.

Motion to adjourn by Brandy Johnson, seconded by Jeff Martin. Motion carried; meeting adjourned.

Respectfully Submitted,

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

## **Minutes of the Hearing of the Personnel Committee of the City of Chetek held on January 3, 2024 at 5:00p.m.**

### **City of Chetek – Personnel Committee Meeting Minutes – January 3, 2024**

**A meeting of the Personnel Committee for the City of Chetek** was called to order at 5:00 pm on January 3, 2024 by Mayor Jeff Martin.

Present were Mayor Martin, Scott Bachowski, Terry Hight, Ron Ambrozaitis, and Laura Stelzner.

Announcement of closed session. Statue read. Agenda change, moving #5 to #3. Moved to closed session.

#### **1) Additional Discussion**

Upon resuming open session conversation took place on Public Works needing additional staffing.

Quarterly department head meetings were discussed and recommended. As well as reports from department heads at these meetings. Included but not limited to - Public Works: current projects and man hours on projects. Police Department: Citations, who writes them and what time of day is most busy. Training information on staff.

Discussion on pending future retirements and the cost of replacing retiring staff members. Finding ways to get ahead of the upcoming staff changes that may occur in the next three to five years.

#### **2) Holiday Schedule**

Laura presented to the committee with holiday statistics from the community in discussion of allocation of more city holidays. Committee determined more holidays were necessary in competition with other local municipalities. All day Christmas Eve, All day New Year's Eve were added. Spring Holiday has been taken, and replaced with Veteran's Day. Veteran's Day to be a floating holiday for staff to use when they would like to with permission from their department head. Employees under contract for 2024 will be awarded the additional holidays as comp time so as not to affect contracts.

#### **3) Public Student Loan Forgiveness**

Laura presented to the committee information on PSLF. The employers requirements, general information, and status of City of Chetek in the PSLF program. This is a federally funded program that does not cost the City of Chetek anything to support our employees.

Questions on the table were if we could send out a memo and assist current employees with PSLF, and if we could promote in future job postings. Committee approved.

**Meeting dismissed at 6:55pm.**



Carmen Newman <cnewman@cityofchetekwi.us>

---

## Fwd: LED Proposal

1 message

---

**Dan Knapp** <dknapp@cityofchetekwi.us>  
To: Carmen Newman <cnewman@cityofchetekwi.us>

Wed, Nov 22, 2023 at 7:52 AM

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

From: **Mark Wright** <[mwright@ncledlighting.com](mailto:mwright@ncledlighting.com)>  
Date: Tue, Nov 21, 2023 at 3:03 PM  
Subject: LED Proposal  
To: <[dknapp@cityofchetekwi.us](mailto:dknapp@cityofchetekwi.us)>  
Cc: Dale Baeten <[dale@ncledlighting.com](mailto:dale@ncledlighting.com)>

Hello Dan,

We really appreciate the opportunity to audit your facility and share the audit results with you.

Attached is a copy of your proposal for your review.

Our Turnkey proposal includes: LED Lighting, Installation, Recycling of existing lighting, lifts, & Submission of Focus on Energy paperwork on your behalf.

All of our products come with a 5 year 50,000 manufacturer warranty along with a 1 year labor warranty on any products we install.

The Net Turnkey Proposal Amount is your total for the project. We offer our proposals in this manner so you don't have to wait (up to 12 weeks) for your incentives to be paid out.

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

Mark


--

Dan Knapp  
Director of Public Works  
City of Chetek  
715-642-0822

## PLEASE NOTE NEW EMAIL: [dknapp@cityofchetekwi.us](mailto:dknapp@cityofchetekwi.us)

---

5 attachments

 **NCLED\_City of Chetek (Public Works)\_ReLamp.docx**  
512K

 **NCLED\_City of Chetek (Public Works)\_Fixture Option.docx**  
512K

# LIGHTING RETROFIT PROPOSAL

Prepared for  
**Dan Knapp**

## Site Information

Name: City of Chetek (Public Works)  
Address: 1125 Railroad Ave Chetek WI  
54728

Proposal Date

November 21, 2023

Proposal Expires

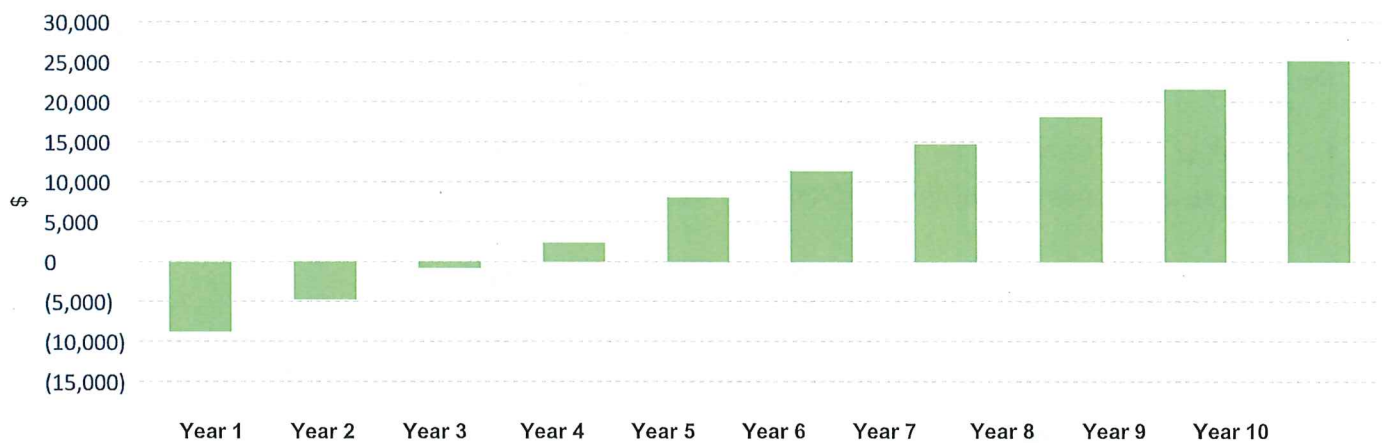
December 29, 2023





Energy Reduction	51%	Saving Area	Year 1	Year 5	Year 10
Avg. Annual Maintenance Savings	100%	Energy	\$2,965	\$15,431	\$32,469
Avg. Annual Operating Savings	54%	Maintenance	\$6	\$4,298	\$4,363
Total			\$2,971	\$19,729	\$36,832

