

City of Chetek Common Council Meeting Agenda
Tuesday, October 8, 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

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.

Announcement of closed session later in meeting – Wisconsin Statute 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations - operator license

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.- Public Works, Police Dept and all other city staff.

Motion to approve agenda

CONSENT AGENDA:

- A. Council minutes and city claims: *September Council*
- B. Department/Board reports as submitted - *Chetek Ambulance-September, Planning Commission-September, Library-September*
- C. Resignations and/or appointments from boards/committees:
- D. General license/permits: Chetek Chamber Temp Class “B” Beer and “Class B” Wine

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

NEW BUSINESS:

- E. 2023 Audit Presentation from CLA
- F. Library Board addresses council openness in regards to mural by CPAL on S. Side of Library
- G. Council Discussion/Action with CPAL on use of Public Fence at Parking Lot
- H. Resolution 2024-17 Appropriation of Funds Gotham Sports Complex
- I. Resolution 2024-18 Appropriation of Funds 3rd quarter
- J. WWTP Change Order #7
- K. Water Tower extension 45 days
- L. Closed Session
- M. Act on Closed session item if any

Adjournment

Revised 10/7/2024 1:46pm

Minutes of the City of Chetek Common Council Meeting held on Tuesday, September 10, 2024 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: Chetek Area Veterans Memorial wanted to give an update on the Civil War Monument. They wanted to thank many people it is being dismantled and is being cleaned and repaired before it gets re assembled. They estimated that it could be around 5000.00 or a little more. Marissa House the student representative for the student council. 293 Students and staff have signed a petition in regards to having Home of the Bulldogs and the purple and orange. Donna Gotham said that Wally Gotham wanted the park used for parking. They (Gothams) would like to keep it open. They would resent it if the name was changed.

Bachowski made a motion to approve the agenda. 2nd by Hempel. Carried.

Grover made a motion to approve the consent agenda. 2nd by Bachowski Carried.

Council minutes and city claims: August Council,

Department/Board reports as submitted -, Planning Commission-August, Airport-September EDC-August

Resignations and/or appointments from boards/committees: Resignation of Earl Grover from Parks Committee and appointing Scott Bachowski.

General license/permits: None

Old Business:

Water Tower Logo/Painting Discussion: Terry started the conversation off with what the numbers were again. He also said that the school would be willing to possibly pay for the cost. Hight and Grover are in favor of the City of Chetek, Home of the Bulldogs. Grover said that he is a graduate of Chetek and so was his son and daughter in law. Grover also came up with 85 votes in regards to the home of the bulldogs. Hempel sees it a little different in regards as to how and what the numbers were. She also asked where everyone was since June since no one showed up. Hight also said that the post that was on Facebook was pretty aggressive. She believes that the Pelican one should be the one. Bachowski likes both designs and has been swayed with his decision Bachowski would like to drop City of and just have Chetek and home of the bulldogs. Dan said that they would give 45 days for an extension. Bachowski asked if they would like the home of the bulldogs in black. Everyone was in agreement to remove the words City of. Hight made a motion to adopt the Chetek home of the bulldogs design with the 45 day extension granted to Maguire with contingent of the school board passing the funding of \$4,000.00. 2nd by Grover. There was discussion from Bachowski in regards to the 45 day extension and that the logo is one issue and the 45 day extension is another issue. Hight then made a motion to adopt the logo design Chetek home of the bulldogs without the city of in the color that is shown in our packet of with purple on the inside and orange on the outside of the Chetek lettering and its contingent on the school board passing the funding of \$4,000.00. 2nd by Grover. Mayor asked for a roll call vote Bachowski- yes Grover-yes Hight-yes Hempel-yes Carried.

Parks & Rec Fundraising Update: Cathi from parks and Rec gave an update of the fundraising committee. She is happy to report 65,500.00 in the last 10 days. There is quite a bit in the works. Jim would add additional fundraisers. Harvest fest is this weekend and they will have a booth there. The project is 1 acre. They are also having a moving sale from someone that has donated their estate to the project. Shoe us the love is another fundraiser where they will collect shoes for 50 cents a pound over the next 2 months they have a goal of 5000 lbs of shoes. They are gonna honor Wally and Alyce in a very classy way for this community. One of the ideas they came up with was a commemorative bricks which you can put names on or logo There is a price for them.

New Business:

Award presentation by Chief of Police Ron Amborzitas to Connor Hokum for the Above and Beyond Award and along with the award is a lifesaving pin that he can wear on his uniform. Officer Hokum saved a life with a device called a life vac which aids in helping dislodge stuff from a choking person. The person did make a full recovery due to the measures that the officer took.

Preliminary Approval to vacate alley per Planning Commission. Joe stated that the Hassmers would like to vacate part of the alley by their property. They have lived there for 24 years and have been maintaining the area by their property which is just grass. There is no current alley there and Dan said there would be no need for an alley there. Hempel made a motion for preliminary approval vacating the alley per planning commissions pending the CSM Survey. Grover 2nd. Carried.

Resolution 2024-16 Reallocate Airport Fund Carmen did know that this was going to happen with the micro sealing of the runway. This resolution is to cover just about 8,000.00 that is needed. This project has been done and everyone is happy with it. Bachowski made a motion to approve Resolution 2024-16. Hempel 2nd. Carried.

