



VILLAGE OF TURTLE LAKE BOARD OF TRUSTEES REGULAR MEETING DRAFT AGENDA

MAY 18, 2020

Notice is hereby given that the Board of Trustees for the Village of Turtle Lake will hold a Regular Meeting on **Monday, May 18, 2020, 6:00 PM**, at Village Hall, in the Municipal Chambers, located at 114 Martin Avenue East. The Final Agenda will be posted on the Village Website, Village Hall, Library and the Post Office in compliance with WI Statutes. It is anticipated the Board will consider the following items:

- I. CALL TO ORDER**
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Disclosure of conflict of interest by members regarding any item on the agenda.
- II. REVIEW OF CONSENT AGENDA**
 - A. Bills and Claims
 - B. Licenses and Permits
 - C. Past Meeting Minutes
- III. PUBLIC FORUM** (Citizen Input and Requests)
- IV. OLD BUSINESS**
 - A. Consider for Approval, Cheryl Freese' resignation from the CDBG.
- V. NEW BUSINESS**
 - A. Consider for Approval, Electrical upgrade proposal in the amount of \$38,500 to the Village water system.
 - B. Discussion of Planned Improvements to the Village Water System and Well(s). Approval of Staff application to DNR for Plan review and approval.
 - C. Consider for Approval, Bid for various Public Works Street projects in the TIF District in the amount of \$89,724.62.
 - D. Consider for Approval, Bid for N. Pine Street project in the amount of \$147,133.62.
 - E. Consider for Approval, Placement of Street Lighting in the Herons Landing Subdivision.
 - F. Consider for Approval, Health Savings Account proposal by Jerry Den Boer of Benefit Advisors Insurance Agency.
 - G. Consider for Approval Professional Service Agreement between the Village of Turtle Lake and Randy Prochnow, Village Assessor to perform revaluation services for compliance.
 - H. Consider for Approval, Resolution 2020-06 adjusting Liquor License Renewal Fees and Operator License Renewal fees for 2020.
 - I. Consider for Approval, Temporary Expansion of Outdoor Service Area and Seating for Alcohol Establishments.
 - J. Consider for Approval, Revision of Non-Inspection related fees.
 - K. Consider for Approval, Possible Sale of Village-owned property near 129 Ash Street.
 - L. Consider for Approval, Proposal for \$25.00 - \$50.00 Spring Clean-Up certificate for residents of Turtle Lake.
 - M. Discussion of Possible Summer / Fall Social Events in Turtle Lake.
 - N. Consideration and Possible Action with regard to an Employee Compensation Issue. Please Note: The Board may enter Closed / Executive Session to discuss consideration, compensation, and performance evaluation data, allowable under WI Statutes Section(s) 19.85(1)(c).
- VI. DEPARTMENTAL REPORTS**
 - A. Administration
 - B. Public Safety
 - C. Public Works
 - D. Library

VII. ADJOURNMENT

* The Village Board will allow Public Comment, but will practice safe social distancing and sanitation in compliance with any regulations involving COVID-19.

**The Board may reenter into Open Session to act on the subject matter discussed in Closed/Executive Session as previously defined. Also, for the convenience of members of the public, the Board may exit the Municipal Chambers to convene in closed/executive session and relocate to the Village Hall Conference Room and will reconvene in open session in the Municipal Chambers.

***This is an open meeting, open to the public, subject to the Wisconsin Open Meetings Law. The Village of Turtle Lake is committed to providing reasonable accommodations for persons with disabilities upon request of the individuals. Individuals with disabilities requiring an accommodation to attend the meeting should contact the Village Clerk / Treasurer in a timely manner at (715) 986-2241.

**** For additional information on any agenda item, please contact (715) 986-2241.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

DISCLOSURE OF CONFLICT OF INTEREST BY MEMBERS REGARDING
ANY ITEM ON THE AGENDA

REVIEW OF CONSENT AGENDA

A. Bills and Claims

B. Licenses

C. Past Meeting Minutes

1. Attached are the Minutes from the May 4th regular Board Meeting as prepared by the Village Clerk / Treasurer.

RECOMMENDED ACTION

Staff recommends motion to approve the Consent Agenda as presented / amended.

Report Criteria:

Detail report.
 Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 Invoice Detail.Input Date = 05/05/2020-05/31/2020

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
ALLRAM LUMBER COMPANY, LLC.							
1524	ALLRAM LUMBER COMPANY,	2004-104518	100-54120-310	PW-Fascia and Cedar	104.49	.00	
Total ALLRAM LUMBER COMPANY, LLC.:					104.49	.00	
AMUNDSON SERVICES LLC							
1546	AMUNDSON SERVICES LLC	526	620-57000-800	PW-Electrical Labor 26.5 hrs	1,325.00	.00	
1546	AMUNDSON SERVICES LLC	526	620-57000-800	PW-Skid Steer Work	225.00	.00	
1546	AMUNDSON SERVICES LLC	526	620-57000-800	PW-Electrical Labor 18-hrs	720.00	.00	
1546	AMUNDSON SERVICES LLC	526	620-57000-800	PW-Electrical Labor Install	200.00	.00	
1546	AMUNDSON SERVICES LLC	526	620-57000-800	PW-Electrical Materials	284.00	.00	
Total AMUNDSON SERVICES LLC:					2,754.00	.00	
Austad's Super Valu, Inc.							
1231	Austad's Super Valu, Inc.	2241-MAY2020	100-51420-312	Admin-CleaningSupplies	5.16	.00	
1231	Austad's Super Valu, Inc.	2241-MAY2020	250-52100-310	PD-PupperoniBeef	4.21	.00	
1231	Austad's Super Valu, Inc.	2241-MAY2020	100-52100-510	PD-MorrellFranks	1.95	.00	
1231	Austad's Super Valu, Inc.	2241-MAY2020	600-64000-000	PW-WaterSupplies	6.18	.00	
1231	Austad's Super Valu, Inc.	2241-MAY2020	100-53300-200	PW-Coffee	23.98	.00	
1231	Austad's Super Valu, Inc.	2241-MAY2020	100-53300-200	PW-Batteries	16.64	.00	
1231	Austad's Super Valu, Inc.	2241-MAY2020	620-53827-000	PW-PaperTowels	11.69	.00	
1231	Austad's Super Valu, Inc.	2241-MAY2020	100-52100-310	PD-PaperPlates	10.58	.00	
1231	Austad's Super Valu, Inc.	2241-MAY2020	620-53827-000	PW-BagsFreezer	11.00	.00	
1231	Austad's Super Valu, Inc.	2241-MAY2020	620-53827-000	PW-SalesTax	1.26	.00	
Total Austad's Super Valu, Inc.:					92.65	.00	
Auto Value Parts Store - Turtle Lake							
1291	Auto Value Parts Store - Turtle	73132973	100-53300-200	PW-Masks	29.96	.00	
1291	Auto Value Parts Store - Turtle	73133067	100-53300-200	PW-AirLine-FEM Body M-Style	6.49	.00	
1291	Auto Value Parts Store - Turtle	73133457	100-53300-200	PW-Streets-BrakeLine	6.10	.00	
1291	Auto Value Parts Store - Turtle	73133792	620-53835-000	PW-10W-30	11.37	.00	
1291	Auto Value Parts Store - Turtle	73133970	600-64000-000	PW-PM Red Hi-Temp	39.90	.00	
1291	Auto Value Parts Store - Turtle	73133970	600-64000-000	PW-ATC Bulk Bonus Pk	16.99	.00	
Total Auto Value Parts Store - Turtle Lake:					110.81	.00	
Baker Tilly Virchow Krause LLP							
46	Baker Tilly Virchow Krause LLP	BT1607585	100-51300-200	Progress Billing 2020 General	2,157.00	.00	
46	Baker Tilly Virchow Krause LLP	BT1607585	600-68200-000	Progress Billing 2020 Water	1,415.00	.00	
46	Baker Tilly Virchow Krause LLP	BT1607585	620-53402-000	Progress Billing 2020 Sewer	677.00	.00	
46	Baker Tilly Virchow Krause LLP	BT1607585	405-51420-230	Progress Billing 2020 TIF	130.00	.00	
Total Baker Tilly Virchow Krause LLP:					4,379.00	.00	
Barron County DHHS							
915	Barron County DHHS	138 SYOG-7QRN79	100-55200-300	138 SYOG-7QRN79 Campgrou	227.50	.00	
Total Barron County DHHS:					227.50	.00	
Barron County Treasurer							
39	Barron County Treasurer	1ST QTR MUNI CR	100-45110-000	Village of Turtle Lake/Barron C	2,199.17	.00	
39	Barron County Treasurer	1ST QTR MUNI CR	100-45110-000	Village of Almena Court Penalti	230.00	.00	

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
Total Barron County Treasurer:					2,429.17	.00	
Barron Electric Cooperative							
24	Barron Electric Cooperative	27730 MAY2020	100-55200-305	Concession Stand	35.16	.00	
24	Barron Electric Cooperative	27730 MAY2020	620-53821-000	13 1/2 Avenue and 1 1/2 Street	74.78	.00	
24	Barron Electric Cooperative	27730 MAY2020	600-62000-000	Well - Ball Field	2,156.16	.00	
Total Barron Electric Cooperative:					2,266.10	.00	
Busy B's Service & Wash							
59	Busy B's Service & Wash	38392	100-52100-500	PD-16 Tahoe Brake Pads	718.94	.00	
59	Busy B's Service & Wash	38571	100-52100-500	PD-16 Tahoe Tire Rotate	20.00	.00	
59	Busy B's Service & Wash	38579	100-53300-235	PW-Dump Truck Battery x 2	240.00	.00	
59	Busy B's Service & Wash	38587	100-52100-500	PD-Ram 1500	84.45	.00	
59	Busy B's Service & Wash	38609	100-52100-500	PD-17 Durango	1,022.21	.00	
59	Busy B's Service & Wash	38610	100-52100-500	PD-13 Ram	729.91	.00	
59	Busy B's Service & Wash	38623	100-52100-500	PD-14 Charger	442.55	.00	
Total Busy B's Service & Wash:					3,258.06	.00	
CBS Squared Inc							
1320	CBS Squared Inc	6799	620-53402-000	PW-Industrial Sewer Spreadsh	956.25	.00	
1320	CBS Squared Inc	6799	100-54120-301	Jody Strand Pro Fees	568.00	.00	
1320	CBS Squared Inc	6800	620-57000-800	WWTP Upgrade	45,670.60	.00	
1320	CBS Squared Inc	6801	405-21100	Engineering Staff: Spang	85.00	.00	
1320	CBS Squared Inc	6802	100-54120-301	Jody Strand Pro Fees	536.25	.00	
1320	CBS Squared Inc	6802	100-54120-301	Jon Strand Pro Fees	387.50	.00	
1320	CBS Squared Inc	6802	100-54120-301	Engineering Staff: Lentz	113.75	.00	
Total CBS Squared Inc:					48,317.35	.00	
Cemstone Ready Mix Inc.							
105	Cemstone Ready Mix Inc.	A6128874	100-55200-202	Mound Sand	24.13	.00	
Total Cemstone Ready Mix Inc.:					24.13	.00	
CenturyLink							
22	CenturyLink	301565022 APR202	100-51420-322	Admin - Phone & Internet	530.49	.00	
22	CenturyLink	301565448 APR202	100-53300-220	Public Works - Phones and Inte	564.86	.00	
22	CenturyLink	301565539 APR202	100-52100-300	Police - Phone & Internet	216.55	.00	
Total CenturyLink:					1,311.90	.00	
Commercial Testing Laboratory, Inc.							
63	Commercial Testing Laboratory,	52543	600-68200-000	Water - Lab Testing	58.50	.00	
63	Commercial Testing Laboratory,	52543	620-53855-000	Sewer - Lab Testing	8,248.00	.00	
Total Commercial Testing Laboratory, Inc.:					8,306.50	.00	
Core & Main LP							
1435	Core & Main LP	M278293	600-65000-000	PW-1-1/4 Curb Box Lid	202.16	.00	
Total Core & Main LP:					202.16	.00	
Culligan Water Conditioning							
1128	Culligan Water Conditioning	202005058332	100-52100-510	PD-WaterDelivery	34.60	.00	
Total Culligan Water Conditioning:					34.60	.00	