### Aggregate Cash Flow Over Ten Years



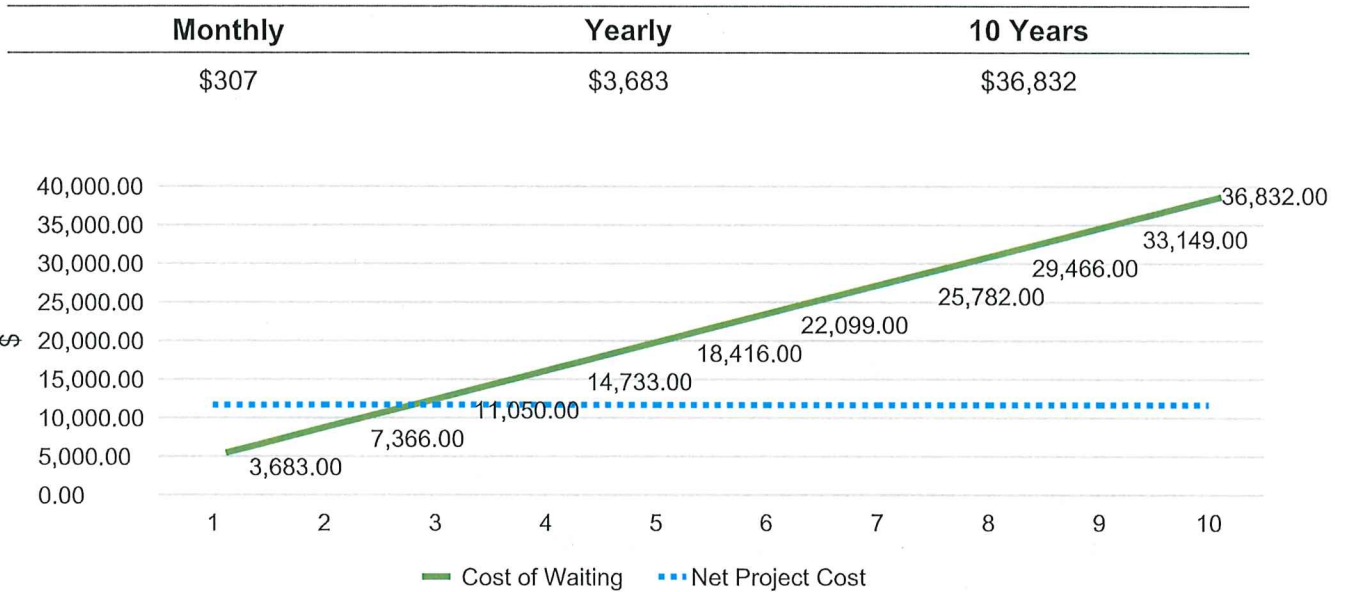
### Itemized Cash Flow

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Project Cost	\$(13,552)	-	-	-	-	-	-	-	-	-
Rebates	\$1,860	-	-	-	-	-	-	-	-	-
Energy Savings	\$2,965	\$3,025	\$3,085	\$3,147	\$3,210	\$3,274	\$3,339	\$3,406	\$3,474	\$3,544
Maintenance Savings	\$6	\$989	\$847	\$6	\$2,450	\$7	\$38	\$7	\$7	\$7
Net Cash Flow	\$(8,721)	\$4,014	\$3,932	\$3,153	\$5,660	\$3,281	\$3,377	\$3,413	\$3,481	\$3,551



## Cost Of Waiting

The cost of waiting shows the amount of cash your company will be losing if you delay the proposed lighting upgrade.



*Cost of waiting includes energy savings and maintenance savings applied as an average annual amount over a 10 year analysis period*



*escalation = 2.00%*

2. *Energy costs are averaged over 10 year  
analysis  
period*

### **Watts Summary**

<b>Existing Watts</b>	<b>Proposed Watts</b>	<b>Reduced Watts</b>	<b>Reduction</b>
15,608	7,627	7,981	51%

*The calculations in this table take into account the existing fixtures that are being replaced, upgraded, and/or have new lighting controls being proposed for them*



	ft/32.0W/2 Lamp		Tube/T8 Linear	
--	-----------------	--	----------------	--

## Appendix

### Financial Assumptions

Analysis Period (Years)	10
Payback Calculation Method	Cash Flow Payback
Cost of Capital	6.00%
Average Cost of Electricity	0.1580 \$/kWh
Annual Energy Inflation	2.00%
Annual Material Inflation	2.00%
Annual Service Inflation	2.00%
Product Tax Rate	0.00%
Service Tax Rate	0.00%

### Schedules

Schedule Name	Hours/Week	Hours/Year
Continuous (24x7)	168	8,760
Dusk to Dawn	84	4,380
Weekdays (9-6)	45	2,346

# LIGHTING RETROFIT PROPOSAL

Prepared for  
**Dan Knapp**

## Site Information

Name: City of Chetek (Public Works)  
Address: 1125 Railroad Ave Chetek WI  
54728

Proposal Date

November 21, 2023

Proposal Expires

December 29, 2023





## Executive Summary

### Project Costs

Total Project Cost	\$16,192
Sales Tax	\$0
Incentives/Rebates	\$2,496
Turnkey Project Cost	\$13,696

### Financial Metrics

Payback Period (yrs)	3.83
Avg. Annual Return	28%
10 Yr Operating Savings	\$37,684
Net Present Value	\$14,856

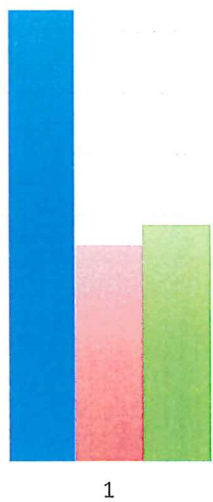
### Cost of Waiting

Postpone for one month	\$314
Postpone for six months	\$1,884
Postpone for one year	\$3,768

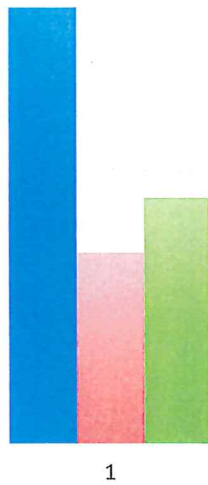
### Assumptions

Energy Rate (\$/kWh)	0.1580
Annual Utility Rate Increase	2.00%
Discount Rate	6.00%

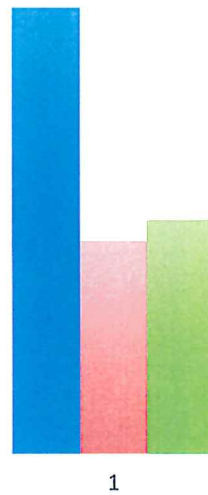
### Usage (kWh)



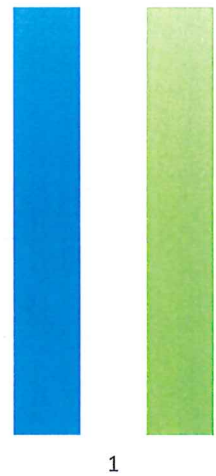
### Demand (kW)