Remove Sec. 2-349 through 2-352 In Division 6 Knapp Haven Nursing Home Board from Ordinance per recommendation of Planning Commission Hempel made a motion to approve. Grover 2nd. Carried

Remove Sec. 26-330 through 26-338 in Division 4 Residential Rental Inspections from Ordinance per recommendation of Planning Commission. Hempel made a motion to approve. Grover 2nd. Carried.

Remove Comm. and add SPS 320,321,322,323,324 327 16 and 325 also add SPS 381 through 387 in Sec. 26-57 per recommendation of the Planning Commission. Joe said that we forgot a couple numbers we needed to add 324 and 327. Bachowski made a motion to approve with adding 324 and 327. Hight 2nd. Carried.

Remove Comm. and add SPS 323.04 and 323.11 to Sec. 26-93 per recommendation of Planning Commission Hempel made a motion to approve. Grover 2nd. Carried. Hight also said for the viewing public that the ordinances that were just approved were cleaning up ordinances or removing ones that no longer are supported by new state regulations.

Chetek Airport Land Lease for Privately Owned Hangar. Bachowski said that they have been working on a new land lease since last December. They have come up with a solution that the majority of the hanger owners and hopefully the city would agree with for final approval for the lease. This lease does cover the city per our city attorney. Bachowski would like to have them all returned by Nov 30th. Hempel made a motion to approve the new airport land lease and returned by Nov 30th,2024 to the city. 2nd by Hight. Carried.

City Hall painting bids. The city hall painting was put in the budget for this year. The 2 th submitted bids last year also resubmitted bids last year. Hight did say that they should be sealed bids as were done in the past. Clerk said that there are only certain times that sealed bids are needed. Hempel said that per our ordinance it would be anything over 25,000.00. We have verbal, informal and formal. Bachowski made a motion to go with a lower bid of 5,572.00 and award that to Joshua Eby. 2nd by Hempel. Hight voted no. Carried.

Clarification of Referendum Passed. This was put on the agenda by Bachowski. Clerk did state that before we discuss too much about it that he made the council aware of a new state law in June of 2023 that stated local county and municipal governments are now limited in the types of advisory questions they can ask voters. Subjects concerning proposed expenditures funded with property tax revenue, shared revenue, boundary changes, telecommunication and municipal cable service are ok. Everything else is off limits. Because the funds in question are from the

fund balance the state does not see that money as taxpayer funds so therefore the question of the referendum that was stated at the last meeting can not be asked to taxpayers. City Hall did reach out to the league attorney and get their opinion and they did say that no we could not ask that question the way that it was worded. We would have to ask in a different context to make it a legal question to ask the tax payers. Hight made a motion to approve a binding referendum question to say Shall the City Give Gotham Parks Sports Complex 75,000.00 that is currently in Parks Outlay account to be on the April 2025 ballot. Grover 2nd. Bachowski said that when the money was allocated it was approved by the current council. Bachowski thinks that it is being circumvented. Grover stated that there were 2 of the council that voted no. Hempel joined Scott to guarantee that amount of money to be put away last November. Bachowski- no Grover- yes Hight-yes Hempel-yes

Discussion of Appraisal for Ballfield and old WWTP: EDC is recommending it would like to have a professional appraisal done on the old WWTP and Ball Field. There is no stance with this body of selling the property now. The appraisals would be \$3,000.00. Hempel did quote again that the ball field is not for sale. Bachowski said that we should maybe wait and see if council is interested in selling either of the properties before the appraisal is done to save the money. Hempel did say that they do have someone that would buy the old WWTP today if it was for sale. Dan also did say that he is not sure as to how much of the land he would need yet. Hempel did decide for the EDC to hold off on the appraisal till Dan taked with her so the correct amount of land would get appraised. Grover makes a motion to hire an appraiser to find out the value of the properties. Hight 2nd. Discussion Bachowski said that it is the cart before the horse. Bachowski also asked how much would be buildable? Joe did say part of it is in the flood fringe. Hempel said that the interested parties have looked into all of this and the flood area would not be a problem. Mayor asked for a roll call vote. Hempel-yes, Hight-yes, Grover-yes, Bachowski No. Bachowski did finish up by saying that they are spending more taxpayer funds that wouldn't need to be spent at this time. Carried.

WWTP update & motion on amount Dan can approve for WWTP change orders. 655,096.00 in contingency funds currently. Sometimes there is no time to try and get an answer from the council when a decision needs to be made in regards to some of the change orders because we are nearing the end of construction things may arise more frequently or suddenly since we are nearing the end. Dan also did say in regards to what he had done he was also trying to save the city some money. Hempel made a motion to allow 10k per circumstance for Dan to approve change orders at the WWTP project. Grover 2nd. Carried.

Approval of planting of 2 reed beds. Plant the other 2 beds as there were only 2 planted because this was new to everyone. The seeds came from 3 different areas in Barron County. They had zero loss on the current 2 reed beds. We did get a \$12,000.00 break for the last 2 reed beds because he has access to our reeds. Hight made a motion of the planting of the last 2 reed beds. 2nd by Bachowski. Carried.