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
Cumberland Ace Hardware and Lumber							
1405	Cumberland Ace Hardware and	428	100-55200-202	PW-Park Supplies	109.41	.00	
1405	Cumberland Ace Hardware and	B260620	620-53827-000	PW-Boot Buffalo	37.98	.00	
Total Cumberland Ace Hardware and Lumber:					147.39	.00	
Cushman Motor Company Inc							
1227	Cushman Motor Company Inc	201285	100-54120-350	PW-New Mower Tractor Ventra	21,910.00	.00	
Total Cushman Motor Company Inc:					21,910.00	.00	
Danca's Kar Korral Inc							
320	Danca's Kar Korral Inc	17APR2020	620-53835-000	PW-Ram-RockerArms	320.00	.00	
Total Danca's Kar Korral Inc:					320.00	.00	
DAVIS AUTO BODY LLC							
83	DAVIS AUTO BODY LLC	9419	100-52100-900	Towing Charges - Almena PD	104.00	.00	
Total DAVIS AUTO BODY LLC:					104.00	.00	
Department of Administration							
38	Department of Administration	1ST QTR MUNI CR	100-45110-000	Court Penalties & Costs Barron	10,360.37	.00	
Total Department of Administration:					10,360.37	.00	
DWD-Unemployment Insurance							
606	DWD-Unemployment Insuranc	10065398	100-51420-210	693020-000-2 Marlene Dobber	84.83	.00	
Total DWD-Unemployment Insurance:					84.83	.00	
Energenecs Inc							
1015	Energenecs Inc	0040010-IN	620-53835-000	Labor Charge-Sewer	425.00	.00	
Total Energenecs Inc:					425.00	.00	
EOJohnson Company Inc							
168	EOJohnson Company Inc	INV733492	150-55110-400	Library Maintenance Contract #	60.79	.00	
168	EOJohnson Company Inc	INV746562	100-51420-318	Admin Maintenance Contract #	143.99	.00	
168	EOJohnson Company Inc	INV751598	100-51420-318	Admin Maintenance Contract #	121.00	.00	
Total EOJohnson Company Inc:					325.78	.00	
FABICK CAT							
365	FABICK CAT	PIEC0020217	620-53835-000	Sewer Equip Repairs	96.24	.00	
Total FABICK CAT:					96.24	.00	
Ferguson Waterworks #2516							
123	Ferguson Waterworks #2516	0450913	600-67000-400	PW-New MRX for Meter Read	8,800.00	.00	
Total Ferguson Waterworks #2516:					8,800.00	.00	
Frontier Ag & Turf							
293	Frontier Ag & Turf	W28398	100-53300-235	PW-Steering Cylinder Mount	199.60	.00	
Total Frontier Ag & Turf:					199.60	.00	
GALLS, LLC							
110	GALLS, LLC	015460387	100-52100-510	PD-Mouthpiece	138.33	.00	
110	GALLS, LLC	015461821	100-52100-505	PD-Mace Case	19.93	.00	

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
110	GALLS, LLC	015478288	100-52100-505	PD-Guardian Carrier	735.09	.00	
110	GALLS, LLC	015548674	100-52100-505	PD-Clothing	73.49	.00	
110	GALLS, LLC	015548674	100-52100-505	PD-Baton Holder	23.59	.00	
Total GALLS, LLC:					990.43	.00	
Gille Trucking & Excavting Inc							
1166	Gille Trucking & Excavting Inc	9633	620-53835-000	PW-Mobilization	150.00	.00	
1166	Gille Trucking & Excavting Inc	9633	620-53835-000	PW- Trucking Labor	1,312.50	.00	
1166	Gille Trucking & Excavting Inc	9633	620-53835-000	PW- Mini Hoe Labor	825.00	.00	
Total Gille Trucking & Excavting Inc:					2,287.50	.00	
Halco Press LLC							
26	Halco Press LLC	30APR2020	600-64000-000	PW-Design Work-Flushable Fly	168.00	.00	
26	Halco Press LLC	30APR2020	100-51420-300	BOR Notice	135.00	.00	
26	Halco Press LLC	30APR2020	100-53300-275	PW Ad MSILT Project 2020	126.00	.00	
26	Halco Press LLC	30APR2020	100-51175-300	Election Notices	132.00	.00	
26	Halco Press LLC	30APR2020	100-53300-275	PW Ad MSILT Project 2020	126.00	.00	
26	Halco Press LLC	30APR2020	100-53300-275	PW Ad Paving Street 2020	111.00	.00	
26	Halco Press LLC	30APR2020	100-53300-275	PW Affidavits	2.00	.00	
26	Halco Press LLC	30APR2020	100-51175-300	Election Notices	42.00	.00	
26	Halco Press LLC	30APR2020	100-51175-300	Election Notices	39.00	.00	
26	Halco Press LLC	30APR2020	100-53300-275	PW Ad Paving Street 2020	111.00	.00	
Total Halco Press LLC:					992.00	.00	
HAWKINS INC							
64	HAWKINS INC	4695659	620-53826-000	Sewer Chemicals	7,685.78	.00	
64	HAWKINS INC	4699545	620-53826-000	Sewer Chemicals	2,208.78	.00	
64	HAWKINS INC	4699546	600-63000-000	Water Chemicals	433.55	.00	
64	HAWKINS INC	4702514	620-53826-000	Sewer Chemicals	2,208.78	.00	
64	HAWKINS INC	4706268	620-53826-000	Sewer Chemicals	1,907.58	.00	
64	HAWKINS INC	4712076	620-53826-000	Sewer Chemicals	1,154.59	.00	
Total HAWKINS INC:					15,599.06	.00	
Hellstern Welding							
86	Hellstern Welding	5873	100-52100-900	PD-Shooting Range Welding	468.23	.00	
Total Hellstern Welding:					468.23	.00	
HUEBSCH LAUNDRY COMPANY							
36	HUEBSCH LAUNDRY COMPA	4474650	150-55110-305	Library Rugs & Supplies	51.24	.00	
36	HUEBSCH LAUNDRY COMPA	4498013	100-52100-405	Police Dept Rugs & Supplies	28.08	.00	
36	HUEBSCH LAUNDRY COMPA	4498014	100-53300-200	Public Works - Uniforms	67.86	.00	
36	HUEBSCH LAUNDRY COMPA	4501301	100-53300-200	Public Works - Uniforms	67.86	.00	
36	HUEBSCH LAUNDRY COMPA	4501302	620-53827-000	Public Works Rugs and Supplie	148.03	.00	
36	HUEBSCH LAUNDRY COMPA	4504752	100-51420-332	Office Rugs & Supplies	83.44	.00	
36	HUEBSCH LAUNDRY COMPA	4504753	100-52100-405	Police Dept Rugs & Supplies	25.83	.00	
36	HUEBSCH LAUNDRY COMPA	4504754	100-53300-200	Public Works - Uniforms	69.21	.00	
36	HUEBSCH LAUNDRY COMPA	4508222	100-53300-200	Public Works - Uniforms	69.21	.00	
36	HUEBSCH LAUNDRY COMPA	4508223	100-53300-200	Public Works - Foam Fresh	52.75	.00	
Total HUEBSCH LAUNDRY COMPANY:					663.51	.00	
HYDROCORP							
1204	HYDROCORP	0057259-IN	600-68200-000	MCC 3 YRS 7/19-6/22 CROSS	672.00	.00	
Total HYDROCORP:					672.00	.00	

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
Ingram Library Services							
1240	Ingram Library Services	44222772	150-55110-605	Library Books and Materials	24.14	.00	
1240	Ingram Library Services	44500745	150-55110-605	Library Books and Materials	51.98	.00	
Total Ingram Library Services:					76.12	.00	
Jenkinson, Karen							
1215	Jenkinson, Karen	EXPENSE 13MAY2	100-51175-300	Mileage Reimbursement	38.24	.00	
Total Jenkinson, Karen:					38.24	.00	
Lampert Yards - Cumberland							
53	Lampert Yards - Cumberland	207742	100-55200-202	PW-Park Supplies	155.30	.00	
53	Lampert Yards - Cumberland	207742	100-53300-270	PW-Street Supplies	62.04	.00	
Total Lampert Yards - Cumberland:					217.34	.00	
MacQueen Equipment Inc.							
152	MacQueen Equipment Inc.	P26814	100-53300-230	PW-Pelican Pat S3F	134.41	.00	
Total MacQueen Equipment Inc.:					134.41	.00	
MARC							
153	MARC	0694142-IN	100-55200-200	PW-Park Supplies	224.21	.00	
153	MARC	0695632-IN	100-55200-200	PW-CLR QT NON-ACID	70.00	.00	
Total MARC:					294.21	.00	
PER MAR SECURITY & RESEARCH CORP							
1506	PER MAR SECURITY & RESE	2267716	100-51420-310	Service Call 114 Martin Ave W	38.62	.00	
1506	PER MAR SECURITY & RESE	2267716	150-55110-600	Service Call 301 Maple - Librar	38.63	.00	
1506	PER MAR SECURITY & RESE	2280625	100-51420-310	Monitoring Services 114 Martin	18.54	.00	
1506	PER MAR SECURITY & RESE	2280625	150-55110-600	Monitoring Services 301 Maple	25.75	.00	
Total PER MAR SECURITY & RESEARCH CORP:					121.54	.00	
Peterson, Lori							
1218	Peterson, Lori	EXPENSE 04MAY2	150-55110-300	Expense Reimbursement-Paint	59.03	.00	
Total Peterson, Lori:					59.03	.00	
Polk County Treasurer							
93	Polk County Treasurer	1ST QTR MUNI CR	100-45110-000	Village of Turtle Lake Court Pe	70.00	.00	
Total Polk County Treasurer:					70.00	.00	
PROCHNOW ASSESSING							
1457	PROCHNOW ASSESSING	2020	100-51300-400	2020 Assessor Services	3,300.00	.00	
Total PROCHNOW ASSESSING:					3,300.00	.00	
Quality Flow Systems Inc							
714	Quality Flow Systems Inc	38968	620-53835-000	PW-Field Labor	300.00	.00	
714	Quality Flow Systems Inc	38968	620-53835-000	PW-Mileage	174.00	.00	
714	Quality Flow Systems Inc	38968	620-53835-000	PW-Transducer-A1000i 5# Sen	900.00	.00	
Total Quality Flow Systems Inc:					1,374.00	.00	
Republic Services Inc							
61	Republic Services Inc	0930-000686003	100-55200-200	Monthly Dumpster Service	861.56	.00	

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
Total Republic Services Inc:					861.56	.00	
Rousar's Welding & Hyd Inc							
881	Rousar's Welding & Hyd Inc	16072	100-53300-235	PW-Welding on Unknown Truc	1,042.67	.00	
Total Rousar's Welding & Hyd Inc:					1,042.67	.00	
Story, Ardith							
1486	Story, Ardith	EXPENSE 13MAY2	100-51420-320	LeadershipAcademy	136.22	.00	
1486	Story, Ardith	EXPENSE 14APR2	100-51420-320	Travel & Mileage	87.40	.00	
Total Story, Ardith:					223.62	.00	
SYNERGY COMMUNITY COOPERATIVE							
7	SYNERGY COMMUNITY COO	147114	100-53300-011	PW-Lawn Seed	77.14	.00	
7	SYNERGY COMMUNITY COO	921125 APR2020	620-53828-000	Sewer Fuels	248.27	.00	
7	SYNERGY COMMUNITY COO	921125 APR2020	600-66000-000	Water - Fuels	98.70	.00	
7	SYNERGY COMMUNITY COO	921125 APR2020	100-55200-203	Park Vehicle Fuel	67.57	.00	
7	SYNERGY COMMUNITY COO	921125 APR2020	100-53300-225	Street Fuels	230.05	.00	
7	SYNERGY COMMUNITY COO	921125 APR2020	100-52100-205	Police Fuel	310.19	.00	
Total SYNERGY COMMUNITY COOPERATIVE:					1,031.92	.00	
TICE TECHNOLOGIES							
841	TICE TECHNOLOGIES	28173	100-52100-700	Police - Tech Support	195.00	.00	
841	TICE TECHNOLOGIES	28225	100-51525-500	Replibit Annual Subscription Cl	840.00	.00	
841	TICE TECHNOLOGIES	28225	100-52125-805	Replibit Annual Subscription Cl	840.00	.00	
841	TICE TECHNOLOGIES	28243	100-52100-700	Police - Tech Support	120.00	.00	
Total TICE TECHNOLOGIES:					1,995.00	.00	
TRANSUNION RISK AND ALTERNATIVE							
1534	TRANSUNION RISK AND ALT	4683041-202004-1	100-51200-200	Municipal Court Fee Recovery	75.00	.00	
Total TRANSUNION RISK AND ALTERNATIVE:					75.00	.00	
USABBLUEBOOK							
1031	USABBLUEBOOK	214826	600-65000-000	PW-Water Repairs	60.00	.00	
1031	USABBLUEBOOK	214826	600-64000-000	PW-Water Supplies	125.91	.00	
Total USABBLUEBOOK:					185.91	.00	
VoTL Water & Sewer Department							
37	VoTL Water & Sewer Departme	APR-2020	100-55200-305	12300.00 Hartzell Ball Field	31.07	.00	
37	VoTL Water & Sewer Departme	APR-2020	150-55110-600	5070.01Library	30.38	.00	
37	VoTL Water & Sewer Departme	APR-2020	100-55200-305	4310.01 Lumber Building	31.07	.00	
37	VoTL Water & Sewer Departme	APR-2020	100-53300-220	4750.00 Maintenance Building	246.28	.00	
37	VoTL Water & Sewer Departme	APR-2020	100-52100-200	2010.00 Police Operations	30.38	.00	
37	VoTL Water & Sewer Departme	APR-2020	620-53821-000	4760.00 Sewer Operations	127.70	.00	
37	VoTL Water & Sewer Departme	APR-2020	100-52100-200	2190.00 Library	30.38	.00	
37	VoTL Water & Sewer Departme	APR-2020	600-68001-000	1000.00 Water Treatment Plant	123.86	.00	
Total VoTL Water & Sewer Department:					651.12	.00	
WE ENERGIES							
11	WE ENERGIES	4405-853-076 0501	620-53821-000	520 Logan Ave E - Shop	76.04	.00	
11	WE ENERGIES	4405-853-076 0501	600-62000-100	3068923092 520 Logan Ave E -	76.04	.00	
11	WE ENERGIES	4405-853-076 0501	100-55200-305	3068923092 520 Logan Ave E -	76.04	.00	
11	WE ENERGIES	4405-853-076 0501	100-53300-220	3068923092 520 Logan Ave E -	76.03	.00	
11	WE ENERGIES	4405-853-076 0501	620-53821-000	0016074856 520 Logan Ave E -	175.17	.00	