### Energy Cost (\$)



### Maintenance Cost



Current Proposed Savings

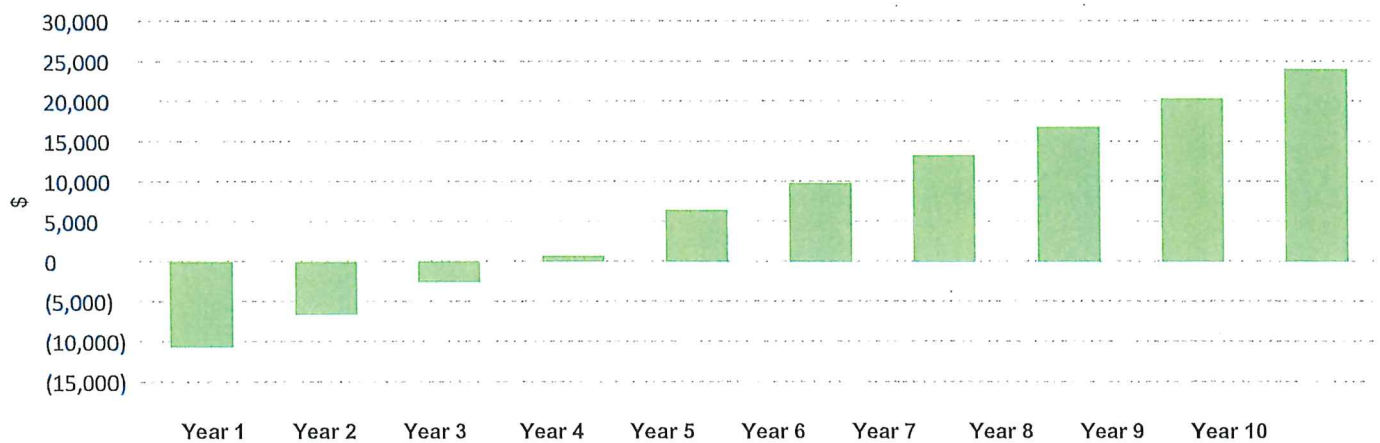
### Impact of New Lighting

### Aggregate Operating Savings



Energy Reduction	52%	<b>Saving Area</b>	<b>Year 1</b>	<b>Year 5</b>	<b>Year 10</b>
Avg. Annual Maintenance Savings	100%	Energy	\$3,043	\$15,836	\$33,321
Avg. Annual Operating Savings	55%	Maintenance	\$6	\$4,298	\$4,363
		<b>Total</b>	<b>\$3,049</b>	<b>\$20,134</b>	<b>\$37,684</b>

### Aggregate Cash Flow Over Ten Years



### Itemized Cash Flow

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Project Cost	\$(16,192)	-	-	-	-	-	-	-	-	-
Rebates	\$2,496	-	-	-	-	-	-	-	-	-
Energy Savings	\$3,043	\$3,104	\$3,166	\$3,229	\$3,294	\$3,360	\$3,427	\$3,496	\$3,565	\$3,637
Maintenance Savings	\$6	\$989	\$847	\$6	\$2,450	\$7	\$38	\$7	\$7	\$7
<b>Net Cash Flow</b>	<b>\$(10,647)</b>	<b>\$4,093</b>	<b>\$4,013</b>	<b>\$3,235</b>	<b>\$5,744</b>	<b>\$3,367</b>	<b>\$3,465</b>	<b>\$3,503</b>	<b>\$3,572</b>	<b>\$3,644</b>



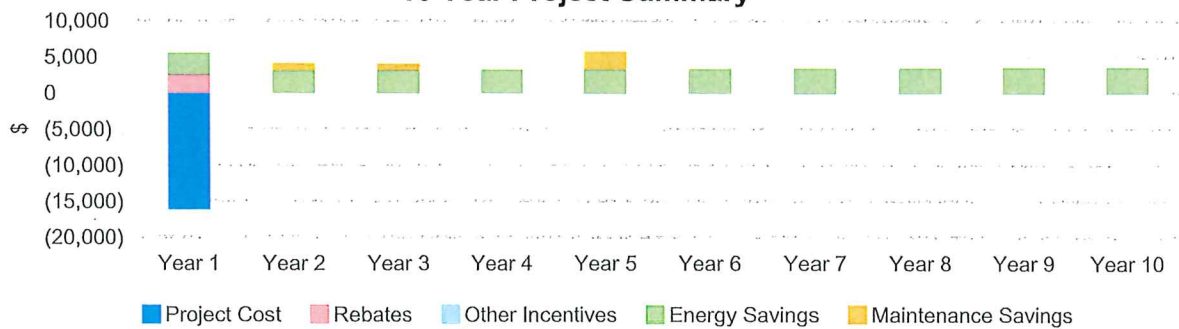
## Cash Flow

We understand that finalizing a project like this often takes time. However, each day you delay your upgrade, you are missing out on the opportunity to reduce your operating expenses. As shown below, the lost opportunity continues to compound over time.

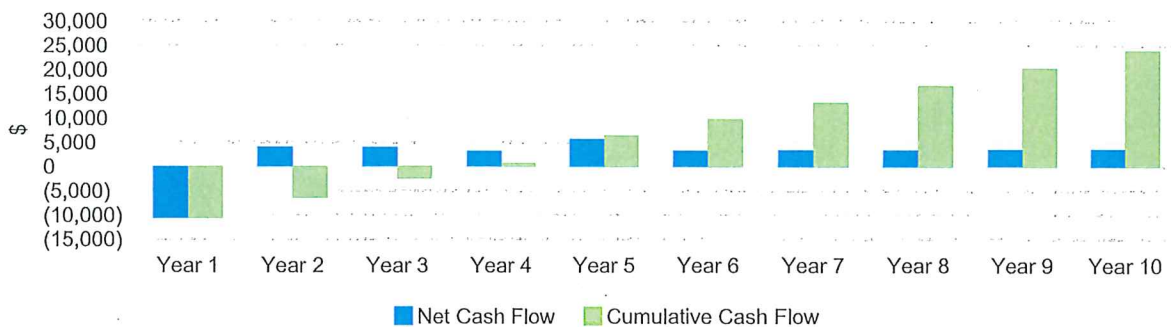
### 10 Year Cash Flow Analysis

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Project Cost	\$(16,192)	-	-	-	-	-	-	-	-	-	\$(16,192)
Rebates	\$2,496	-	-	-	-	-	-	-	-	-	\$2,496
Energy Savings	\$3,043	\$3,104	\$3,166	\$3,229	\$3,294	\$3,360	\$3,427	\$3,496	\$3,565	\$3,637	\$33,321
Maintenance Savings	\$6	\$989	\$847	\$6	\$2,450	\$7	\$38	\$7	\$7	\$7	\$4,363
Net Cash Flow	\$(10,647)	\$4,093	\$4,013	\$3,235	\$5,744	\$3,367	\$3,465	\$3,503	\$3,572	\$3,644	\$23,989
Cum Cash Flow	\$(10,647)	\$(6,554)	\$(2,541)	\$694	\$6,438	\$9,805	\$13,270	\$16,773	\$20,345	\$23,989	\$23,989