Closed Session: Bachowski made a motion to go into closed session. 2nd Grover. Roll call vote Bachowski-yes, Grover-yes, Hight-yes, Hempel-yes. Carried

Grover made a motion to go out of closed session. Hempel 2nd. Roll call vote Bachowski-yes, Grover-yes, Hight-yes, Hempel-yes. Carried.

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

CAAC MEETING MINUTES SEPTEMBER 17, 2024

- Roll Call- present- Joe, John, Megan, Arnie, Terry, Ryan and Michele. Absent- Mitch
 - Announcements- none
 - Additions -none
 - Approve Agenda- John motioned and Megan seconded to approve the agenda-motion carried.
 - Public Comments- Mayor Jeff Martin addressed the Commission with some concerns particularly Ryan's position as director. Two EMTS also shared comments regarding working in Chetek and the current pay.
 - Business- Terry presented the proposed lease drafted by the City attorney. The original lease was drafted in 1997 and revised in 2003. The Commission will look this over and revisit it at the next meeting. Motion by Terry seconded by Joe to revisit the proposed lease.
 - Budget- Ryan talked about a new rig purchase with an estimate of \$330,000 plus an additional \$62,000 for a cot. A new rig will take approximately 2 years to get after being ordered. A demo rig will be at the fire hall at 5:00 this afternoon. Terry stated that just a reminder that a new rig will also affect the subsidies.
 - Ryan clarified the current and proposed pay for employees.
 - current EMR \$10 per hour proposed \$16
 - current EMT \$12 per hour proposed \$18
 - current Advanced \$14 per hour proposed \$21There is currently a \$2 differential for weekends and holidays and the proposal does not include that.
 - Included in the packet was:
 - Profit and Loss - Jan/Aug 2024 Net Income (\$145,561.50) Budgeted (\$52,673.32)
Over Budget (\$92,888.18)
 - Monthly Reconciliation- Aug 2024 checking(\$235,655.21) money market (\$32,398.11)
savings (\$70,006.96) total assets (\$338,060.28)
 - Closed Session- at 3:47 Terry motioned and Arnie seconded to go into closed session Commission members only, motion carried.
 - Open Session- at 4:26 Terry motioned and Megan second to go back into open session, motion carried.
 - Future Topics- new rig, budget, credit card, lease and Zoll pay.
 - Next Meeting- October 1 at 6:00 pm
 - Adjourn- Megan motioned and John seconded to adjourn, motion carried
- Minutes prepared by Joe Atwood

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Minutes of the Hearing of the Plan Commission of the City of Chetek held on September 19, 2024 at 6:00p.m.

City of Chetek – Planning Commission Meeting Minutes – September 19,2024.

Public Hearing- Public hearing was called to order by Mayor Martin at 6pm.

Applicants are here that have 2 properties on the one lot; it is non conforming. Because no one has lived there for over a year it is now a non conforming use. Randall & Caden Scott they are looking to rebuild and get the father to a 1 story living for the father doing a rebuild remodel. They are not doing anything to the foot print; it has been vacant for about 15 years now. John 405 Water street in the past there have been problems with abandoned vehicles before. The yard has been disrepaired, no mowing goes on. After Joe went over there they mowed the yard. There was a dirt pile left there all summer. There have been things over in that neighborhood before. John's idea of Chetek was a vacation place. John believes that the corner is a very dangerous corner and they are now talking about the 2nd place on the lot becoming an AirbnB. Joe did talk with the owners that they do need to clean up the area including the dirt pile. The truck is now gone from the property. John wanted to add one more thing he was wondering about why things were being started prior to having the conditional use permit and Joe said that the contractor didn't think that they needed a building permit.

A regular meeting of the Planning Commission for the City of Chetek was called to order at 6:17 pm on September 19, 2024 by Mayor Martin.

Roll call for the Planning Commission meeting was taken. Present were Shawn Ayers, Del Wacker, Tim Esselman, Mark Etten, Mayor Martin. Absent were Dave Swangim & Thea Hempel

Also present was Mark Eby, Planning Commission Secretary, Building Inspector Joe Atwood,

Compliance with the open meeting law was verified.

Tim Esselman made a motion to approve the prior month meeting minutes with the changes. 2nd by Shawn Ayers Motion carried.

1) Discussion/Action:Approve or not approve an application for a Conditional Use at 60 Lakeview Dr. and forward recommendation to City Council.

Shawn asked Joe about the non conforming structures and about the one property in the right away and if that were to come down they could not rebuild where it currently is. Joe did state that that one is not in question, that it is the other dwelling. Shawn asked about the illegal non conforming structure because no one had lived there for more than one year. Shawn feels that the other house on the property would be a better house. Del makes a motion to recommend to council approval of the conditional use. Shawn Ayers 2nd.Carried.

2) Discussion/Action: Approve or not approve container design for Justin Larson at 1784 Elizabeth St.

Joe said that last time that they met he needed to come up with a design. Justin did come up with a design that went before the planning commission. Mark Etten asked about staying there and it is grandfathered in and making it aesthetically pleasing. Tim did say that he didn't like how it could be approved to do the estatics. Del said that he didn't like it but it could cost more in legal fees to try and get rid of it. Joe said if they dont approve a design then it would stay the way that it is. Del made a motion to accept his plan with no carport and siding on the north end and a pitched roof with the time frame of 60 days from September 20th. 2nd Mark Etten Discussion was that Shawn thought that the pitched roof would look worse. Shawn Ayers voted no Carried

3) Discussion/Action look at future ordinance changes and forward recommendations to the council.