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
11	WE ENERGIES	4405-853-076 0501	150-55110-600	5269722237 301 Maple St S -	119.66	.00	
11	WE ENERGIES	4405-853-076 0501	600-62000-100	4067757657 118 Grand Ave W	34.81	.00	
11	WE ENERGIES	4405-853-076 0501	600-62000-100	9071729639 128 Elm St N	35.44	.00	
11	WE ENERGIES	4405-853-076 0501	620-53821-000	7603628376 560 Western Blvd	11.12	.00	
11	WE ENERGIES	4405-853-076 0501	100-55200-305	7267029977 210 Willow St	48.58	.00	
11	WE ENERGIES	4405-853-076 0501	100-52100-200	0465835858 115 Martin Ave E	99.69	.00	
11	WE ENERGIES	4405-853-076 0501	100-51420-310	8412792797 114 Martin - Office	122.29	.00	
Total WE ENERGIES:					950.91	.00	
WELD RILEY S.C.							
319	WELD RILEY S.C.	45629	100-51250-200	General Labor Payroll	144.00	.00	
319	WELD RILEY S.C.	45630	100-51250-200	General Municipal	87.50	.00	
319	WELD RILEY S.C.	45631	100-51250-100	Municipal Court Prosecutions	297.00	.00	
319	WELD RILEY S.C.	46480	100-51250-200	General Municipal	252.00	.00	
319	WELD RILEY S.C.	46481	100-51250-200	Legal: Wastewater Treatment A	309.84	.00	
Total WELD RILEY S.C.:					1,090.34	.00	
West WI Inspection Agency LLC							
1464	West WI Inspection Agency LL	1380	100-52350-600	Building Inspections	5,356.54	.00	
Total West WI Inspection Agency LLC:					5,356.54	.00	
WI DNR / Water Use Fees							
1155	WI DNR / Water Use Fees	WU86345	600-68800-000	2020 Water Use Fees, Owner #	250.00	.00	
Total WI DNR / Water Use Fees:					250.00	.00	
XCEL ENERGY							
21	XCEL ENERGY	680583795 / 5950	100-53300-220	107 S Railroad Ave E (Downto	131.87	.00	
21	XCEL ENERGY	680583795 / 5950	600-62000-100	445 Western Blvd (Unit Water T	103.41	.00	
21	XCEL ENERGY	680583795 / 5950	100-55200-305	105 Willow St S	18.45	.00	
21	XCEL ENERGY	680583795 / 5950	100-52100-200	Fire Siren	81.58	.00	
21	XCEL ENERGY	680583795 / 5950	600-62000-100	520 Logan Ave E	137.65	.00	
21	XCEL ENERGY	680583795 / 5950	620-53821-000	302 Pine St (Lift Station #3)	22.07	.00	
21	XCEL ENERGY	680583795 / 5950	620-53821-000	522 Logan Ave E (Sewer Plant)	8,312.81	.00	
21	XCEL ENERGY	680583795 / 5950	100-55200-305	227 Maple St (Park)	19.41	.00	
21	XCEL ENERGY	680583795 / 5950	100-51420-310	114 Martin Ave E (Office)	131.63	.00	
21	XCEL ENERGY	680583795 / 5950	100-55200-305	218 Pine St Unit Temp (Park Si	17.51	.00	
21	XCEL ENERGY	680583795 / 5950	600-62000-000	118 Grand Ave (Water Pump #	949.94	.00	
21	XCEL ENERGY	680583795 / 5950	620-53821-000	560 Westen Blvd (Lift Station-	565.09	.00	
21	XCEL ENERGY	680583795 / 5950	620-53821-000	550 Pine St S (Lift Station-Pine	75.13	.00	
21	XCEL ENERGY	680583795 / 5950	100-55200-305	228 Maple St N (Lions Club Bld	28.63	.00	
21	XCEL ENERGY	680583795 / 5950	600-62000-100	128 Elm St N (Mun Pump #1)	46.43	.00	
21	XCEL ENERGY	680583795 / 5950	620-53821-000	528 Logan Ave E (Sewer Plant	23.74	.00	
21	XCEL ENERGY	680583795 / 5950	620-53821-000	280 Industrial Ave	122.56	.00	
21	XCEL ENERGY	680583795 / 5950	620-53821-000	201 Poplar St	128.29	.00	
21	XCEL ENERGY	680583795 / 5950	100-55200-305	229 Maple St	24.07	.00	
21	XCEL ENERGY	680583795 / 5950	100-55200-305	232 Willow St S	78.03	.00	
21	XCEL ENERGY	680583795 / 5950	150-55110-600	301 Maple St S	216.43	.00	
21	XCEL ENERGY	680583795 / 5950	100-52100-200	115 Martin Ave E (PD)	164.93	.00	
21	XCEL ENERGY	683178329 / 2088	620-53821-000	522 Logan Ave E (Sewer Plant)	3,003.80	.00	
21	XCEL ENERGY	683268429 / 4038	100-53300-220	Street Lighting	2,063.91	.00	
Total XCEL ENERGY:					16,467.37	.00	
Grand Totals:					174,131.21	.00	

Village of Turtle Lake
 CONSENT AGENDA ITEMS
 May 18, 2020

OPERATORS LICENSES

<i>Date Rec'd</i>	<i>Establishment</i>	<i>Applicant Name</i>	<i>Birth Date</i>	<i>Offenses</i>	<i>Date Approved by Police Chief</i>

PROVISIONAL LICENSES

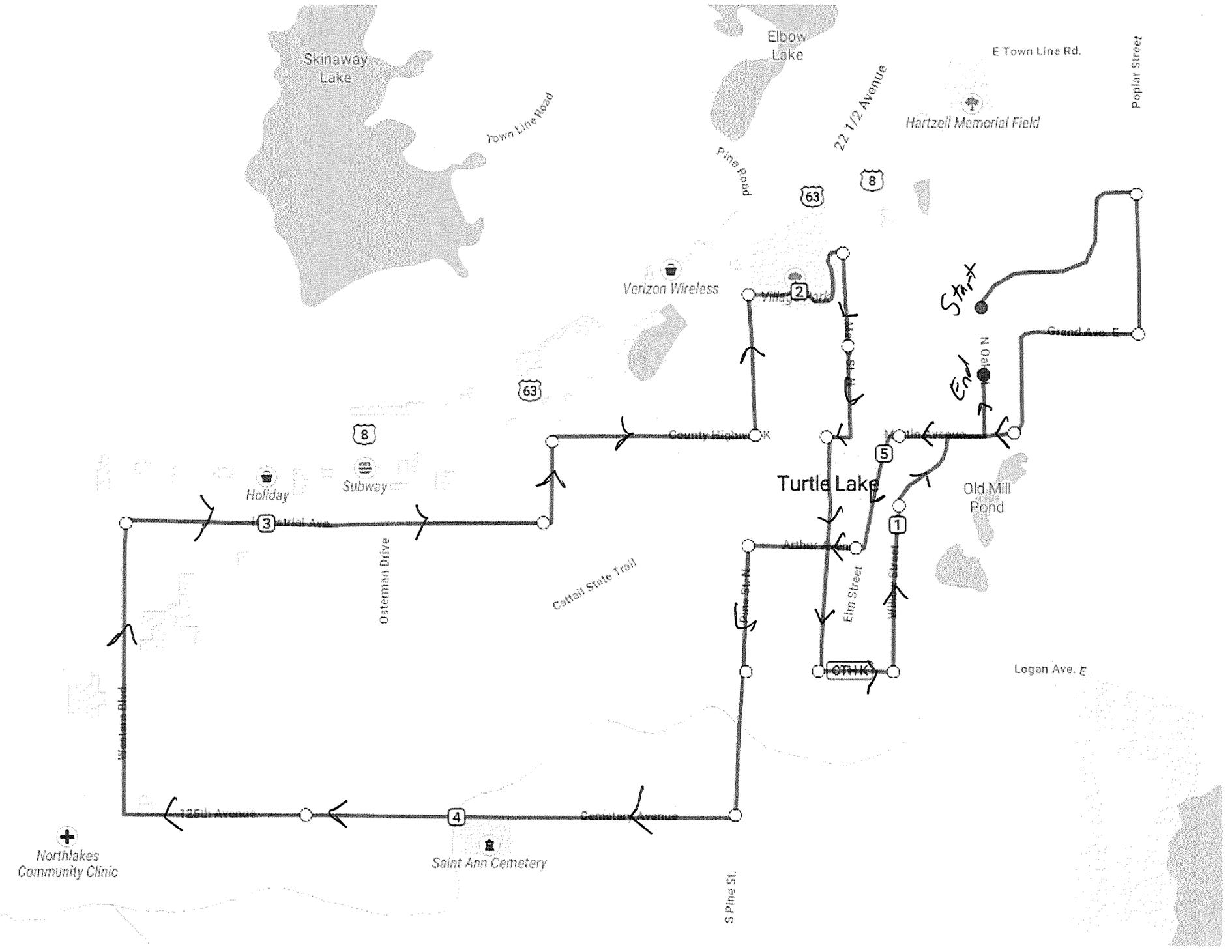
<i>Date Rec'd</i>	<i>Establishment</i>	<i>Applicant Name</i>	<i>Birth Date</i>	<i>Offenses</i>

TEMPORARY SERVER'S LICENSES

<i>Date Rec'd</i>	<i>Establishment</i>	<i>Applicant Name</i>	<i>Birth Date</i>	<i>Offenses</i>

STREET USE PERMITS

<i>Date Rec'd</i>	<i>Establishment</i>	<i>Applicant Name</i>	<i>Birth Date</i>	<i>Description</i>
05/13/20	TL School District	A. Baert	n/a	Graduation Parade see route map



Skinaway Lake

Elbow Lake

Hartzell Memorial Field

E Town Line Rd.

Poplar Street

Town Line Road

Pine Road

22 1/2 Avenue

Verizon Wireless

63

8

Start

End

Holiday

Subway

8

County Highway K

Turtle Lake

Old Mill Pond

Cattail State Trail

Oatman Drive

3

5

1

Logan Ave. E

Northlakes Community Clinic

Saint Ann Cemetery

S Pine St.

Cemetery Avenue

Westlakes Blvd

135th Avenue

4

10110

Elm Street

Willow Street

Arthur Street

Pine Street

VILLAGE OF TURTLE LAKE
Regular Board MEETING MINUTES
May 4, 2020

BOARD PRESENT: Village President Koenig, Trustees McCready, Tarman, Clary, Morton, and Glaubitz

ABSENT: Trustee Strenke

CALL TO ORDER: Meeting called to order at 6:00 pm

ROLL CALL: Administrator Hildebrand, Clerk-Treasurer Story, Chief Gabe, PWD Davis, Dave Slack (Halco Press) and two citizens (arrived late).

Pledge of Allegiance

Disclosure of conflict of interest by members regarding any item on the agenda: None

REVIEW OF CONSENT AGENDA: Motion to approve consent agenda Trustee Tarman / Glaubitz. Motion carried. All aye. None opposed.

PUBLIC COMMENT: None.

OLD BUSINESS: None.

NEW BUSINESS:

- A. Consider for Approval, recommendation by the Finance and Economic Development Committee regarding the award of possible TIF Funds to a business located in the TIF District.
 - o Discussion by Board – A recommendation by the Finance Committee to award an amount of \$8,000.00, from the TIF funds, to Spare Time Bowl, Bar, & Grill to implement outdoor patio seating.
 - o Motion by Trustee McCready/Tarman to award \$8,000.00 to Spare Time Bowl, Bar, & Grill. Motion passed by unanimous voice vote.
- B. Consider for Approval, Resolution 2020-02, Declaring a Public Health Emergency for the Village of Turtle Lake.
 - o Motion by Trustee Tarman/Clary to approve Resolution 2020-02. Motion passed by unanimous voice vote.
- C. Consider for Approval, Resolution 2020-03, Ratifying the Public Health Emergency set forth in Resolution 2020-02.
 - o Motion by Trustee McCready/Morton to approve Resolution 2020-03. Motion passed by unanimous voice vote.
- D. Consider for Approval, Resolution 2020-04, Allowing the Village Clerk / Treasurer to Issue Operator's Licenses.
 - o Motion by President Koenig/Trustee Clary to approve Resolution 2020-04. Motion passed by unanimous voice vote.
- E. Review and Possible Action regarding Operator's Licensing Fees as set forth in the Resolution 2019-08 fee schedule.
 - o Motion by President Koenig/Trustee McCready to waive operator license fees to the legal minimum required by Wis. Stat(s) for the 2020-2021 operator license renewals. Motion passed by unanimous voice vote.