### 10 Year Project Summary



### 10 Year Net & Cumulative Cash Flow

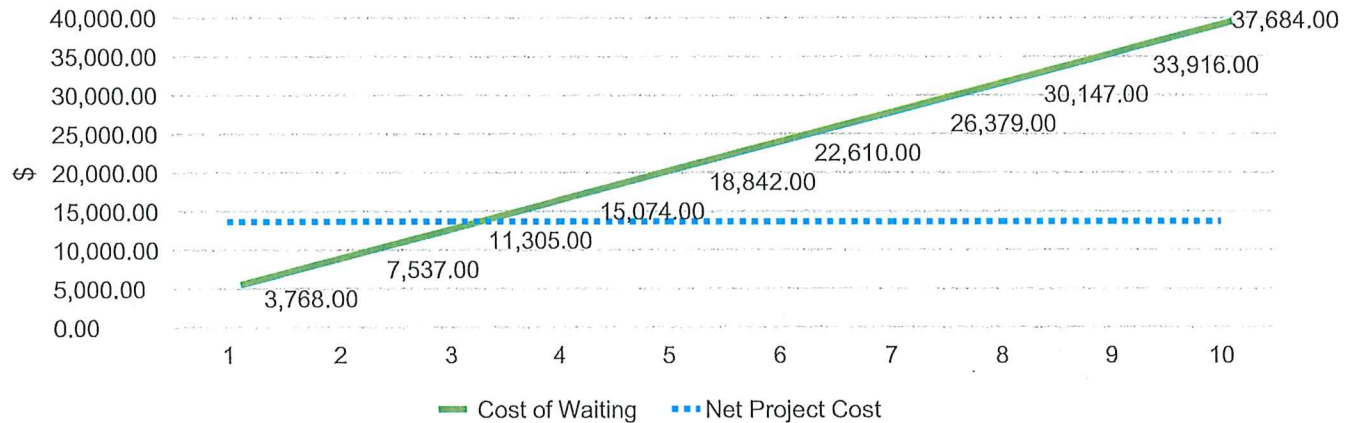




## Cost Of Waiting

The cost of waiting shows the amount of cash your company will be losing if you delay the proposed lighting upgrade.

Monthly	Yearly	10 Years
\$314	\$3,768	\$37,684



*Cost of waiting includes energy savings and maintenance savings applied as an average annual amount over a 10 year analysis period*



## Energy Usage

The following set of information evaluates your current energy usages and costs and compares that to the projected energy usage and costs your facility will see after the proposed lighting upgrade.

### Annual Energy Usage

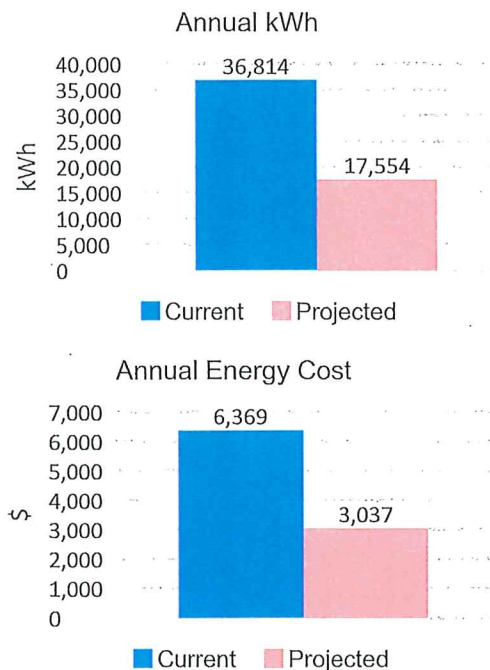
Current Usage (kWh)	Projected Usage (kWh)	Reduction	Current Cost	Projected Cost	Financial Savings	Percent Saved
36,814	17,554	52%	\$6,369	\$3,037	\$3,332	52%

1. Energy cost = \$0.1580/kWh; Annual energy cost escalation = 2.00%
2. Energy costs are averaged over 10 year analysis period
3. Projected Usage (kWh) includes savings from controls if applicable

### Annual Energy Usage Reduction

Current Usage (kWh)	Projected Usage (kWh)	Reduction (kWh)	Reduction
36,814	17,554	19,260	52%

### Energy Comparison



1. Energy Cost = \$0.1580/kWh; Annual energy cost



escalation = 2.00%

2. Energy costs are averaged over 10 year analysis period

### Watts Summary

Existing Watts	Proposed Watts	Reduced Watts	Reduction
15,608	7,417	8,191	52%

*The calculations in this table take into account the existing fixtures that are being replaced, upgraded, and/or have new lighting controls being proposed for them*



## Upgrade Analysis

### Fixture Replacement by Space

#### Interior

Space	Existing Fixture	Qty	Proposed Solution	Qty
Garage	Highbay/T5 Fluorescent/4 ft/54.0W/6 Lamp	27	Part No: LHB 155 Highbays & Lowbays/2ft	27
Garage	Strip/T8 Fluorescent/4 ft/32.0W/4 Lamp	3	Etherium Part No: 4ft CCT/Wattage T8 Tube/T8 Linear	12
Garbage Bay	Strip/T8 Fluorescent/8 ft/59.0W/2 Lamp	8	Part No: 4LK 17W Linear/Retrofit Kit	8
Hallways	Troffer/T8 Fluorescent/4 ft/32.0W/2 Lamp	9	Part No: CCT FP24 Troffers & Panels/2x4ft/Tunable White	9
Mezz	Strip/T8 Fluorescent/8 ft/59.0W/2 Lamp	14	Part No: 4LK 17W Linear/Retrofit Kit	14
Office	Strip/T8 Fluorescent/4 ft/32.0W/2 Lamp	1	Etherium Part No: 4ft CCT/Wattage T8 Tube/T8 Linear	2
Office	Troffer/T8 Fluorescent/4 ft/32.0W/3 Lamp	4	Part No: CCT FP24 Troffers & Panels/2x4ft/Tunable White	4
Offices	Troffer/T8 Fluorescent/4 ft/32.0W/2 Lamp	9	Part No: CCT FP24 Troffers & Panels/2x4ft/Tunable White	9
Offices	Troffer/T8 Fluorescent/4 ft/32.0W/3 Lamp	2	Part No: CCT FP24 Troffers & Panels/2x4ft/Tunable White	2
Parts Room	Strip/T8 Fluorescent/8 ft/59.0W/2 Lamp	4	Part No: 4LK 17W Linear/Retrofit Kit	4
Reception	Downlight/CFL Pin Base/26.0W/1 Lamp	1	Part No: CAN TRIM 8 WIRED Downlight/Retrofit Kit	1
Reception	Troffer/T8 Fluorescent/2 ft/17.0W/3 Lamp	4	Part No: CCT FP22 Troffers & Panels/2x2ft	4
Reception	Troffer/T8 Fluorescent/4 ft/32.0W/3 Lamp	4	Part No: CCT FP24 Troffers & Panels/2x4ft/Tunable White	4
Restroom Area	Troffer/T8 Fluorescent/4 ft/32.0W/2 Lamp	8	Part No: CCT FP24 Troffers & Panels/2x4ft/Tunable White	8
Restroom Area	Vapor Tight/T8 Fluorescent/4 ft/32.0W/2 Lamp	1	Etherium Part No: 4ft CCT/Wattage T8 Tube/T8 Linear	2