1)Text amendment- possible change in total sq. ft from 1,200 to 1,500 in R-1 District only. Sec 26-151 Location of detached garages and accessory buildings.

This will be tabled till the next meeting.

2) Text addition - and the following to Sec. 26-151(2)

Joe said that he visited all the properties and alley 6 alleys and 34 properties on those alleys. 76% would be able to follow and comply with the set back proposed. Current setback is 5 ft. The proposal is a 20 ft setback and would have to meet the current standard. This will be tabled till next month.

3) Text addition-look at Sec. 118-86 Airport District and discuss overnight sleeping in hangers.

Current ordinance does not currently allow sleeping in the hangers. Matt said that they had brought up utilities. Matt was trying to get the ordinance to allow overnight dwelling in their hangers. The commission does want to go forward with putting some language in there to allow.

4) Discussion/Action recommend or not recommend to City Council to pass the shoreline provisions ordinance as written.

Tim makes a motion to forward the latest revisions of the shoreline ordinance. 2nd Del Wacker. Carried.

Next meeting will look at a couple upcoming ordinances and any changes that the attorney may have made in regards to the shoreline zoning ordinance.

Motion to adjourn by Mark Etten 2nd by Del Wacker motion carried meeting adjourned at 7:16pm

Date of the next meeting October 17, 2024

Respectfully Submitted Mark Eby

Calhoun Memorial Library Board Meeting Minutes
Sept. 10, 2024

Minutes of the Calhoun Memorial Library Board of Director's Meeting: Sept. 10, 2024

The board meeting was called to order at 9 a.m. on Sept. 10, 2024, by President Jean Wacker at the Calhoun Memorial Library.

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

The agenda was approved by motion of Rachel Westberg, seconded by Louise Brown. Motion carried.

There were no in-person public comments.

Minutes of the August 2024 board meeting were presented to board members in printed form. Motion was made by John Banks, seconded by Sally Johnson, to accept the minutes as printed. Motion carried.

Jean Wacker, on behalf of Treasurer Brandy Johnson, presented the reoccurring expenditures, year-to-date budget, Act 150 and checking account reports for August. Motion made by Nancy Nix, seconded by Rachel Westberg, to approve the report. Motion carried.

Library Director Emily Resendiz presented petty cash, statistics, and activities as part of the director's reports. She also presented the monthly expenditures for August. Motion made by Rachel Westberg, seconded by John Banks, to approve the expenditures. Motion carried.

Friends President Barb Ryan provided an update from the Friends of the Library.

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

Mayor Jeff Martin was not at the meeting to report on the happenings within the City of Chetek.

John Banks presented a report as the county representative.

The board discussed the proposed library addendum to the city handbook. A couple of changes were requested, and changes will be made for discussion and/or approval at the October meeting.

The board began the process of putting together a Grievance Committee to assist with any future matters that may arise between employees and the director. At this point, Rachel Westberg and Jean Wacker would be on this committee, while the board is awaiting confirmation from other board members who might be willing to serve before formalizing the group.

The library board took up the possibility of having a mural from the Chetek Public Arts League painted on the northwest façade of the building. The board agreed they were interested in moving forward in finding out the logistics of a project.

As discussion continues on the 2025 budget, the board discussed requesting \$119,365 from the City of Chetek in the 2025 fiscal year, which is a \$3,365 increase from the 2024 budget that will accommodate wage increases for the upcoming year.

Pursuant to Wisconsin Statute 19.85 (1)(c) a motion was made by Nancy Nix, seconded by Louise Brown to go into closed session to consider an employee's annual performance evaluation. By a roll call vote, the board unanimously agreed to go into closed session. Following closed session discussion, a roll call vote was held to break back into open session, which was agreed upon unanimously. No action was taken on items discussed in closed session.

Items discussed for the October meeting agenda include options for Act 150 monies, an update on the 2025 budget, final review of the library addendum to the city handbook, and a formal establishment of the grievance committee.

Motion to adjourn by John Banks, seconded by Louise Brown. Motion carried; meeting adjourned.

Respectfully Submitted,



Calhoun Memorial Library Special Meeting Minutes
Sept. 18, 2024

Minutes of the Calhoun Memorial Library Special Meeting: Wednesday, Sept. 18, 2024

The board meeting was called to order at 1:00 p.m. on Sept. 18, 2024, by Board of Trustees President Jean Wacker at Chetek City Hall.

Board members present: Jean Wacker, Louise Brown, Jeff Martin, Nancy Nix, John Banks, Brandy Johnson and Rachel Westberg. Also present were Library Director Emily Resendiz and City of Chetek Administrator/Treasurer Laura Stelzner. Not present was Sally Johnson.

The agenda was approved by motion of Brandy Johnson, seconded by Nancy Nix. Motion carried.

There was no in-person public comment.

The board briefly discussed the amendment to their budget request to the City of Chetek. As a result of the discussion, a motion was made by Jeff Martin to approve a request of \$128,165 for the library budget in 2025, a \$3,365 increase in the budget approved in 2024—which was \$124,800. The motion was seconded by Louise Brown. Motion carried. The increase in the request accommodates for the increase in salaries the board previously approved.