- F. Review and Possible Action regarding the 2020-2021 Liquor License Fees.
- o Motion by President Koenig/Trustee Tarman to waive the Village of Turtle Lake Class "A" and "Class A" Liquor and Beer Licenses, Class "B" and "Class B" Liquor and Beer Licenses, and Cigarette and Tobacco Licenses to the legal minimum by Wis. Stat(s) for the 2020-2021 renewals. Motion passed by unanimous voice vote.
- G. Consider for Approval; Resolution 2020-05, Waiving 2019 Act 185 Property Tax Interest and Penalties due to the COVID-19 Pandemic.
- o Motion by Trustee Tarman/Glaubitz to approve Resolution 2020-05, Waiving Property Tax Interest and Penalties of the 2nd Installment(s) for Barron County. Motion passed by unanimous voice vote.
- H. Discussion and Possible Action regarding the Village Clean-up Day.
- o Tabled. No action.
- I. Consider for Approval, the purchase of Equipment by the Public Works Department, to include a Ventrac Mower, Snow Bully and Street Sweeper, not to exceed \$101,500.
- o DPW Davis indicated that the mower was purchased in 2004 and is in need of replacement; the street sweeper is a 1984 and is dusty and creates fumes and is time to be replaced; the Snow Bully's metal is fatigued. The old mower and sweeper can go to the online auction. Funds are available.
 - o Motion by President Koenig/Trustee Glaubitz to approve the \$101,500 for the mower, snow bully, and street sweeper replacement(s). Motion passed by unanimous voice vote.
- J. Consider for Approval, the purchase of Equipment, a 1995 Ford Jet Rodder, by the Public Works Department, not to exceed \$85,000.
- o PWD Davis indicated the Jet Rodder was purchased in 1978 as a gas truck which was converted to diesel. The funds would come from the sewer reserves.
 - o Motion by Trustee McCreedy/Tarman to approve the equipment replacement for a Jet Rodder not to exceed \$85,000.00. Motion passed by unanimous voice vote.
- K. Consider for Approval, the use of cash reserves from the water fund, not to exceed \$99,600 for water repair projects.
- o PWD Davis broke out the \$99,600.00 water repair projects as being: 1. Water Valves and Laterals; 2) Water Treatment Plant to 1,000 min.; 3) Replace water Treatment Plant Media (gravel, sand); and 4) Interior Water Tower "Spot Painting" and New Mixers; 5) Water Valves – Two Manholes; and 6) Well #4 Water Treatment Plant Generator is not sized to run correctly.
 - o Motion by Trustee Tarman/Clary to approve water repair projects not to exceed \$99,600.00. Motion passed by unanimous voice vote.
- L. Consider for Approval, Proclamation for Municipal Treasurer's Appreciation Week, April 19-25, 2020.
- o Motion by President Koenig/Trustee McCreedy to approve Proclamation for Municipal Treasurer's Appreciation Week as well as Municipal Clerk's Appreciation. Motion passed by unanimous voice vote.
- M. Consideration and Possible Action with regard to an Employee Compensation Issue. Please Note: The Board may enter Closed / Executive Session to discuss consideration, compensation, and performance evaluation data, allowable under WI Statutes Section(s) 19.85(1)(c).
- o Motion to Close at 7:20 p.m. by Trustee Tarman/Morton. Roll call. All aye. Motion carried. Motion to Open at 7:50 p.m. by Trustee Tarman/Glaubitz. All aye. Motion carried. No action.

Departmental Reports

- A. Administration – Administrator Hildebrand relayed updates on the Wisconsin League of Municipalities updates in regards to COVID-19, updates with state, and things changing on a daily basis.
- B. Public Safety – Chief Gabe reported 1) COVID-19 mobile testing at Turtle Lake with the National Guards and Barron County Emergency Management with 114 tested on Sunday and 117 Monday with 65 from Barron County and 35 from Polk County and the remaining from out of the area, all having Wisconsin addresses; 2) Several yards will be needing attention for junk vehicles with about 30 vehicles on the list to address; 3) drug issues are considerably down to only 5-6 cases a week; 4) the billboard is up on USH 8; 5) the building remodel project is underway; and 6) a part-time officer is needed and Gabe is considering moving forward with a paid long-term internship, no benefits, and paid tuition for a 60-credit associate degree. The Clerk requested how many hours as the hours would effect the Wisconsin Retirement System. Gabe responded the part-time officer would work less than 1,200 hours in 2020 but increasing to more than 1,200 hours in 2021.
- C. Public Works – PWD Davis reported 1) an update on Viresco and the ramp up of the flow, if they reach 100#/day they can take their flow up. Viresco's plan is 100% to the village and trucking another 100,000 of waste to another plant; 2) an inquiry to whether the Board wanted street lighting at Heron's Landing (Board indicated yes – Administrator Hildebrand indicated that Heron's Landing will be on the next meeting's agenda); 3) reviewing any logging interest to clean up Skinway Park; 4) working on fine-tuning the sludge drier and modifications to the machine; 5) Tower #2 has a concrete floor that needs mud-jacked due to it sinking (he noted that it is not effecting the structure of the tower); 6) there are sidewalks downtown that need addressed to prevent any trip hazards.
- D. Library – No report

ADJOURN: Adjourn at 7:51 p.m. Motion to adjourn by Trustee Tarman/Glaubitz.

Minutes Prepared by: Ardith Story, Municipal Clerk-Treasurer
Drafted for Board Approval: 05_18_2020

PUBLIC FORUM

OLD BUSINESS

- A. Consider for Approval, Cheryl Freese' resignation from the CDBG housing program.

On September 16, 2019 and December 16, 2019, the Board tabled approval of Ms. Freese' resignation.

Information will be shared from the Chippewa County Housing Authority, but arrangements are being made for Jessica Oleson Bue to present information to the Board at the meeting on either June 01, or 15th.

Ms. Freese deserves the respect of a formal acknowledgement of her retirement.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommend a formal motion by the Board to acknowledge Freese' resignation and have the Village Administrator present options for the future of the CDBG housing loan program.

To the Village of Turtle Lake

Please accept this as my letter of resignation. It has been a pleasure to administer the housing program for the Village of Turtle Lake.

With managing my store, the City of Chetek housing program (administering since 1995) and home I find it difficult to give the Village of Turtle Lake housing program the time and attention it needs.

Thank you for the opportunity to serve the people of the Village of Turtle Lake.

Sincerely,

Cheryl Freese



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Division Administrator

June 6, 2019

Mr. Andy Koenig, Village President
Village of Turtle Lake
114 Martin Avenue
PO Box 11
Turtle Lake, WI 54889

Dear Village President Koenig :

The Department of Housing and Urban Development (HUD) has an expectation that the CDBG RLF funds revolve every 12 months and the State of Wisconsin's CDBG staff has been informed that the HUD Office of the Inspector General is beginning to take a close look at locally held CDBG RLF programs.

The Division of Housing, Energy, and Community Resources (DEHCR) is reaching out to inform you of your option to discontinue your CDBG Housing RLF Program and return your funds to DEHCR. As of 3/31/19 your community has been identified as having a CDBG Housing RLF bank balance of less than \$50,000.00 and/or limited housing activity.

Your low-to-moderate income residents will have access to CDBG Housing funds through the regional program that serves your area.

What this means for you.

1. You will no longer be subject to reporting requirements of DEHCR
2. You will no longer process applications or administer new mortgages for the CDBG Housing RLF program

I am attaching information that you may find helpful in moving forward with your decision to discontinue your CDBG Housing RLF Program.

Should you decide to move forward with this process or would like more information please contact Tamra Fabian at 608-261-7747 or at tamra.fabian@wisconsin.gov.

Sincerely,

David J. Pawlisch, Bureau Director
Department of Administration
Division of Energy, Housing, and Community Resources

cc: Tamra Fabian, Grants Specialist-Advanced, DEHCR
Ardith Story, Clerk, Village of Turtle Lake

Procedures for Discontinuing Grantee CDBG-Housing RLF Programs

The grantee will submit the following to the CDBG-Housing Revolving Loan Fund program manager for approval.

Formal Request

1. On official grantee letterhead, a letter expressing the grantee's desire to discontinue its participation in the program, signed by the grantee's chief elected official or their designated representative.
2. Minutes from a formal municipal or committee meeting expressing the approval of the grantee's termination of its participation in the program.
3. Enclosed with the request must be a fully updated and accurate, a) RLF Account Transactions Journal, b) current account bank statement, c) Project Loan Tracking Report /Loan Portfolio.

Upon approval by DOA/DEHCR personnel, the grantee will submit to the CDBG-Housing Revolving Loan Fund program manager.

Account Closure

1. A check for the entire balance of CDBG-Housing funds, accompanied by the latest checking account statement. Check must be made out to Wisconsin Department of Administration and mailed to 101 East Wilson Street, PO Box 7970, Madison, WI 53707.
2. Proof of CDBG-Housing RLF account closure.
3. Final Annual RLF Account Activity Report.

File Management

1. Administrative and individual project files must be maintained by the grantee.
2. Grantees will maintain ownership of mortgages currently held in their name.
3. Grantees must continue to accurately maintain their loan receivables/portfolios.
4. When a grantee receives client payments or payoffs, they will deposit these funds into their general account. Grantees may retain up to 15% of these payments and payoffs for actual administrative expenses of the CDBG Housing RLF program the remaining balance of these payments and payoffs must be submitted to DEHCR at least monthly.
5. Grantees will be responsible for satisfactions and subordination requests.
6. Grantees will provide a current mortgage receivable list to DEHCR when a payoff is received.

AGREEMENT FOR THE ADMINISTRATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

This serves as an agreement between **BARRON COUNTY (COUNTY)** and the **CHIPPEWA COUNTY HOUSING AUTHORITY (CCHA)**. When a signed copy of this agreement is returned to CCHA, the two parties will have mutually agreed that CCHA will continue to administer the COUNTY Community Development Block Grant Housing Program revolving loan funds (CDBG-RLF) from the Wisconsin Department of Administration, Division of Housing. This agreement is in effect beginning 1/1/20 and will remain in effect until either party provides a written notice 60 days in advance to either alter or terminate the agreement.

The services to be performed by CCHA in the administration of the funds are listed in detail in the attached documents. For said administrative services the COUNTY will pay CCHA a fee of 15% of each rehab loan that is processed. Other services will be charged according to the attached schedule and will be performed on written request from the COUNTY. Audit costs will be the responsibility of the COUNTY.

The COUNTY will be responsible for the disbursement of all CDBG funds and to maintain the associated record keeping. The COUNTY must furnish to CCHA copies of financial records in a timely manner as required to effectively administer the program including copies of the checking account statements, deposits and expenditures. CCHA will maintain administrative records and individual project files as required by the State of Wisconsin, Division of Housing at its office. Upon satisfaction of a mortgage, the individual project files will be returned to the COUNTY.

Special Provisions:

- It is understood and agreed upon by all parties that in its capacity under this agreement CCHA and its employees, agents and officers are performing on an independent contractor basis and in no event shall any of their agents, employees or officers be considered to constitute agents, employees, or officers of the COUNTY.
- CCHA shall not assign, transfer or subcontract this agreement without the approval of the COUNTY.
- CCHA shall furnish full workman's compensation coverage for all CCHA employees.

- CCHA shall carry liability insurance and bond insurance.
- CCHA is the administrator of the Housing authority functions through the West Central Wisconsin CDBG Housing Consortium. Barron County Housing Authority remains the designated housing authority for Barron County.

The COUNTY and CCHA certify that no payment of money or any form of consideration has been offered to or given to a COUNTY employee for the purpose of procuring this agreement.

Civil Rights Act of 1964: Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Section 109 of the Housing and Community Development Act of 1974: No person in the United States shall, on the grounds of race, color, national origin, sex, age or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

All communications concerning the terms and/or performance under this agreement shall be made to the Housing Authority Executive Director, and communication pertaining to the COUNTY shall be made to the County Clerk.

Each person signing this agreement personally warrants and represents that he or she is duly authorized and empowered to enter into this agreement.

Dated this January 8th day of 2020, 2019 ~~2020~~

Jessica Oleson-Bue

Jessica Oleson-Bue, Executive Director
Chippewa County Housing Authority

Date: 1/16/20

Jeffrey D French
County Administrator

Richard Cook, Clerk
Barron County

Date: 1/8/20

**COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING PROGRAM
REVOLVING LOAN ADMINISTRATION**

The following services will be performed as a part of the Community Development Block Grant (CDBG) Program administration. These services are associated with the processing of a rehabilitation loan. Additional fees will be charged for services associated with maintaining CDBG project files after the rehabilitation is completed, but before payoff of a mortgage. These additional services and the associated fees are specified on the next page. The costs associated with closing a loan such as the inspection fee, abstract update/title search and filing fees are not included in this fee and will be charged to the individual program participants (as a part of the CDBG mortgage).

SERVICES TO BE INCLUDED IN THE 15% FEE

1. Accepting applications, maintaining the waiting list
2. Review and update the existing Housing Policies and Procedures Manual and program forms as needed.
3. Determining income eligibility using third party verifications
4. Verifying ownership of property and investigating title
5. Inspection of properties and writing of repair specifications.
6. Conducting loan committee meetings, presenting applications and preparing and maintaining minutes of the meeting.
7. Submitting the environmental review records to the DOH when necessary.
8. Assisting the applicants in obtaining bids for the approved rehabilitation project if necessary.
9. Preparing and process loan closing documents including mortgages, truth in lending, right of rescission, rehabilitation contracts, lead based paint notification, and owners acceptance of the terms and conditions of the loan, and landlord agreements (if applicable).
10. Recording mortgages, notifying insurance carriers of the mortgage, and notifying the selected contractors of the contract award.
11. Coordinating rehabilitation work with the homeowner and contractor including processing progress payments and final payments. Negotiating disputes between the owners and contractors when necessary.