## Appendix

### Financial Assumptions

Analysis Period (Years)	10
Payback Calculation Method	Cash Flow Payback
Cost of Capital	6.00%
Average Cost of Electricity	0.1580 \$/kWh
Annual Energy Inflation	2.00%
Annual Material Inflation	2.00%
Annual Service Inflation	2.00%
Product Tax Rate	0.00%
Service Tax Rate	0.00%

### Schedules

Schedule Name	Hours/Week	Hours/Year
Continuous (24x7)	168	8,760
Dusk to Dawn	84	4,380
Weekdays (9-6)	45	2,346

# 3-WATT 5-CCT Tunable LED 4-FT T8 Tube

## LAMP

The PLUS Series – 3-WATT 5-CCT Tunable LED 4-FT T8 Tube, 22W Max, 150 lm/W, IP20 Damp Rated, Hybrid – Type A+B, Single and Double Ended Power

### FEATURES

Lumen Output	2250 to 3300 lumens
Efficacy	150 lm/W
Input Voltage	120-277V
Driver	Dual Mode Internal Driver (Type A+B)
Installation	G13 End Caps, Single or Double Ended Power
Dimmable	Type A (By Ballast), Type B (No)
Size	4-FT
CCT	5-CCT Select (35K/40K/50K/57K/65K)
Rating	IP20 Damp Location
Warranty	5 Years

### APPLICATIONS

Premium indoor replacement lamp intended to replace 4 foot T8 or T12 fluorescent lamps with a G13 base for linear lighting fixtures. Suitable for use in linear troffers, wraparounds, and shop lights.

### CONSTRUCTION

Manufactured for durability and heat dissipation using aluminum sheet backing. IP20 rated for protection against solid objects 12.55mm diameter and greater: IEC 60529.

### ELECTRICAL

Input voltage 120-277V. Type A+B, Hybrid plug and play to operate with or without a ballast. Single or Double-Ended Power installations. Operating temperatures -4°F to 113°F (-20°C to 45°C).

### OPTICS

Shatter resistant anti-UV Frosted Polycarbonate Lens with 140° beam angle.

### CONTROLS

Compatible with ON/OFF occupancy sensors.

### LISTINGS

DLC listed. ETL certified to meet US and Canadian standards. FCC and RoHS compliant.

### WARRANTY

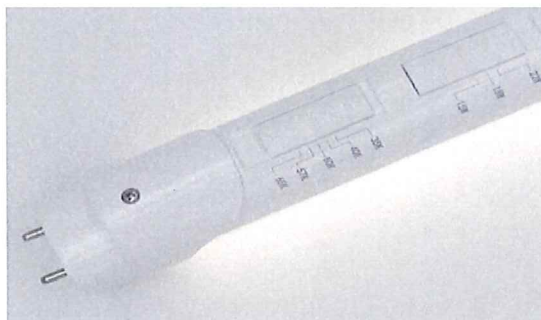
5 year exclusive limited warranty. View complete product warranty information <https://etheriumled.com/warranty/>.

Project:
Date:
Catalog No:
Prepared By:

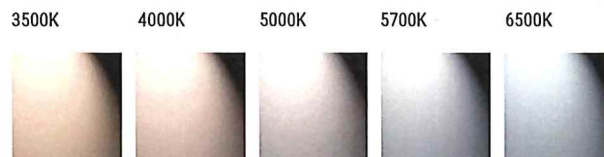
4-FT 22W Max Tunable Model



3-WATT and 5-CCT Tuning Switches on Housing



### TUNABLE CORRELATED COLOR TEMPERATURES (CCT)



## SPECIFICATIONS

## ENERGY DATA

Input Voltage: 120-277V

Input Frequency: 50/60 Hz

Wattage: 3-WATT, Select (15W/18W, 22W)

Power Factor: 0.95

Total Harmonic Distortion (THD): &lt;15%

Operating Temperature: -4°F to 113°F (-20°C to 45°C)

## LIGHTING DATA

Lumens: 2250/2700/3300

Lumens Per Watt: 150 lm/W

Color Correlated Temperature (CCT): Select (35K, 40K, 50K, 57K, 65K)

Dimmable: Type A (By Ballast), Type B (No)

Color Rendering Index (CRI): 85

L70: 50000 hours

## ORDERING INFORMATION

Model	Size	Type	Wattage	Voltage	Current	Lumens	Efficacy	CCT	Dimming	Color	Dimensions	Weight
900040.22.3.5.27	4-FT	G13	Select (15W, 18W, 22W)	120-277V	0.14A@120V, 0.06A@277V 0.17A@120V, 0.07A@277V 0.20A@120V, 0.09A@277V	2250 2700 3300	150 lm/W	Select (3500K, 4000K, 5000K, 5700K, 6500K)	Type A (By Ballast)  Type B (No)	White w/ Silver	47.17"L x 1.32"W x 1.15"H	0.50 lbs

## PHYSICAL DIMENSIONS

## 4-FT Models

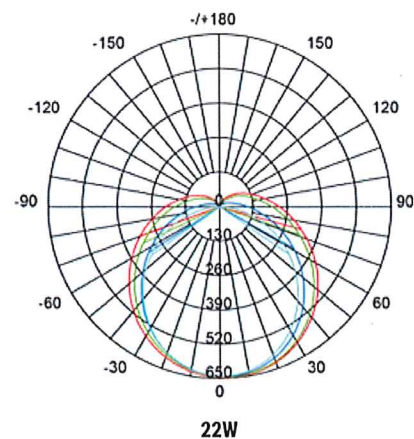
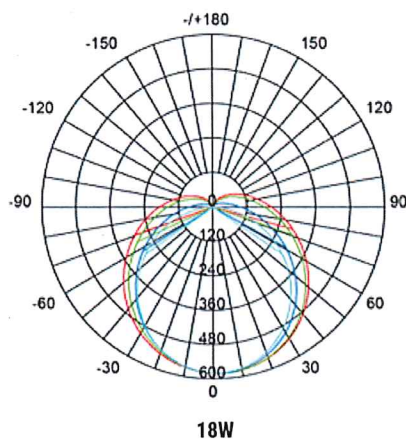
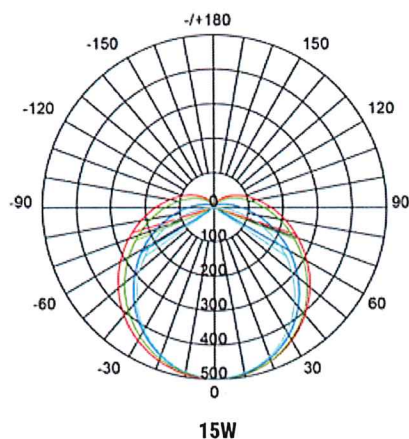
47.17"L x 1.32"W x 1.15"H