Pursuant to Wisconsin Statute 19.85 (1)(c) a motion was made by Jeff Martin, seconded by Nancy Nix, to go into closed session to consider an employee's performance evaluation. By a roll call vote, the board unanimously agreed to go into closed session. Following closed session discussion, a motion was made by Jeff Martin, seconded by John Banks to reconvene into open session. A roll call vote was held to break back into open session, which was agreed upon unanimously.

Upon reconvening into open session, a motion was made by Jeff Martin, seconded by Nancy Nix, to explore purchasing a camera/video surveillance system for the library building. Motion carried. The board would discuss the policy regarding the video feed at the regular meeting in October.

Motion to adjourn by Brandy Johnson, seconded by Louise Brown. 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 typed name "Rachel Westberg".

Bill Chamber

License(s) Requested	Fees	
<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$ 10.00
	Total Fees	\$ 20.00

Part A: Organization Information

1. Organization Name
Chetek Chamber of Commerce

2. Organization Permanent Address
PO Box 747

3. City
Chetek

4. State
WI

5. Zip Code
54728

6. Mailing Address (if different from permanent address)

7. FEIN

8. Date of Organization/Incorporation

9. State of Organization/Incorporation
WI

10. Phone
715-559-0326

11. Email

12. Organization type (check one)

Bona Fide Club Church Fair Association/Agricultural Society Veteran's Organization

Lodge/Society Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit? Yes No

14. Wisconsin Seller's Permit Number (if applicable)

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

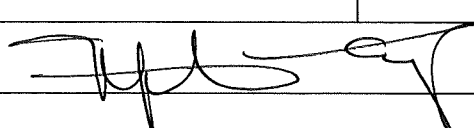
Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Klay	Lois	President	715-924-3813
Whitish	Lisa	Vice-President	
Nelson	Robin	Secretary	715-559-0326
Bilideau	Jenny	Treas	

Continued →

Part C: Event Information			
1. Name of Event (if applicable) My Way - Chetek Chamber			
2. Dates of Operation Nov 2, 2024		3. Hours of Operation 1pm - 10pm	
4. Premises Address 446 Banks St			
5. City Chetek		6. State WI	7. Zip Code 54728
8. County Darron	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Chetek		10. Aldermanic District
11. Organizer of Event (if not the named applicant) Robin Nelson		12. Email and/or Phone Number for Organizer of Event 715-559-0326	
13. Organizer Website explorchetek.com		14. Event Website ---	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
<p>READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.</p>			
Last Name Nelson		First Name Robin	M.I. V
Title Secretary	Email		Phone 715-559-0326
Signature Robin Nelson		Date 10/4/2024	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 10/4/2024	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk 	

Financial Statement Notations

Item #

1 Auditors' Report (Opinion):

The financial statements are fairly stated. We issued what is known as an "unmodified" audit opinion.

Management Letter:

Our report on internal control included the following deficiencies in internal control over financial reporting.

Material Weaknesses:

- Limited Segregation of Duties
- Material Audit Adjustments
- Annual Financial Reporting Under Generally Accepted Accounting Principles (GAAP)

2 General Fund: The General fund is the general operating fund of the City. It is used to account for all financial resources which are not required to be accounted for in another fund.

	12/31/2023	12/31/2022	12/31/2021	12/31/2020	12/31/2019
General Fund Balance Sheet Summary:					
Cash and Investments	\$ 3,008,210	\$ 2,447,630	\$ 2,653,828	\$ 2,569,082	\$ 2,464,877
Taxes Receivable	1,082,001	882,166	971,765	963,607	885,603
Accounts Receivable	16,258	13,506	42,324	83,833	77,238
Due from Other Funds	52,427	555,043	198,087	87,039	68,751
Prepaid Items	847	547	9,568	16,478	-
	<u>\$ 4,159,743</u>	<u>\$ 3,898,892</u>	<u>\$ 3,875,572</u>	<u>\$ 3,720,039</u>	<u>\$ 3,496,469</u>
Liabilities	\$ 36,534	\$ 10,827	\$ 130,794	\$ 24,974	\$ 79,859
Deferred Revenues:					
General Property Taxes	1,322,368	1,308,663	1,299,000	1,299,000	1,269,189
Total Liabilities & Deferred Rev.	<u>1,358,902</u>	<u>1,319,490</u>	<u>1,429,794</u>	<u>1,323,974</u>	<u>1,349,048</u>
Fund Balance:					
Nonspendable	4,627	3,620	9,805	16,567	2,495
Restricted	351,412	334,990	333,349	333,190	333,030
Assigned	1,337,081	1,003,005	1,048,968	924,366	692,791
Unassigned	1,107,721	1,237,787	1,053,656	1,121,942	1,119,105
Total Fund Balance	<u>2,800,841</u>	<u>2,579,402</u>	<u>2,445,778</u>	<u>2,396,065</u>	<u>2,147,421</u>
	<u>\$ 4,159,743</u>	<u>\$ 3,898,892</u>	<u>\$ 3,875,572</u>	<u>\$ 3,720,039</u>	<u>\$ 3,496,469</u>
Revenues	\$ 2,508,954	\$ 2,299,962	\$ 2,650,451	\$ 2,827,772	\$ 2,645,050
Expenditures	(2,263,615)	(2,285,231)	(3,079,953)	(2,570,184)	(2,873,075)
Net Other Financing Sources (Uses)	(23,900)	118,893	479,215	(8,944)	354,303
Change in Fund Balance	<u>\$ 221,439</u>	<u>\$ 133,624</u>	<u>\$ 49,713</u>	<u>\$ 248,644</u>	<u>\$ 126,278</u>
% of Unassigned Fund Balance to General Fund Expenditures	48.9%	54.2%	34.2%	43.7%	39.0%

3 Special Revenue Funds: Special Revenue funds are used to account for the proceeds of specific revenue sources that are restricted to expenditures for specified purposes.