12. Inspecting completed work, preparing invoices for payments to contractors and delivering to the City for payment.
13. Upon completion of the entire rehabilitation project, send project close out documents to the participant including a copy of the recorded mortgage and a letter reviewing the terms and conditions of the mortgage.
14. Maintaining complete project files according to DOH and audit regulations
15. Maintaining complete individual project financial records according to DOH and audit requirements
16. When property taxes are delinquent, contacting owners and assisting them in developing a plan for bringing the taxes current.
17. Rental property monitoring (if applicable) which includes verification of tenant's income to assure LMI benefit, monitoring rental occupancy at least annually to assure the landlords are complying with the terms of the loan to rent to LMI tenants.
18. Investigating when rehabilitated property is no longer owner occupied, locating the owner and working out a plan to assure repayment of the loan.
19. Coordination of foreclosure which includes notifying the committee of foreclosure action and requesting direction for proceeding, coordination with the municipal attorney, and any action directed by the attorney.

ADMINISTRATIVE FEES

COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING PROGRAM

Property Owner's Insurance Verification: \$10 annually for each existing loan

Includes maintaining a record of insurance coverage for each loan, contacting owners when coverage lapses and following through until coverage is obtained. This service is offered at this billable rate only if the entire program is monitored. Fees will be collected at the end of the fiscal year on all outstanding mortgages that existed at any time during the fiscal year.

Satisfaction of mortgages: \$18

This service includes drafting the satisfaction and mailing to the clerk for signatures and distribution, closing the loan file and returning to the municipal office.

Subordination Requests: \$200 fee charged directly to the applicant making the request.

Service includes processing each request for subordination including verifying income of the applicant, presenting application to the committee for consideration either at a meeting or through the mail, notifying the applicant of the committee's decision and if approved working with the financial institution on preparation and recording of the documents.

Special Requests: \$200 fee charged directly to the applicant making the request.

This service includes presenting requests by applicants to alter the terms of their loan, release property from the mortgage, etc to the loan committee, reporting back to the applicant the committee's decision and coordinating the action with other parties involved such as a lending institution, attorney, etc.

NEW BUSINESS

- A. Consider for Approval, the electrical upgrade proposal in the amount of \$38,500 to the Village water system.

During the meeting on May 04, 2020, PW Director Davis discussed needed upgrades to the Village Water system, including a generator upgrade, in the amount of \$38,500. No decision was made at that time, due to not being included on the agenda.

Davis will present additional information for discussion regarding this request.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny the request to upgrade the Village's Water Works, including the purchase of a generator for \$38,500.

Date: April 29, 2020
To: Mr. Cory Davis/Village of Turtle Lake
Copy: Mr. Jon Strand/CBS Squared Engineers
Subject: Existing Well No.4

Site Visit:

On Tuesday, April 21, 2020 we conducted a site visit to the well house to inspect the existing electrical installation and to determine the cause of the issues associated with the well pumps VFD when operating on the backup power system as noted below in this memo.

Existing Electrical System Background and Concerns:

The existing 100KW generator does not appear to have sufficient emergency power (capacity) to operate both the existing building loads and the 60HP deep submersible well pump simultaneously.

The existing well pump VFD tends to accelerate and then deaccelerate while trying to operate the well pump motor due to a condition whereas the existing generator does not have sufficient capacity for the entire building loads and the existing VFD attempts to compensate for the lack of input power by ramping up until the generator cannot deliver anymore sufficient power and then the VFD ramps back down and then repeats this operation which is a characteristic of a VFD in this type of scenario. This operation will eventually damage the well pump/motor that would lead to costly repairs, not to mention what type of process issues this creates for the filter and chemical systems operations.

Site Findings:

The existing VFD is a unit manufactured by Group Schneider (Square D) and appears to have limited control inputs for a recommended sequencing, as noted below in the recommendations portion of this memo.

The existing deep well pump motor is 60HP and is located approximately 250 feet below finished grade with this well head located approximately another 100 feet from the 60HP VFD for a total cable distance of approximately 350 feet or so of length. Because of this length of cable run, a dv/dt output filter should have been installed at the VFD output to protect the motor from high transient voltages created by an IGBT VFD.

In addition, the existing VFD does not incorporate an anti-back spin timer to protect it should a power loss occur and a restart of the well pump motor should the well pump motor be running backwards due to the water flowing back down the well pump column, after a power loss has occurred and then an immediate restart which could also damage the well pump motor if this condition occurred on a restart.

The existing electrical service is 600 amps operating at 480 volts, 3 phase, 4 wire and the generator is sized at 100KW. A 100KW generator can produce approximately 150 amps of power. Using the Kohler generator sizing software, it has been determined that a 200KW generator is required to operate all the existing building, heating, lighting loads, other motor loads and the well pump motor attempting to operate at full pumping capacity.

The existing generator is located in a room that is not of sufficient size to house a new 200KW generator thus either the room would need to be enlarged or the new generator installed outside near the exterior of the building. The cost to replace this existing generator with a new generator would range between \$110,000.00 to \$140,000.00 including a new concrete pad, new ATS, conduit, control, Ethernet and power wiring, with start-up and testing. If a new building or room was added

this cost would be an additional \$60,000.00.

However, if this option was selected, the existing generator could then be relocated to existing Well No.2 and installed into a new remote building to provide emergency power to that well that currently doesn't have emergency power at this time. This new building would add another \$60,000 to the overall price bring it to a total estimated cost of \$230,000.00, to as much as \$260,000.00 for these improvements to both well sites.

An additional option that should be considered while installing this new VFD is to also control some of the largest existing electric heaters by turning them off depending on whether both the well pump VFD and the heaters were called to operate based on the interior building's temperatures during emergency generator operation. We would recommend installing new interior mounted line voltage thermostats operating at 120 volts or 24VAC as supplied by the heaters and 30 amp NEMA rated contactors each in a NEMA 1 enclosure with the additional PLC control that would be wired such to deactivate the heaters using a 1/2 inch conduit with 2 #14 conductors & 1 #14 ground from each heater when the well pump is called to operate when on emergency power only. This option would provide more generator capacity for the well pump VFD to operate in when operating on the emergency generator.

Recommendations:

Ideally replacing the existing generator would be the most appropriate method of correcting the current situation with the well pump VFD operation, but the cost is extremely high as discussed above.

Therefore, our recommendation is to replace the existing wall mounted VFD with a new Allen Bradley wall mounted 755 VFD with multiple control inputs and furnish a new dv/dt output filter as shown on the attached control diagram. This new installation would also include the appropriate system controls to properly control and protect the VFD and the existing well pump motor thus allowing the VFD to operate at its maximum speed while matching the existing generators maximum capacity. This work should be performed by Energenecs.

The anticipated cost to remove the existing VFD, install a new VFD, furnish a new output dv/dt filter, program the new VFD, modify the existing SCADA PLC for proper control and to place the system into full operation would be approximately \$27,500.00. The cost for the Electrical Contractor to install the VFD and output filter, new circuit breaker, all conduit and wiring, junction box with terminal blocks as required, would be an additional \$7,500.00 for a total price of approximately \$35,000.00.

Provide electric heater deactivation controls for the three largest electric heaters. This work would include all conduit, wiring, contactors, thermostats and all labor to complete the work which would be performed by Energenecs with assistance from an Electric Contractor.

All control and power conductors need to be XHHW stranded copper and all conduit schedule 80 PVC.

The thermostats would need to be a good quality type rated for the applications environment.

The cost to provide this option would be approximately an additional \$3,500.00 with PLC interfacing as discussed above totaling \$38,500.00.

Summary:

Since the Village has only the two wells with just Well No.4 equipped with onsite emergency power, should a power failure occur at both wells, it is critical that Well No.4 is operated as the critical water source for the Village. Therefore, we recommend that existing well pump VFD be upgraded including the modifications to the existing three largest electric heaters as outlined above in our "Recommendations" section of this memo for a total estimated cost of \$38,500.00 with the revisions as noted on the attached well pump control diagram and as discussed within this memo.

Very Truly Yours,

Richard Boya
Powrtek Engineering, Inc.

B. Discussion of planned improvements to the Village Water System and Well(s).
Approval of Staff application to the DNR for Plan review and approval.

Jon Strand and Cory Davis will discuss planned improvements to the Village Water System and Well(s). Said Plan will need presented to the DNR for review and approval.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny the request to send Village Water System Improvement Plans to the DNR for review.

C. Consider for Approval, Bid for various Public Works Street projects in the TIF District in the amount of \$89,724.62.

PW Director Davis had combined several PW Street projects for bid. The Village properly published the projects for bid, and received one (1) bid from Monarch Paving in the amount of \$89,724.62, which was below the expected cost.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny awarding the bid to Monarch Paving in the amount of \$89,724.62.



Your Project Solutions Start Here

Date: May 8, 2020

RE: 2020 Street Paving Improvements
Turtle Lake, WI
CBS² TURL 18006

Scott Hildebrand, Administrator
Village of Turtle Lake
520 Logan Ave East PO Box 11
Turtle Lake, Wisconsin 54889

Dear Mr. Hildebrand,

Bids for the Village of Turtle Lake 2020 Street Paving Improvements Project were received at 2:30 p.m. on May 7, 2020. One bid was received by Monarch Paving Company for \$89,724.62.

Based on our review, it is our opinion that Monarch Paving Company has the equipment and experience to perform the work as defined in the bidding documents. If the Village decides to proceed with the project as bid, we therefore recommend award of the project in the amount of \$89,724.62 to Monarch Paving Company.

Should you have any questions, please contact me via phone at 715.861.7428 or via e-mail at jstrand@cbssquaredinc.com.

Sincerely,

Jon Strand, PE
Project Manager

js

Enclosure

cc: Cory Davis, Turtle Lake Public Works Director
Nicholas Clobes, Monarch Paving Company

770 Technology Way
Chippewa Falls, WI
54729

info@cbssquaredinc.com

cbssquaredinc.com



Bids Received / TURTL 18006
2020 Street Paving Improvements
Village of Turtle Lake
2:30 p.m., Thursday, May 7, 2020

Contractor	Bid Bond	Add #1	Base Bid
Monarch Paving Company	X	X	\$ 89,724.62

Turtle Lake 2020 Street Paving Improvements
Unit Price Bid Tabulation
2:30 p.m., Thursday, May 7, 2020

				Monarch Paving	
				Total	\$ 89,724.62
Item No.	Description	Unit	Est. Quantity	Bid Unit Price	Bid Price
01 55 25.01	Maintenance of Traffic	L.S.	1	\$500.00	\$ 500.00
01 57 33.01	Application of Water	MGAL	10	\$50.00	\$ 500.00
01 71 13.01	Mobilization	L.S.	1	\$1,500.00	\$ 1,500.00
02 41 33.01	Milling Asphaltic Pavement, 1.5"	S.Y.	7286	\$2.66	\$ 19,380.76
32 12 18.02	Adjust Manhole	Each	7	\$650.00	\$ 4,550.00
32 12 18.03	Adjust Valve Box	Each	6	\$350.00	\$ 2,100.00
32 11 26.01	Crushed Aggregate Base Course	C.Y.	16	\$ 61.26	\$ 980.16
32 12 18.04	Hot Mix Asphalt Pavement, 4MT 58-28 S	Ton	550	78.4	\$ 43,120.00
32 12 18.05	Hot Mix Asphalt Pavement, 4LT 58-28 S	Ton	195	\$ 87.66	\$ 17,093.70
Unit Bid Items					\$ 89,724.62

D. Consider for Approval, Bid for N. Pine Street project in the amount of \$147,133.62.

The Village properly published the N. Pine Street project for bid, and received one (1) bid from Monarch Paving in the amount of \$147,133.62, which was over \$35,000 above the expected cost.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny awarding the bid to Monarch Paving in the amount of \$147,133.62.



Your Project Solutions Start Here

Date: May 8, 2020

RE: MSILT Project 2020
North Pine Street Repaving
Turtle Lake, WI
CBS² TURL 20001

Scott Hildebrand, Administrator
Village of Turtle Lake
520 Logan Ave East PO Box 11
Turtle Lake, Wisconsin 54889

Dear Mr. Hildebrand,

Bids for the Village of Turtle Lake MSILT Project 2020 – North Pine Street Repaving Project were received at 2:00 p.m. on May 7, 2020. One bid was received by Monarch Paving Company for the project in the amount of \$147,133.62. Items associated with the repaving portion of the project equaled \$103,534.38 while items associated with the curb and gutter portion was \$43,599.24. Attached is the unit price bid tabulation with a cost breakdown between paving and curb and gutter.

Based on our review, it is our opinion that Monarch Paving Company has the equipment and experience to perform the work as defined in the bidding documents. If the Village decides to proceed with the project as bid, we therefore recommend award of the project in the amount of \$147,133.62 to Monarch Paving Company.

Should you have any questions, please contact me via phone at 715.861.7428 or via e-mail at jstrand@cbssquaredinc.com.