## SHIPPING INFORMATION

Model Size	Unit Weight	Shipping Dimensions	Shipping Weight	Quantity /Box
4-FT	0.50 lbs	48.82"L x 7.48"W x 7.28"D	15.48 lbs	25

## LIGHTING CHARACTERISTICS



## INSTALLATION GUIDE

### SAFETY PRECAUTIONS

For everyone's safety, please read this section carefully before installation:

1. The product should be installed by a qualified electrician.
2. Do not use a non-compatible LED driver with the product.

### TYPE A INSTALLATION\* - Direct Replacement (Using an Existing Ballast)

\*Warning: Check the Ballast Compatibility List before installation

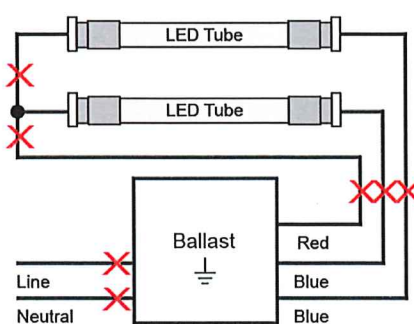
1. Turn off the luminaire.
2. Remove the diffuser or open the swing-arm door if applicable.
3. Remove the existing fluorescent lamp(s) from the luminaire.
4. Place the LED T8 Tube(s) into the G13 tombstones and gently twist to lock.
5. Place the diffuser back on or close the swing-arm door if applicable.
6. Turn on the luminaire.

### TYPE B INSTALLATION - By-Pass Replacement (Without Ballast)

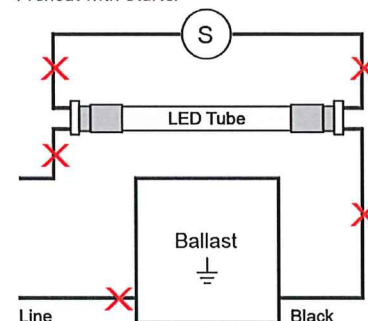
1. Disconnect the power from the luminaire.
2. Remove the diffuser or open the swing-arm door if applicable.
3. Remove the existing fluorescent lamp(s) from the luminaire.
4. Remove the driver cover if applicable.
5. Cut all wires connected to the ballast (see Figure B).
6. Connect for Single or Double-ended Power (see Figure C).
7. Place the driver cover back on if applicable.
8. Select Wattage and Color Temperature on the LED T8 Tube(s) (see Figure D).
9. Place the LED T8 Tube(s) into the G13 tombstones and gently twist to lock.
10. Place the diffuser back on or close the swing-arm door if applicable.
11. Turn on the luminaire.

**Figure B: Typical Ballast Configurations**

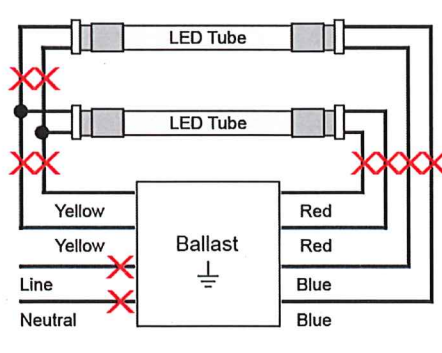
Instant Start



Preheat with Starter

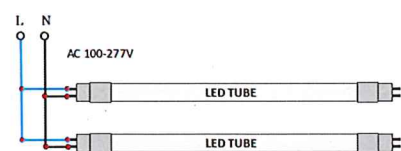


Program Start

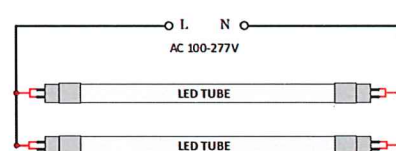


**Figure C: Single or Double-Ended Power Connection**

Single-Ended Power



Double-Ended Power



**Figure D: Selectable Switches**



Slide switches (left or right) to select the desired color temperature and wattage.

Catalog Number:	Project Name:	Note:	Date:	Type:
-----------------	---------------	-------	-------	-------

**7th Generation Flat Panel**

Portor's 7th Generation BLP7 series produce industry-leading performance with deep energy savings and continuous dimming. The compact, slick profile produces uniform and glare free lumen output.

Perfect application for retail stores, schools, offices, markets and restaurant.



**CONSTRUCTION**

Cold-rolled steel and extruded aluminum frame, prefabricated paint with matte white finished. Slim profile design. Integrated T-Bar mounting clips built in onto the fixture. Easy installation

**ELECTRICAL**

Luminaire is built with the highest quality driver that is Universal Voltage (120V-27V), uses long lasting, highly-efficient LED packages.

**DRIVER**

Driver is fixed on the back of the panel or side to prevent mis-handling during shipment.

**OPTICAL SYSTEM**

Back-lit optics produces uniform light output, diffuser lens reduces glare and improve overall energy efficiency.

**DIMMING**

Continuous dimming (0-10V) comes standard.

**ENERGY SAVINGS**

Over 50% energy savings than traditionally fluorescent fixtures, low heat productions requires less maintenance and operation cost.

**LISTING**

UL Listed

**WARRANTY**

5 Years Limited Warranty, Rated for 50,000 hours  
(See Warranty documentation for details).

WATTAGE	DELIVERED LUMENS	EFFICACY
20W	2620 @ 3500K	131 lm/W
	2640 @ 4000K	132 lm/W
	2660 @ 5000K	133 lm/W

*Based on 80 CRI. Actual lumens may vary.*

**TECHNICAL SPECIFICATION**

CCT	3500K/4000K/5000K
CRI	80+
DIMMABLE	0-10V dimming
VOLTAGE	120V-277V
POWER FREQUENCY	50/60 Hz
POWER FACTOR	>0.9
THD	≤20%
DRIVER EFFICIENCY	>85%
RATING	IP40, Suitable for damp locations
WARRANTY	5 year limited