	12/31/2023	12/31/2022	12/31/2021	12/31/2020	12/31/2019
Special Revenue Fund Balances:					
CDBG Housing Rehab Loans	\$ 238,499	\$ 283,606	\$ 208,808	\$ 123,837	\$ 91,585
Storm Water Fund	(13,988)	120,892	75,330	69,140	60,340
Park Development Fund	-	13,535	(13,013)	4,949	(2,082)
Refuse Service Fund	54,504	45,817	-	-	-
	<u>\$ 279,015</u>	<u>\$ 463,850</u>	<u>\$ 271,125</u>	<u>\$ 197,926</u>	<u>\$ 149,843</u>

Financial Statement Notations

Item #

4 **Debt Service Funds:** Debt Service Funds are used to account for the accumulation of resources for, and the payment of certain general long-term debt principal, interest and related charges.

	12/31/2023	12/31/2022	12/31/2021	12/31/2020	12/31/2019
Debt Service Funds Balances:					
Promissory Notes	\$ 34,675	\$ 34,343	\$ 34,316	\$ 22,305	\$ 22,305

5 **Capital Project Funds:** Capital Project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed from proprietary funds.

	12/31/2023	12/31/2022	12/31/2021	12/31/2020	12/31/2019
Capital Project Fund Balance:					
TID #3	\$ -	\$ (68,040)	\$ (67,664)	\$ (67,134)	\$ (66,669)
TID #4	(32,300)	(28,574)	(37,137)	(20,937)	-
	\$ (32,300)	\$ (96,614)	\$ (104,801)	\$ (88,071)	\$ (66,669)

6 **Long-term Obligations**

	12/31/2023	12/31/2022	12/31/2021	12/31/2020	12/31/2019
General Obligation Debt:					
General City Purposes	\$ 679,032	\$ 757,023	\$ 837,000	\$ 560,439	\$ 638,013
Water Utility Purposes	87,892	97,641	108,000	107,564	111,657
Sewer Utility Purposes	3,151,841	97,641	108,000	124,091	144,710
Total General Obligation Notes	3,918,765	952,305	1,053,000	792,094	894,380
Mortgage Revenue Bonds:					
Water Utility	245,251	259,095	272,776	286,297	36,925
Sewer Utility	10,548,954	1,348,398	222,800	235,521	248,108
Other Long-term Obligations:					
Employee Leave Liabilities:					
General City	66,550	74,376	57,351	52,022	59,166
Utilities	28,515	21,600	21,445	18,406	11,965
	\$ 14,808,035	\$ 2,655,774	\$ 1,627,372	\$ 1,384,340	\$ 1,250,544
Equalized Valuation	\$ 206,944,900	\$ 192,144,000	\$ 177,601,300	\$ 169,674,400	\$ 164,973,600
General Obligation Debt Limit	\$ 10,347,245	\$ 9,607,200	\$ 8,880,065	\$ 8,483,720	\$ 8,248,680
General Obligation Debt as Percent of Debt Limitation	37.9%	9.9%	11.9%	9.3%	10.8%

Financial Statement Notations

Item
#

- 7 **Enterprise Funds:** Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprise - where the intent of the governing body is that the costs of providing the services is to be recovered from those using the services.

	Water Utility		Sewer Utility	
	2023	2022	2023	2022
Balance Sheet Summary:				
Current Assets	\$ 1,051,351	\$ 1,118,177	\$ 15,652,893	\$ 67,959
Restricted Assets	9,824	9,742	198,749	189,404
Utility Plant	3,014,989	2,362,677	16,113,220	3,902,217
Other Assets	51,828	78,788	8,106	9,575
	<u>\$ 4,127,992</u>	<u>\$ 3,569,384</u>	<u>\$ 31,972,968</u>	<u>\$ 4,169,155</u>
Current Liabilities-Payable C/A	\$ 246,510	\$ 25,987	\$ 3,928,156	\$ 643,775
Current Liabilities-Payable R/A	9,824	9,742	9,099	9,030
Long-term Liabilities:				
Debt	309,135	333,092	13,460,267	1,423,248
Other Long-Term Liabilities	89,632	113,098	35,332	37,615
Total Liabilities	<u>655,101</u>	<u>481,919</u>	<u>17,432,854</u>	<u>2,113,668</u>
Net Assets:				
Invested in Capital Assets	2,548,872	2,103,582	1,523,580	2,395,970
Restricted	9,338	9,229	198,402	189,034
Unrestricted	914,681	974,654	12,818,132	(529,517)
Total Net Assets	<u>3,472,891</u>	<u>3,087,465</u>	<u>14,540,114</u>	<u>2,055,487</u>
	<u>\$ 4,127,992</u>	<u>\$ 3,569,384</u>	<u>\$ 31,972,968</u>	<u>\$ 4,169,155</u>
Current Ratio for C/A (1+ Desired)	4.3	43.0	4.0	0.1
Fixed Assets to Debt (2+ Desired)	9.8	7.1	1.2	2.7
Operating Income (Loss) - GAAP	\$ 55,708	\$ 83,739	\$ 75,189	\$ (48,144)
Change in Net Position - GAAP	\$ 385,426	\$ 61,441	\$ 12,484,627	\$ (47,260)
Rate of Return (6.0%)	3.30%	6.35%	N/A	N/A