Sincerely,

Jon Strand, PE
Project Manager

js

Enclosure

cc: Cory Davis, Turtle Lake Public Works Director
Nicholas Clobes, Monarch Paving Company

770 Technology Way
Chippewa Falls, WI
54729

info@cbssquaredinc.com

cbssquaredinc.com



Bids Received / TURTL 20001
MSILT Project 2020 – North Pine Street Repaving
Village of Turtle Lake
2:00 p.m., Thursday, May 7, 2020

Contractor	Bid Bond	Add #1	Add #2	Add #3	Base Bid
Monarch Paving Company	X	X	X	X	\$ 147,133.62

Turtle Lake MSILT Project 2020 - North Pine Street Repaving
Unit Price Bid Tabulation
2:00 p.m., Thursday, May 7, 2020

Item No.	Description	Unit	Est. Quantity	Monarch Paving		Paving Only	Curb & Gutter Items
				Bid Unit Price	Bid Price		
				Total	\$ 147,133.62		
01 55 25.01	Maintenance of Traffic	L.S.	1	\$ 500.00	\$ 500.00	\$ 500.00	
01 57 33.01	Application of Water	MGAL	10	\$ 50.00	\$ 500.00	\$ 500.00	
01 71 13.01	Mobilization	L.S.	1	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	
02 41 33.01	Milling Asphaltic Pavement, 1.5"	S.Y.	4,395	\$ 3.04	\$ 13,360.80	\$ 13,360.80	
02 41 33.02	Remove Concrete Sidewalk	S.Y.	410	\$ 5.00	\$ 2,050.00		\$ 2,050.00
02 41 33.03	Remove Concrete Curb and Gutter	L.F.	736	\$ 3.50	\$ 2,576.00		\$ 2,576.00
31 25 10.01	Inlet Protection	Each	2	\$ 125.00	\$ 250.00	\$ 250.00	
32 01 16.01	Pulverize Asphaltic Pavement, 3"	S.Y.	1720	\$ 3.62	\$ 6,226.40	\$ 6,226.40	
32 12 18.02	Adjust Manhole	Each	6	\$ 650.00	\$ 3,900.00	\$ 3,900.00	
32 12 18.03	Adjust Valve Box	Each	6	\$ 350.00	\$ 2,100.00	\$ 2,100.00	
32 12 50.01	Saw Cut Pavement	L.F.	830	\$ 3.00	\$ 2,490.00	\$ 240.00	\$ 2,250.00
32 16 30.01	Concrete Curb and Gutter, 30-inch Type D	L.F.	345	\$ 17.56	\$ 6,058.20		\$ 6,058.20
32 16 30.02	Concrete Curb and Gutter, 30-inch Type TBT	L.F.	391	\$ 17.07	\$ 6,674.37		\$ 6,674.37
32 18 40.01	Concrete Sidewalk, 4-Inch	S.F.	3033	\$ 4.47	\$ 13,557.51		\$ 13,557.51
32 18 40.02	Concrete Sidewalk, 6-Inch	S.F.	658	\$ 5.52	\$ 3,632.16		\$ 3,632.16
32 92 12.01	Turf Establishment	S.Y.	700	\$ 7.33	\$ 5,131.00		\$ 5,131.00
02 41 33.02	Remove Asphaltic Pavement, Full Depth	S.Y.	167	\$ 10.00	\$ 1,670.00		\$ 1,670.00
32 12 18.01	Hot Mix Asphalt Pavement, 4 MT 58-28S (Binder)	Ton	174	\$ 100.57	\$ 17,499.18	\$ 17,499.18	
32 12 18.02	Hot Mix Asphalt Pavement, 4 MT 58-34S (Wear)	Ton	650	\$ 80.32	\$ 52,208.00	\$ 52,208.00	
Unit Bid Items					\$ 147,133.62	\$ 103,534.38	\$ 43,599.24

E. Consider for Approval, the Placement of Street Lights in the Herons Landing Subdivision.

PW Director Davis will provide cost estimates per light, to be placed in the Herons Landing Subdivision.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny the placement of Street Lights in the Herons Landing Subdivision.

D/D First time installation fee = \$50.00

Lights Reconnect (if within 12 months) = \$100.00, plus monthly fee

Monthly rental fee = \$8.75

Wire Charges, OH = \$3.00/ft

Wire Charges, URD = \$4.00/ft + \$30.00

Pole set & delivered = \$385.00

Therefore, the minimum charges to install a new d/d light:

OH without a pole = \$ 50.00 + \$3.00/ft.

OH with a pole = \$ 435 + \$3.00/ft.

URD without a pole = \$ 80.00 + \$4.00/ft.

URD with a pole = \$ 465 + \$4.00/ft.

If installing on meter or transformer pole = \$50.00 install fee only 9/19

F. Consider for Approval, Health Savings Account proposal by Jerry Den Boer of Benefit Advisors Insurance Agency.

During the 2020 budget preparation, Administrator Hildebrand expressed concern for the growing cost of insurance, and the inability on behalf of the Village to continue paying 100% of employee's insurance premium.

In speaking with Jerry Den Boer of Benefit Advisors Insurance, he proposed an HSA, which would save the Village funds overall, while providing a saving account that can stick with employees for future use.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny proceeding with obtaining additional information regarding the HAS and obtaining costs to modify insurance proposals for the 2021 budget.

**Village of Turtle Lake
Employer HSA Cost Projections
Provided by: Benefit Advisors Insurance Agency**

	RENEWED Plan with WWMC- WEA Trust \$1,500/\$3,000 Ded \$3,500/\$7,000 OOPM \$10/\$40/\$80 RX	Western WI Municipal Consortium- Option 4- H S A \$4,000/\$8,000 IN Ded \$4,250/\$8,500 IN OOPM Ded- \$10/\$30/\$60 RX	Western WI Municipal Consortium- Option 4- H S A \$4,000/\$8,000 IN Ded \$4,250/\$8,500 IN OOPM Ded- \$10/\$30/\$60 RX	Western WI Municipal Consortium- Option 4- H S A \$4,000/\$8,000 IN Ded \$4,250/\$8,500 IN OOPM Ded- \$10/\$30/\$60 RX
Total Monthly Premium	\$23,133.98	\$18,504.83	\$18,504.83	\$18,504.83
Total Annual Premium	\$277,607.76	\$222,057.96	\$222,057.96	\$222,057.96
Maximum HSA Exposure- 100%	\$0.00	\$16,500.00	\$12,000.00	\$18,000.00
Total Cost at Usage Level- 100%	\$277,607.76	\$238,557.96	\$234,057.96	\$240,057.96
<u>Assumptions/Additional information</u>				
Number of Participants	12			
Single HSA Reimbursement	2	\$0.00	\$750.00	\$1,000.00
Family HSA Reimbursement	10	\$0.00	\$1,500.00	\$1,500.00
Max OOP After HSA	\$3,500/\$7,000	\$3,500/\$7,000	\$3,250/\$7,500	\$2,750/\$7,000

Village of Turtle Lake

Policy Period: January 01, 2020- December 31, 2020

Carrier Plan Name	CURRENT PLAN		ALTERNATIVE RENEWAL PLAN OPTION	
	Western WI Municipal Coalition Plan- WEA TRUST		Western WI Municipal Coalition- WEA Trust	
	Option 2		Option 4 Embedded H S A	
	Network	Non-Network	Network	Non-Network
Benefit Period Deductible (single / family)	\$1,500/\$3,000	\$3,000/\$6,000	\$4,000/\$8,000	\$8,000/\$16,000
Coinsurance	Deductible then 100%	Deductible then 20%	Deductible then 100%	Deductible then 20%
Out of Pocket Maximum (single / family)	\$3,500/\$7,000	\$7,000/\$14,000	\$4,250/\$8,500	\$10,000/\$20,000
Physician / Office Services				
Primary Care Office Visit	\$30 copay	\$60 copay then 20%	Deductible then 100%	Deductible then 20%
Specialty Care Office Visit	\$60 copay	\$120 copay then 20%	Deductible then 100%	Deductible then 20%
Emergency Care Services				
Emergency Room Services		\$350		Deductible then 100%
Urgent Care		\$150		Deductible then 100%
Prescription Drug Coverage				
Tier I / Generic		\$0 or \$10 copay		Deductible then \$0 or \$10
Tier II / Formulary		\$40 copay		Deductible then \$30
Tier III / Non-Formulary		\$80 copay		Deductible then \$60
Single (2)	\$927.22		\$741.65	
Employee + Spouse (2)	\$1,808.06		\$1,446.33	
Employee + Child(ren) (1)	\$1,761.66		\$1,409.17	
Family (7)	\$2,271.68		\$1,817.10	
Total Monthly Premium	\$23,133.98		\$18,504.83	
Total Annual Premium	\$277,607.76		\$222,057.96	
Renewal Increase/Decrease			-20.0%	



HSA GUIDE

Provided by Benefit Advisors

A green banner with a white diagonal line pattern and the text "HSA GUIDE" in white, bold, sans-serif font. The banner is positioned at the top left of the page, overlapping a background image of people sitting at a table with coffee cups.

HSA GUIDE

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HSA GUIDE

When you're choosing a health plan, there are many factors that affect your decision. If you want an option with flexibility, a high level of choice and tax-advantaged savings, a high deductible health plan with a health savings account (HSA) might be the right choice for you.

What Are HSAs?

Health savings accounts (HSAs) are a great way to save money and efficiently pay for medical expenses. HSAs are tax-advantaged savings accounts that accompany high deductible health plans (HDHPs).

HSAs were created in 2003 to provide individuals who have HDHPs with a tax-preferred method of saving money for medical expenses. There are certain advantages to putting money into these accounts, including investment earnings and favorable tax treatment. The rationale behind the HSA/HDHP combination is that people will have a clearer idea of their medical costs and more control over their spending, enabling them to reduce their medical costs.

HSA money can be used tax-free when paying for qualified medical expenses, helping you pay your HDHP's larger deductible. At the end of the year, you keep any unspent money in your HSA. This rolled over money can grow with tax-deferred investment earnings, and, if it is used to pay for qualified medical expenses, then the money will continue to be tax-free. Your HSA and the money in it belongs to you—not your employer or insurance company.

An HSA can be a tremendous asset as you save for and pay medical bills because it gives you tax advantages, more control over your own spending and the ability to save for future expenses.

Why Have an HSA?

HSA/HDHPs take a different approach to health coverage than other plans with lower deductibles. Having an HSA provides you with many benefits, including flexibility and easy saving, helping you plan and pay for medical expenses.

HSA Advantages

Here are some of the advantages an HSA provides you with:

Security – Your HSA can provide a savings buffer for unexpected or high medical bills.

Affordability – In most cases, you can lower your monthly health insurance premiums when you switch to health insurance coverage with a higher deductible, and these HDHPs can be paired with an HSA.

Flexibility – You can use your HSA to pay for current medical expenses, including your deductible and expenses that your insurance may not cover, or you can save your funds for future medical expenses, such as:

- Health insurance or medical expenses if unemployed
- Medical expenses after retirement (before Medicare)
- Out-of-pocket expenses when covered by Medicare
- Long-term care expenses and insurance

Also, you do not have to use your HSA to pay for medical expenses. You can withdraw money from your HSA at any time and for any reason. However, if your HSA money is not used for medical expenses, you will have to pay income tax on your withdrawal. You will also have to pay a 20 percent additional tax, unless the withdrawal is made after you attain age 65, become disabled or after your death.

HSA GUIDE

Savings – You can save the money in your HSA for future medical expenses, all while your account grows through tax-deferred investment earnings.

Tax Savings – An HSA provides you with triple tax savings:

1. Tax deductions when you contribute to your account
2. Tax-free earnings through investment
3. Tax-free withdrawals for qualified medical expenses

Control – You make the decisions regarding:

- How much money you will put in the account
- When to make contributions to the account
- Whether to save the account for future expenses or pay current medical expenses
- Which expenses to pay for from the account
- How to invest the money in the account

Portability – Accounts are completely portable, meaning you can keep your HSA even if you:

- Change jobs
- Change your medical coverage
- Become unemployed
- Move to another state

Ownership – Funds remain in the account from year to year, just like an IRA. There are no “use it or lose it” rules for HSAs, making it a great way to save money for future medical expenses.

Is an HSA Right for You?

HSAs are a growing trend in health care and offer many advantages, but whether it's the right choice for you depends on several factors.

Comparing HSA/HDHPs to traditional health plans can be difficult, as each has pros and cons. For example, traditional health plans typically have higher monthly premiums, a smaller deductible and fixed copays. You pay less out-of-pocket costs due to the lower deductible, but you will pay more each month in premiums.

HDHPs with HSAs generally have lower monthly premiums and a higher deductible. You may pay more out-of-pocket medical expenses, but you can use your HSA to cover those costs, and you pay less each month for your premium.

The decision is different for each individual. If you are generally healthy and/or have a reasonable idea of your annual health care expenses, then you could save a lot of money from the lower premiums and valuable tax-advantaged account with an HSA/HDHP plan. For example, even someone with a chronic condition could take advantage of an HSA/HDHP plan if he or she has a good idea of his or her annual expenses and then budgets enough money to cover cost of care.

HSA GUIDE

However, if you are older, more prone to illness or unexpected medical conditions, or prefer certainty in medical costs over the possible risk of unexpected out-of-pocket expenses, you may want to stick with a traditional plan. You'll pay more in monthly premiums, but you will have a lower deductible and fixed copays.