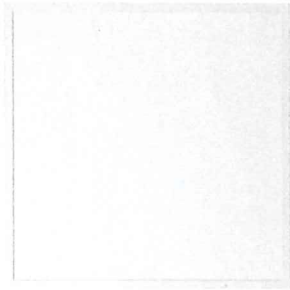
ORDERING SAMPLE:  -  -

-

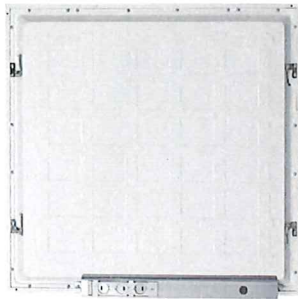
Series	Size	CCT/Wattage
<b>PT-BLP7</b> LED Back-Lit Flat Panel with CCT and Wattage Selector Series	<b>22</b> - (2' x 2')	<b>20W-3C</b> (CCT: 3500K/4000K/5000K) (Wattage: 20W)

Accessories/Options	
EM Battery	Other
<input type="checkbox"/> Blank EM	<input type="checkbox"/> Blank SMK-BLP-22 FK-22

Catalog Number:	Project Name:	Note:	Date:	Type:
-----------------	---------------	-------	-------	-------



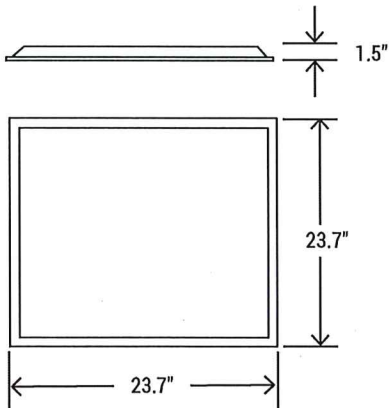
Front



Back

Maintenance-free optical module sealed for life; no internal cleaning required.

**DIMENSION**



**EM BATTERY OPTION**



EM  
Low Voltage EM Battery

**OTHER**



SMK-BLP-22  
Surface mount kit for the 2x2 panel



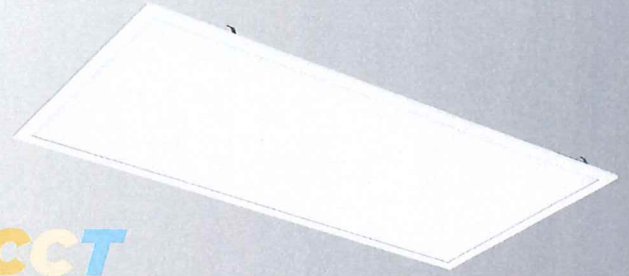
FK-22  
Flange kit for the 2x2 panel

Catalog Number:	Project Name:	Note:	Date:	Type:
-----------------	---------------	-------	-------	-------

**7th Generation Flat Panel**

Portor's 7th Generation BLP7 series produce industry-leading performance with deep energy savings and continuous dimming. The compact, slick profile produces uniform and glare free lumen output.

Perfect application for retail stores, schools, offices, markets and restaurant.



**CONSTRUCTION**

Cold-rolled steel and extruded aluminum frame, prefabricated paint with matte white finished. Slim profile design. Integrated T-Bar mounting clips built in onto the fixture. Easy installation

**ELECTRICAL**

Luminaire is built with the highest quality driver that is Universal Voltage (120V-27V), uses long lasting, highly-efficient LED packages.

**DRIVER**

Driver is fixed on the back of the panel or side to prevent mis-handling during shipment.

**OPTICAL SYSTEM**

Back-lit optics produces uniform light output, diffuser lens reduces glare and improve overall energy efficiency.

**DIMMING**

Continuous dimming (0-10V) comes standard.

**ENERGY SAVINGS**

Over 50% energy savings than traditionally fluorescent fixtures, low heat productions requires less maintenance and operation cost.

**LISTING**

UL Listed,

**WARRANTY**

5 Years Limited Warranty, Rated for 50,000 hours  
(See Warranty documentation for details).

WATTAGE	DELIVERED LUMENS	EFFICACY
30W	4050 @ 3500K	135 lm/W
	4080 @ 4000K	136 lm/W
	4110 @ 5000K	137 lm/W

*Based on 80 CRI. Actual lumens may vary.*

**TECHNICAL SPECIFICATION**

CCT	3500K/4000K/5000K
CRI	80+
DIMMABLE	0-10V dimming
VOLTAGE	120V-277V
POWER FREQUENCY	50/60 Hz
POWER FACTOR	>0.9
THD	≤20%
DRIVER EFFICIENCY	>85%
RATING	IP40, Suitable for damp locations
WARRANTY	5 year limited



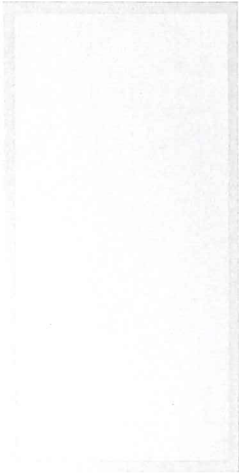
ORDERING SAMPLE:  -  -

-

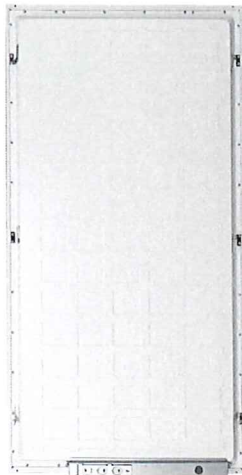
Series	Size	CCT/Wattage
<b>PT-BLP7</b> LED Back-Lit Flat Panel with CCT and Wattage Selector Series	<b>24</b> - (2' x 4')	<b>30W-3C</b> (CCT: 3500K/4000K/5000K) (Wattage: 30W)

Accessories/Options	
EM Battery	Other
<input type="checkbox"/> Blank EM	<input type="checkbox"/> Blank SMK-BLP-24 FK-24

Catalog Number:	Project Name:	Note:	Date:	Type:
-----------------	---------------	-------	-------	-------



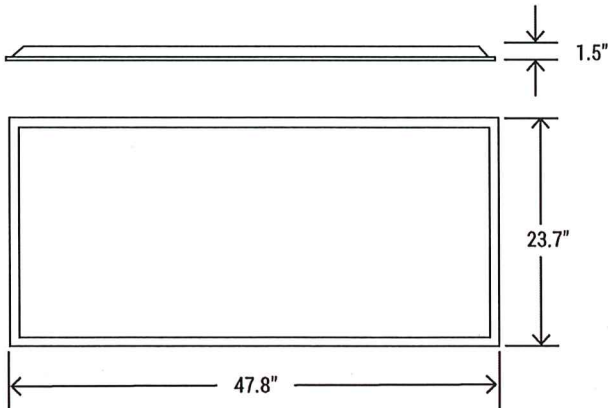
Front



Back

Maintenance-free optical module sealed for life; no internal cleaning required.