Grant project Idea for Wisconsin Humanities (diff from WAB)

participation

Line the fence by the city parking lot with 5x5 banners of artwork or quilt designs

For example, change this.....to this.



Step one--Invite members of the public to submit their designs for inclusion on the fence. (Whether project features art or quilt blocks is TBD). Allow about a month (?) submission time with a deadline date.

Step two--After the deadline, all submissions will be displayed (without identifying the artist) in a public place, or several public spaces) for popular voting by the public. Each vote costs \$1. (logistics of voting TBD)

Step three--The 12 designs that get the most votes will be announced and artists identified. Winning designs will be printed onto 5x5 foot banners and hung on the fence for a set period of time.

Step four--- At the end of the display time, the banners will be auctioned. Details for auctioning are TBD. Could be online auction, or silent auction at an event, sold outright for a predetermined price, or some other means of revenue raising.

TIME	ACTION	DETAILS	PEOPLE	COSTs
Feb 1- Mar 1	Accept submissions	This step needs an article in the paper explaining the project and a paid ad (or two if submissions are slow) inviting and encouraging members of the community to take part and explain how to submit work	Article writer Ad writer Receiver of artwork	\$50-ad (In-kind hours- 3x\$15=\$45) Tot: 95
Mar 1- April 1	Public votes their favorites	This step requires a public space or spaces where designs can be posted and votes (money) collected. An article in the paper would explain the process and give locations for voting. (Might require an ad). Means of collecting votes needs to be determined. Estimated printing costs for displays would be number of locations x \$20(?). Another article would announce top 12 chosen designs at conclusion of voting.	Owners of display locations Voting process designer Vote collector	\$150-print (in Kind Hours- 3x15=\$45) Tot:195
April 1-- April 15	Get banners made	Top 12 designs would be sent to banners.com for printing. Each 5x5 banner costs about \$52. Approximate total cost of getting banners made would be about \$650 plus shipping	Design sender- contact with banners.com	\$650-print (In Kind hours 1x15=\$15) Tot: 675
April 15- May 1	Hang banners	Means of securing banners to fence is TBD. Estimated cost pr banner? \$10? Approximate total expense for securing is guessed at \$120	Hanger(s)	\$120-hdwe (In-Kind hours 6x15=\$90) Tot: 210
April-15- Sept 15	Fence display hangs through Harvest Fest	Following Harvest Fest, or at Harvest Fest, banners get auctioned.		
				1175

Potential for revenue

---Selling ballots for public voting for designs (\$1 per vote?)

---Selling or auctioning banners at conclusion of the project (? Maybe \$50/banner?)

RESOLUTION NO. 2024-17
Appropriation of Funds

WHEREAS, donations have been received for the Gotham Sports Complex in the amount of \$13,415.00;

WHEREAS, the donations will continue to be received for the program and need to be appropriated to the Gotham Sports Complex;

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Chetek that the City Administrator/Treasurer be authorized to adjust the **2024 budget** with any and all donations received for Gotham Sports Complex program to the following accounts and bank account:

810-48120-000-000 Parks Donations
Sterling Bank Acct ending - 16569

CITY OF CHETEK

By: _____
Jeff Martin, Mayor

Attest: _____
Mark Eby, Clerk

Passed: October 8, 2024

RESOLUTION NO. 2024-18
Appropriation of Funds

WHEREAS, donations have been received for the third quarter of 2024;

WHEREAS, the donations need to be appropriated to the correct accounts;

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Chetek that the City Administrator/Treasurer be authorized to adjust the **2024 budget** with the following donations;

100-57220-000-00 National Night Out \$2800.00
100-57213-000-00 Law Enforcement Equipment \$13,775.54
100-52125-000-00 Police Training/Workshops \$1,000.00
100-51420-100-00 Clerk's Office Gen Expense \$1,000.00

CITY OF CHETEK

By: _____
Jeff Martin, Mayor

Attest: _____
Mark Eby, Clerk

Passed: October 8, 2024

CHANGE ORDER NO.: 7

Owner:	City of Chetek	Owner's Project No.:	
Engineer:	CBS Squared, Inc.	Engineer's Project No.:	CHETW 19001
Contractor:	Market & Johnson	Contractor's Project No.:	
Project:	Chetek Wastewater Treatment Facility		
Contract Name:			
Date Issued:	10/4/24	Effective Date of Change Order:	10/4/24

The Contract is modified as follows upon execution of this Change Order:

<i>COR</i>	<i>Description</i>	<i>Total</i>
<i>COR #26R3</i>	<u>Sheet Piling Main Lift Station</u> – Additional sheet piling and bracing rental during construction of main lift station due to high groundwater levels and needed protection for neighboring infrastructure (Water St & buildings at existing plant still in operation).	\$37,521.76
<i>COR #28</i>	<u>Construction Bulletin 08</u> – Changes to generator pad location and addition of natural gas connection. Rerouting of sanitary connection between existing screening building and main lift station to avoid conflicts in existing plant and reduce future site use restrictions. Sanitary rerouting also required water main adjustment on Water St. Addition of water meter to track wholesale water volumes at new WWTF. Modifications to roof drainage at headworks building to reduce winter maintenance concerns. Updated information on final grading at existing plant site following demolition and locations of access hatches for lift stations.	\$108,717.85
<i>COR #29</i>	<u>COR#29</u> – Saw cutting and removing 2' from top of recycle lift station wet well, lowering lift station top and hatch, and improving access for vehicle assisted maintenance.	\$4,581.36
<i>COR #30</i>	<u>Remove Wall</u> – Saw concrete to remove section of Grit Drying Pad wall to provide gravity offload access to the manual bar screen for vac trucks and haulers with high solids contents.	\$2,545.20
<i>COR #31</i>	<u>SBR Interior Equipment Pad</u> – Addition of concrete pads to provide level support surfaces for equipment in SBR and EQ tanks.	\$4,760.99
<i>COR #32</i>	<u>Additional Sidewalk</u> – Related to CB8 (COR28) work around existing screening building sanitary and water connections, replacing existing sidewalk that was removed for install.	\$917.59
<i>COR #33R2</i>	<u>Construction Bulletin 09</u> – New water service to existing screening building. Relocation of outfall structure further from edge river, reducing pipe length and increasing riprap.	\$4,950.02
<i>COR #34R3</i>	<u>Time Extension</u> – Requested due to permit delays on the project impacting construction schedule. DNR wetland and stormwater permitting impacted construction start up and railroad permitting impacting force main installation and startup of new WWTF.	Time
<i>COR #35R1</i>	<u>SBR Sidewalks</u> – Addition of landings at base of SBR stairs and sidewalk extension on south side to connect to asphalt drive.	\$5,191.03
<i>COR #37</i>	<u>RFI#151 Disconnect/Mini-Split</u> – Relocation of disconnect and mini split system in Main Lift Station to provide space for gas meter and patch in precast wall.	\$2,308.71
<i>Total Change Order 07 Increase</i>		\$171,494.51

Time Adjustment: Contract to be extended by 106 days for the following dates and milestones.

Milestone 3: Initiate Start Up of WWTF; extended to November 15, 2024.

Milestone 4: WWTF meets all performance requirements; extended to February 15, 2025.

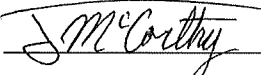
Substantial completion date extended to March 1, 2025.

Total cost increase: \$171,494.51

Attachments: COR26R3, COR28, COR29, COR30, COR31, COR32, COR33R2, COR34R3, COR35R1, COR37

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 19,942,000.00	Original Contract Times: Substantial Completion: November 15, 2024 Ready for final payment: November 15, 2025
Increase from previously approved Change Orders No. 1 to No. 6: \$ 1,163,385.74	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 6: Substantial Completion: N/A Ready for final payment: N/A
Contract Price prior to this Change Order: \$ 21,105,385.74	Contract Times prior to this Change Order: Substantial Completion: November 15, 2024 Ready for final payment: November 15, 2025
Increase this Change Order: \$ 171,494.51	Increase this Change Order: Substantial Completion: March 1, 2025 Ready for final payment: N/A
Contract Price incorporating this Change Order: \$ 21,276,880.25	Contract Times with all approved Change Orders: Substantial Completion: March 1, 2025 Ready for final payment: November 15, 2025

Recommended by Engineer (if required)

By: 

Title: Project Manager

Date: 10/4/2024

Accepted by Contractor

Authorized by Owner

By: _____

Title: _____

Date: _____

Approved by Funding Agency (if applicable)



Building a Better World
for All of Us[®]

CHANGE ORDER

City of Chetek
OWNER

September 23, 2024
DATE

OWNER'S PROJECT NO.
250,000-Gallon Water Tower
PROJECT DESCRIPTION

01
CHANGE ORDER NO.
CHETW 160464 71.50
SEH FILE NO.

The following changes shall be made to the contract documents:
Description:
Substantial Completion from June 30, 2025 to August 14, 2025
Final Completion from August 31, 2025 to October 15, 2025

Purpose of Change Order:
Extend Contract Dates by 45 Days

Basis of Cost: Actual Estimated
Attachments (list supporting documents)
None

Contract Status

	Time	Cost
Original Contract	6/30/25 8/31/25	\$1,686,100.00
Net Change Prior C.O.'s <u>0</u> to <u>0</u>	-	\$0.00
Change this C.O.	8/14/25 10/15/25	\$0.00
Revised Contract	8/14/25 10/15/25	\$1,686,100.00

Recommended for Approval: **Short Elliott Hendrickson Inc.** by Jana Nyhagen
Jana Nyhagen, PE
Approved for Owner:

Agreed to by Contractor:
Claire Thumy
BY Maguire Iron Inc.
Project Manager

BY City of Chetek

TITLE
Distribution Contractor 2 Owner 1 Project Representative 1

TITLE
SEH Office 1

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