To help determine if an HSA is right for you and how much you might save in taxes, contact Benefit Advisors.

How Do HSAs Work?

To have an HSA and make contributions to the account, you must meet several basic qualifications. Here's what you need to know to start saving with an HSA.

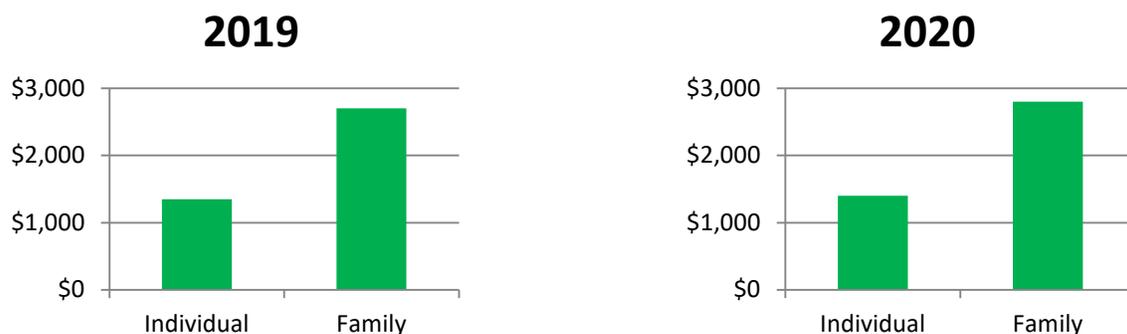
HSA Eligibility – In order to qualify for an HSA, you must be an adult who meets the following qualifications:

- Have coverage under an HSA-qualified, high deductible health plan (HDHP)
- Have no other health insurance plan (this exclusion does not apply to certain other types of insurance, such as dental, vision, disability or long-term care coverage)
- Are not enrolled in Medicare
- Cannot be claimed as a dependent on someone else's tax return

HSAs must be used with an HDHP. To qualify as an HDHP, a health plan must satisfy requirements for the minimum annual deductible and the maximum out-of-pocket expenses.

For 2019, the minimum annual deductible for a qualifying HDHP was \$1,350 for an individual and \$2,700 for a family. For 2020, these limits will increase to \$1,400 and \$2,800, respectively.

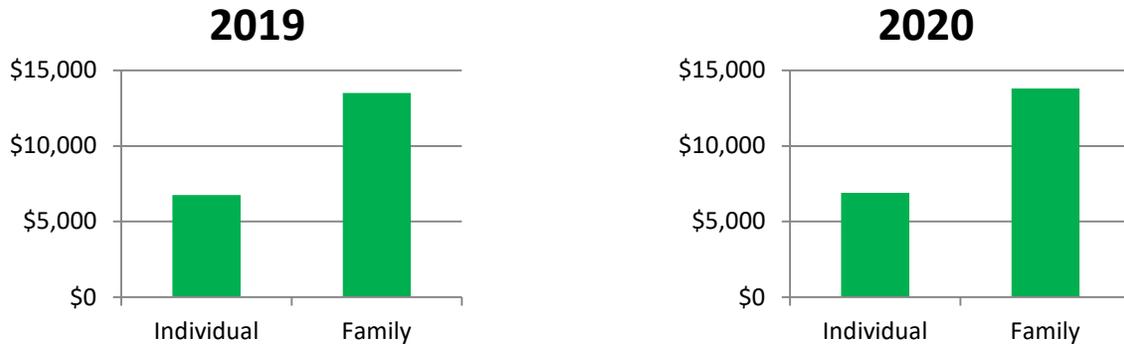
Minimum Annual Deductible for a Qualifying HDHP



In addition, annual out-of-pocket expenses under the plan (including deductibles, copays and coinsurance) cannot exceed \$6,750 for single coverage and \$13,500 for family coverage in 2019. For 2020, the limits are \$6,900 and \$13,800, respectively.

HSA GUIDE

Annual Out-of-pocket Expenses Maximum



In general, the deductible must apply to all medical expenses (including prescriptions) covered by the plan. However, plans can pay for preventive care services on a first-dollar basis (that is, without a deductible or copay). Preventive care can include care such as routine prenatal and well-child care, child and adult immunizations, annual physicals and mammograms.

Opening Your HSA - Your employer may offer an HSA option, or you can open an account on your own through a bank or other financial institution. Banks, credit unions, insurance companies and other financial institutions are all permitted to be trustees or custodians of these accounts. Other financial institutions that handle IRAs are also automatically qualified to establish HSAs.

Contributions - Contributions to your HSA can be deducted when you file your income taxes. If your employer offers a Section 125 plan (sometimes called a "cafeteria plan"), you may be able to make your HSA contributions on a pre-tax basis. That means that your HSA contribution will be taken out of your wages and no federal income tax or employment tax will be withheld on the contribution.

Determining your contribution - Your eligibility to contribute to an HSA is determined monthly. You must have HDHP coverage on the first day of the month to make an HSA contribution for that month. There is a limited exception that allows individuals who become HSA-eligible during a calendar year to make the full contribution amount for that year. Under this exception, individuals who are eligible to contribute to an HSA on Dec. 1 of a calendar year are allowed to contribute an amount equal to the annual HSA contribution amount provided they remained covered by the HSA for at least the 12-month period following that year. Contributions can be made as late as April 15 of the following year.

Limits - You can make a contribution to your HSA for each month that you are eligible. For each month that you are eligible, you can contribute one-twelfth of the annual maximum for HSA contributions. The full contribution rule described above for individuals who are eligible on Dec. 1 of a calendar year is an exception to the rule that HSA contributions limits are determined monthly. You can contribute no more than the designated annual maximum. For 2019, the maximum is \$3,500 for single coverage and \$7,000 for family coverage. For 2020, these limits increase to \$3,550 and \$7,100, respectively. Individuals who are age 55 and older can also make additional "catch-up" contributions of up to \$1,000 annually.

HSA GUIDE

Annual Contribution Maximum



Who can contribute - Contributions to your HSA can be made by anyone, including you, your employer or a family member; the combined contributions of you and your employer (and anyone else making contributions to your HSA) can not exceed the HSA maximum contribution limit.

Contributions to the account must stop once you are enrolled in Medicare. However, you can still use your HSA funds to pay for medical expenses tax-free.

Using Your HSA

An HSA is managed by the account holder, giving you the choice of when to use your HSA dollars. You can begin using your HSA money as soon as your account is activated and contributions have been made. You can use your HSA account for any purpose, including paying expenses that are not qualified medical expenses. However, you only get the tax benefits of an HSA when you use the account for qualified medical expenses. If you use it for another purpose, you will be required to pay income tax on the withdrawal, and you may also be required to pay another 20 percent tax, unless you make the withdrawal after you reach age 65, become disabled or after your death.

Qualified Medical Expenses

You can use money in your HSA to pay for any qualified medical expense permitted under federal tax law, which includes most medical care and services, as well as dental and vision care. HSA distributions are tax-free if they are used for qualified medical expenses incurred by the account holder or his or her spouse or dependents. The qualified medical expenses must be incurred after the HSA is established.

Qualified medical expenses are defined in Section 213(d) of the federal tax code. Section 213(d) defines “medical care” to include amounts paid “for the diagnosis, cure, mitigation, treatment or prevention of disease, or for the purpose of affecting any structure or function of the body.”

You can use your HSA account to pay for your health plan deductible, your copay or coinsurance for doctor’s office visits and prescription drugs, your share of the cost for dental care, such as exams and cleanings, and your costs for vision care, such as exams, eyeglasses and contact lenses. See Appendix B for a list of eligible expenses.

Generally, you cannot use your HSA to pay for medical insurance premiums, except specific instances, including:

- Any health plan coverage while receiving federal or state unemployment benefits
- Continuation coverage under federal law (COBRA or USERRA coverage)
- Qualified long-term care insurance

HSA GUIDE

- Any deductible health insurance for HSA account holders who are age 65 or over (whether or not they are entitled to Medicare) other than a Medicare supplemental policy

You can use your HSA to pay for medical expenses for yourself, your spouse or your dependent children, even if your dependents are not covered by your HDHP. Any amounts used for purposes other than to pay for qualified medical expenses are taxable as income and subject to an additional 20 percent penalty. Examples of taxable expenses include:

- Medical procedures and expenses not considered qualified under federal tax law
- Other types of health insurance unless specifically described above
- Medicare supplement insurance premiums
- Non health-related expenses

After the age of 65, you can withdraw money for nonmedical expenses without penalty, but you will have to pay taxes on the money. If you become disabled, the account can be used for other purposes without paying the additional penalty. If you withdraw money from an HSA for nonmedical expenses before you turn 65 (or become disabled), you will have to both pay taxes and a 20 percent penalty.

Life Events

Various life events may affect your HSA.

New health plan (non-HDHP) – An HSA is an individually owned account. If you are no longer participating in an HDHP, you cannot make contributions to your HSA, but you can continue to use the money you have already saved in your HSA. If you are switching to a Marketplace plan under the Affordable Care Act (ACA), some plans, typically bronze and silver plans, may be HSA-compatible, in which case you can then choose to keep contributing to an HSA.

Employment status changes – An HSA is an individually owned account; if you leave your current employer, the HSA money is yours and you may choose to leave your funds in the current HSA account, transfer the funds to an HSA with your new employer or take a distribution and roll over the funds to another qualifying account within 60 days.

Divorce – The HSA owned by one spouse may be divided or transferred entirely to an HSA for the other spouse by court judgment in a divorce. If you transfer your HSA to your spouse as part of your divorce or separation, it is not a taxable transfer.

Death – You can designate a beneficiary to inherit your HSA after your death. The tax treatment of the HSA will then depend on whether a spouse or non-spouse inherited the HSA account.

Saving With an HSA

HSAs serve as a tax-advantaged fund that can be used to pay for current or future medical expenses. The account is consumer-controlled. If the funds are not used, the money will roll over to the next year and continue to grow over time. One of the most attractive features of the HSA is that these funds grow through the accrual of tax-free interest or investment earnings.

The HSA is proving itself to be a wise investment tool, not only for current health care needs, but also for long-term retirement planning. The HSA fund is tax-deductible, compounds tax-free interest and earnings and is tax-free to withdraw from for medical bills. Also, people who are age 55 and older can make additional contributions, called “catch-up payments,” to their accounts in order to accelerate the rate of savings.

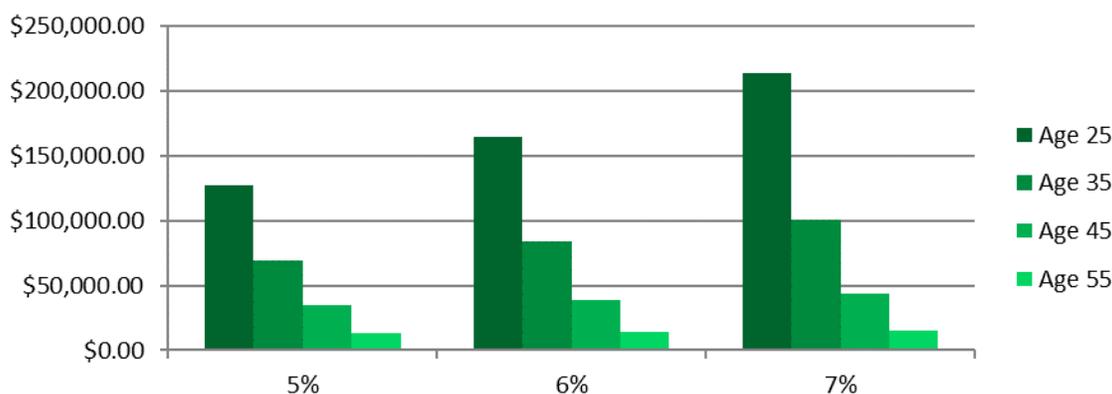
For example, if you spend \$700 a year on health care costs, anything you contribute above that is money invested for your future. Maximum allowable contributions enhance this opportunity further, particularly for those investing at a younger age.

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Because an HSA can be invested in the market with tax-free earnings, the opportunity for long-term growth is exponential. Owners of individual retirement accounts (IRAs) or Roth IRAs who are HSA-eligible can shift IRA funds to an HSA without facing a tax penalty. The IRS allows a one-time transfer that does not exceed your maximum annual HSA contribution limit. The same types of investments permitted for IRAs are allowed for HSAs, including bank accounts, stocks, bonds, mutual funds, annuities and certificates of deposit.

You can build your HSA balance by consistently making contributions and investing what you roll over to the next year. If you start at a young age, you can amass considerable savings.

Your Potential Savings at Age 65



Start At	5%	6%	7%
Age 25	\$126,840	\$164,408	\$213,610
Age 35	\$69,761	\$83,802	\$101,073
Age 45	\$34,719	\$38,993	\$43,865
Age 55	\$13,207	\$13,972	\$14,784

* Assumes \$1,000 per year balance rolling over.

HSA Recordkeeping

If you have an HSA, you are ultimately responsible for proving how the account is used because it is individually owned. Typically, your HSA provider will give you an HSA debit card (or checks) to pay directly from your HSA, or you can pay out-of-pocket and request reimbursement later. With an HSA, you must keep proper records for your expenses to avoid tax headaches later on.