**DIMENSION**



**EM BATTERY OPTION**

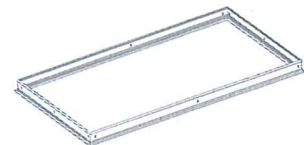


EM  
Low Voltage EM Battery

**OTHER**



SMK-BLP-24  
Surface mount kit for the 2x4 panel



FK-24  
Flange kit for the 2x4 panel

		<b>Resolution 2024-01</b>		
WHEREAS, expenses in some accounts exceeded the budget; and,				
WHEREAS, additional revenues in 2023 need to be appropriated to cover expenditures;				
WHEREAS, excess account balances shall be moved to accounts that exceeded the budget;				
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 Treasurer be authorized to adjust budget funds as outlined below:				
<b>Appropriate revenues:</b>				
public work revenue	100-46310	\$2,000.00		
gravel sales	100-46315	\$7,000.00		
fuel sold	100-46340	\$12,000.00		
park rental fees	100-46720	\$2,000.00		
investment interest	100-48110	\$5,000.00		
public works wages	100-53101-110		\$20,000.00	
airport fuel	100-53511		\$8,000.00	
<b>Adjust budget:</b>	<b>from</b>			
	fire district subsidy	100-52200	\$1,000.00	
	<b>to</b>			
	community center c	100-57614	\$1,000.00	
This Resolution shall take effect and be in force from and after its passage and publication.				
CITY OF CHETEK				
By: _____				
Jeff Martin, Mayor				
Attest: _____				
Mark Eby, Clerk				
Passed: January 9, 2024				

**RESOLUTION NO. 2024-02**  
**Authorization to carry over unused funds**

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

WHEREAS, the police part time wages (#100-52112-110-00) will have an approximate remaining balance of \$12,941.53 in 2023;

WHEREAS, city hall staff will have additional training expenses in 2024. There is an excess of \$1,680.25 in clerks office training (#100-51420-500-00)

WHEREAS, the police department is anticipating increase in wage/benefit expenses;

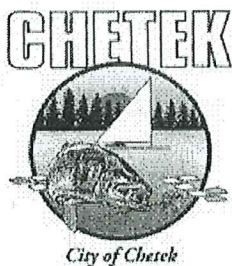
NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Chetek that the City Treasurer be authorized carry over the funds in the amount of \$12,000 and appropriate in the 2024 police full time wage/benefit accounts (#100-52105-110 & #100-52105-130) and carry over the funds in the amount of \$1,600 in clerks office training (#100-51420-500-00).

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

By: \_\_\_\_\_  
Jeff Martin, Mayor

Attest: \_\_\_\_\_  
Mark Eby, Clerk

Passed: January 9, 2024



## Employee Request for Outside Employment

I hereby apply for approval to hold outside employment. I understand that any employment outside the City of Chetek must be approved by the Common Council. This includes part-time, temporary or permanent employment, for which I may receive money, goods, services, or other form of compensation. My outside employment shall not interfere with my effectiveness in my City position. Outside employment shall not interfere with normal working hours or potential required overtime. I understand that if I am injured resulting from an outside activity the City of Chetek will not be responsible for any Worker's Compensation benefits. If I use sick leave, I shall not engage in any outside employment until I report to work and complete a normal work day. I understand that I must comply with Section 5.2 of the personnel manual and if the Mayor, council, or department head feels that one or more of the criteria is being violated the situation shall be reviewed and a report and recommendation shall be submitted to the Common Council. The Common Council may revoke or limit the outside employment approval on a permanent or temporary basis depending on the circumstances.

Employee Name Randy Johnson Phone number 523-3893

Outside employer Keg N Kork Phone number 924-4894

Address: 120 2nd St Chetek

Nature of work being performed: Cashier

Schedule of working hours: Sat. 1-4 & Sun 10-4 twice a month  
estimated weekly hours 14

Randy Johnson date: 1/2/24  
Employee signature

Comments: \_\_\_\_\_

Office use only  
Council date \_\_\_\_\_ approved \_\_\_\_\_ denied \_\_\_\_\_

Comments: \_\_\_\_\_

The City of Chetek has currently allocated \$9,000 taxpayer funds to the Gotham Park Pickleball/Sports Complex. Should the City of Chetek spend additional taxpayer funds to develop this project?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

The City of Chetek has currently allocated \$9,000 taxpayer funds to the Gotham Park Pickleball/Sports Complex. Do you support the spending of additional taxpayer funds for this project?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

## RESOLUTION NO. 2024. \_\_\_\_\_

### Resolution Approving a Referendum for Allowing the City of Chetek to Exceed the State-Imposed Property Tax Limit

**WHEREAS**, the State of Wisconsin has imposed limits on town, village, city, and county property tax levies under Wis. Stat. Sec. 66.0602; and

**WHEREAS**, Wis. Stat. Sec. 66.0602 limits the increase in 2024 to the local property tax levy to no more than the greater of (a) 0% of last year's actual levy or (b) a percentage equal to the percentage change in equalized value due to net construction less improvements removed, which, for the City of Chetek is 2.135%; and

**WHEREAS**, the City of Chetek Council members, Barron County, Wisconsin, believes it is in the best interest of the residents of the City of Chetek to exceed the State levy limit as described above by a greater percentage than 2.135% for the purpose of enhancing public safety within the community through hiring and equipping more police officers and support staff; and

**WHEREAS**, the City of Chetek adjusted actual levy in 2023 (collected in 2024) was \$1,322,368, and State law would limit the increase to \$28,297.00 for a total allowable 2024 (collected in 2025) City tax levy of \$1,353,668 (less personal property aid of \$3,003.46);

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Chetek Common Council members, Barron County, Wisconsin, does hereby resolve and order as follows:

The City of Chetek Common Council members support an increase in the City tax levy for 2024 (to be collected in 2025) to exceed the State levy limit. The City Council intends that the levy increase be applied on an ongoing basis. The purpose for which the increased levy will be used is to enhance public safety within the community through hiring and equipping more police officers and support staff.

- The City of Chetek Common Council directs that the question of increasing the City's tax levy for 2024 (to be collected in 2025) by 14.808%, which would increase the City's levy by \$200,000 over the current year's levy, for a tax levy of \$1,550,665 (after adjustments), and an increase of the levy by \$200,000 on an ongoing basis for each fiscal year going forward, shall be submitted to the electors in a referendum during the Spring Election to be held on April 2, 2024.
- The actual wording of the ballot question to be submitted to exceed the levy limit shall be as follows:

"Under State law, the increase in the levy of the City of Chetek for the tax to be imposed for the next fiscal year, 2024, is limited to 2.135%, which results in a levy of \$1,350,665. Shall the City of Chetek be allowed to exceed this limit and increase the levy for the next fiscal year, 2024, for the purpose of enhancing Public Safety within the community through hiring and equipping more Police Officers and support staff, by a total of 14.808%, which results in a levy of \$1,550,665 and on an ongoing basis, include the increase of \$200,000 for each fiscal year going forward?"

**ADOPTED AND DATED** this \_\_\_\_\_ day of January, 2024.

By: \_\_\_\_\_  
Jeff Martin, Mayor

Attest: \_\_\_\_\_  
Mark Eby, Clerk