Documentation is key - An HSA can be used for a wide range of health care services within the limits established by law. Be sure you understand what medical expenses are HSA-qualified, and be sure you are able to produce receipts for those items or services that you purchase with your HSA. You may face income taxes and a 20 percent penalty on any distribution that you cannot prove was for a qualified medical expense.

Your HSA statement - Your HSA provider will send you a statement outlining your contributions, employer contributions made on your behalf, payments made to providers from your HSA, interest earned and any fees charged to your account. Keep these statements safely filed away as you would any other bank statement because they may be required in the event of an IRS audit.

Maintaining records - To protect yourself in the event that you are audited by the IRS, keep records of all HSA documentation for at least as long as your income tax return is considered open (subject to an audit), or as long as you maintain the account, whichever is longer. Hold on to any insurer's explanation of benefits statement that documents your expenses for services covered under your

HSA GUIDE

HDHP. Also, when you pay an expense from your HSA and the expense is not filed with your health insurance carrier (for example, a vision or dental expense not covered by insurance), make sure you save the receipt.

See Appendix A for a sample HSA log sheet.

Case Studies and Examples

Following are three case studies that demonstrate how an HSA can benefit you in various life stages and circumstances.

HSA Case Study 1

Justin is a healthy 28-year-old single man who is active in sports and goes to the gym three times a week. He contributes \$1,000 each year to his HSA. His plan's annual deductible is \$1,500 for individual coverage. If Justin uses his HSA to pay for covered services, this will reduce his out-of-pocket amount needed to meet his deductible before traditional health coverage begins. Here is a look at the first two years of Justin's HSA plan, assuming the use of in-network providers. (This example only includes HSA contribution amounts and does not reflect any investment earnings.)

Year 1

HSA - \$1,000 contribution	\$1,000
Total Expenses:	
Prescription drugs: \$150	- \$150
HSA Rollover to Year 2	\$850
Since Justin did not spend all of his HSA dollars, he did not need to pay any additional amounts out-of-pocket this year.	

Year 2

HSA Balance: \$850 from Year 1, plus \$1,000 contribution for Year 2	\$1,850
Total Expenses:	
Office visits: \$100	
Preventive care services: \$150 (Paid for by insurance benefits)	
+ Prescription drugs: \$200	
\$300	- \$300
HSA Rollover to Year 3	\$1,550
Once again, since Justin did not spend all of his HSA dollars, he did not need to pay any additional amounts out-of-pocket this year.	

HSA Case Study 2

The Bennetts haven't had the best luck when it comes to medical expenses—daughter Jasmine was diagnosed with asthma a few years ago, and son Alex has broken several bones. They contribute \$2,000 to their HSA each year. Their plan's annual deductible is \$5,000 for family coverage. If they choose to use their HSA to pay for covered services, it will reduce the out-of-pocket amount needed

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to meet their deductible before traditional health coverage begins. Here is a look at the first two years of the Bennetts' HSA plan, assuming the use of in-network providers:

Year 1

HSA - \$2,000 contribution	\$2,000
Total Expenses:	
Preventive Care Services: \$600 (Paid for by insurance benefits)	
Office Visits: \$350	
Prescription Drugs: \$200	
+ <u>Emergency Room Visits: \$350</u>	
\$900	-\$900
HSA Rollover to Year 2	\$1,100
Since the Bennetts did not spend all of their HSA dollars, they did not need to pay any additional amounts out-of-pocket this year.	

Year 2

HSA Balance: \$1,100 from Year 1, plus \$2,000 contribution for Year 2	\$3,100
Total Expenses:	
Preventive Care Services: \$600 (Paid for by insurance benefits)	
Office Visits: \$300	
+ <u>Prescription drugs: \$200</u>	
\$500	-\$500
HSA Rollover to Year 3	\$2,600
Again, since the Bennetts did not spend all of their HSA dollars, they did not need to pay any additional amounts out-of-pocket this year.	

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HSA Case Study 3

Angela is divorced and in good health at age 62, but, due to a car accident, her expenses were higher than usual her second year of enrollment. Thanks to her HSA savings from her first year, she had money to help cover most of her expenses in the second year. Angela contributes \$2,000 to her HSA each year, and her plan's deductible is \$2,500. If she chooses to use her HSA to pay for covered services, this will reduce or eliminate the out-of-pocket amount needed to meet her deductible before traditional health coverage begins. Here is a look at the first two years of Angela's HSA plan, assuming the use of in-network providers:

Year 1

HSA - \$2,000 contribution	\$2,000
Total Expenses:	
Prescription Drugs - \$150	
Office Visits - \$200	
+ Preventive Care Services - \$350 (Paid for by insurance benefits)	
\$350	-\$350
HSA Rollover to Year 2	\$1,650
Since Angela did not spend all of her HSA dollars, she did not need to pay any additional amounts out-of-pocket this year.	

Year 2

HSA Balance: \$1,650 from Year 1, plus \$2,000 contribution for Year 2	\$3,650
Total Expenses:	
Preventive Care Services - \$350 (Paid for by insurance benefits)	
Hospital and Surgery Charges - \$4,300	
Prescription drugs - \$250	
+ Physical Therapy - \$8,000	
\$12,550 (has \$3,650 in HSA, which Angela uses for the deductible and part of her coinsurance)	-\$3,650
Charges paid by traditional health coverage after deductible met (80% x \$10,050)	\$8,040
Total amount Angela pays out-of-pocket	\$860
HSA Rollover to Year 3	\$0
Since Angela carried over a balance of \$1,650 from Year 1, she was able to meet her deductible and cover a significant portion of her coinsurance with her HSA dollars.	

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Appendix B - Qualified Medical Expenses

The qualified medical expenses that can be reimbursed by an HSA on a tax-free basis are limited to expenses for medical care (as defined in the federal tax code) for the HSA owner and his or her spouse and dependents, to the extent those expenses are not reimbursed by the high deductible health plan or any other source.

The federal tax code defines medical care expenses as amounts paid for the diagnosis, cure, mitigation or treatment of a disease, and for treatments affecting any part or function of the body. The expenses must be primarily to alleviate a physical or mental defect or illness.

The products and services listed below are examples of medical expenses that may be eligible for payment under your HSA on a tax-free basis. This list is not exhaustive; additional expenses may qualify as medical expenses, and the items listed below are subject to change.

- Acupuncture
- Alcoholism treatment
- Ambulance
- Annual physical examination
- Artificial limb
- Artificial teeth
- Bandages
- Birth control pills
- Body scan
- Breast pumps and supplies
- Breast reconstruction surgery following mastectomy
- Capital expenses (improvements or special equipment installed to a home, if meant to accommodate a disabled condition)
- Car modifications or special equipment installed for a person with a disability
- Chiropractor
- Contact lenses
- Crutches
- Dental treatment (not including teeth whitening)
- Diagnostic devices
- Disabled dependent care expenses (medical care of the disabled dependent)



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- Drug addiction treatment
- Eye exam
- Eye glasses
- Eye surgery
- Fertility enhancement (for example, in vitro fertilization or surgery)
- Guide dog or other service animal
- Hearing aides
- Hospital services
- Laboratory fees
- Lactation expenses
- Lodging at a hospital or similar institution
- Long-term care insurance premiums*
- Medical conference expenses, if the conference concerns a chronic illness of yourself, your spouse or your dependent
- Medical information plan
- Medications, if prescribed
- Nursing services
- Operations
- Optometrist
- Osteopath
- Oxygen
- Physical examination
- Pregnancy test kit
- Premiums for COBRA continuation coverage
- Prosthesis
- Psychiatric care
- Psychoanalysis
- Psychologist
- Sterilization



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- Stop-smoking programs
- Surgery
- Special telephone for hearing-impaired individuals
- Television for hearing-impaired individuals
- Therapy received as medical treatment
- Transplants
- Transportation for medical care
- Vasectomy
- Vision correction surgery
- Weight-loss program if it is a treatment for a specific disease
- Wheelchair
- X-rays

*For purposes of reimbursement of qualified long-term care premiums from an HSA, reimbursement in excess of the amount that may be deducted on an individual's personal tax return is not an eligible expense. Section 213(d)(10) of the federal tax code establishes the tax deduction allowed for qualified long-term care premiums on individual tax returns. If the HSA reimburses long-term care premiums for an amount greater than what is set forth in Section 213(d)(10), the amount greater than what is allowed is included in the account holder's taxable income and is subject to a 20 percent penalty.

G. Consider for Approval, Professional Service Agreement between the Village of Turtle Lake and Randy Prochnow, Village Assessor to perform revaluation services for compliance.

The Village needs a property revaluation to remain in compliance for property taxing purposes (see memo).

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to enter into a professional service agreement with Randy Prochnow, Village Assessor, to perform revaluation services.

Prochnow Assessing

E5339 674th Ave, Menomonie, WI 54751 |Phone: 715-309-2863 |Email: prochnowassessing@yahoo.com

Thursday, May 14, 2020

Village of Turtle Lake
114 Martin Ave East
PO Box 11
Turtle Lake, WI 54889

Village Board-

The Village will be out of compliance for 4 years in the year 2021, and will need to be back in compliance by the year 2022.

I would like to start the revaluation after the 2021 Board of Review, so that the revaluation would be complete and in compliance by the 2022 Board of Review.

At this time projections have your looking to be under 80% of equalized values at that time. You need to be within 10%, you will be out at least 20%

Please let me know if you have any other questions.

Thanks



Randy Prochnow

Assessor for the Village of Turtle Lake

Enclosed: New Revaluation Contract

- D. Maintain and add to the current appraisal cards including taking new pictures of all improvements, measuring and sketching improvements.
- E. Analyze real estate sales for use during open book, board of review, and equalization proceedings
- F. Conduct open book meetings, and other meeting from time to time upon request.
- G. Attend local meeting and confer with local administration upon request.
- H. Provide written report with respects to the Services rendered when directed.

- 3. Compensation.** In consideration of the Services, the VILLAGE shall pay to Assessor a total fee of \$8,800 annually. Payment is \$3,000 for the first installment, to be invoiced and paid in January of each year of term and \$5,800 for the second installment, to be invoiced and then paid by 30 days after the Board of Review meeting of each year of term.
- 4. Term.** The term of this Agreement shall be from the Effective Date or Date Signed through the year of 2021-2023 until 30 days after the Board of Review meeting for the VILLAGE, of the last year of the contract 2023, unless previously terminated subject to the terms and conditions of section 5.
- 5. Termination.** This Agreement may be terminated in accordance with the following provisions:
- A. By the mutual consent of the parties hereto.
 - B. If a party has breached the terms of this Agreement, this Agreement may be terminated by the non-breaching party.
 - C. By the VILLAGE if Assessor in unable to fulfill the obligations of this Agreement.
 - D. By either party at any time by providing the other party with ten (10) days prior written notice of the termination.
- 6. Warranties.** The Assessor further agrees and warrants that he will (i) make himself accessible to VILLAGE officials by telephone, email or cell phone during normal business hours. (ii) follow rules, statutes, laws and regulations relating to its Services, and (iii) perform his duties in a professional and workmanlike manner.

7. Miscellaneous.

A. Insurance.

- 1. Assessor shall provide and maintain during the term of this Agreement, liability insurance acceptable to the VILLAGE.
- 2. All premiums paid are the responsibility of the Assessor.
- 3. Upon request, Assessor shall provide the VILLAGE with the appropriate Commercial General Liability Form: **CG 20 10 07 04** (See Attached- Page 5)
- 4. Village of Turtle Lake shall be added as additional insured under all policies.

B. Travel and Expenses.

- 1. Assessor shall provide his own transportation for work performed under this Agreement. The VILLAGE shall not reimburse for transportation or pay a mileage allowance.

2. The VILLAGE shall not be liable to the assessor for any expenses paid or incurred by the Assessor unless otherwise agreed to in writing.

C. Education and Training.

1. Assessor shall stay current on all the latest requirements in order to maintain licenses and certification required.
2. Assessor shall provide the VILLAGE with a copy of all applicable licenses and certifications.

D. Office Space and Supplies.

1. Assessor will not have office space at the VILLAGE Hall; however, meeting space will be available at the VILLAGE Hall during business hours for meetings with VILLAGE officials and other individuals for the completion of the aforementioned Services.
2. All office supplies shall be furnished and paid for by the Assessor.

8. **Taxes.** Assessor shall be responsible for paying any and all taxes imposed or assess by reason of the completion of the services or the Agreement, and shall indemnify the VILLAGE and hold the VILLAGE harmless from and against any liability whatsoever for such taxes.
9. **Indemnification.** Assessor shall indemnify, defend and hold the VILLAGE, its officers, board members, employees and representatives harmless from and against all losses, costs, expenses, liabilities, proceedings (including attorney's fees and costs) suffered by such parties relating to, or arising from any mistake, willful misconduct or negligence by Assessor arising from or relating to Assessor's performance of his Services. This indemnification provision shall include the activities and actions of any employee, agent, representative or contractor of Assessor who is performing or assisting with the performance of the Services.
10. **Partial Invalidity.** If any provision of the Agreement is held to be unenforceable or contrary to public policy, then such provision shall be enforced to the maximum extent permitted by law, and the parties consent and agree that the scope of such provision may be judicially modified accordingly such that the whole of the Agreement shall not fail, but that the scope of such provision shall be curtailed only to the extent necessary to conform to applicable law.
11. **Amendment; Waiver.** The Agreement may not be modified or amended orally, nor may any provisions be waived orally by any party, but only in a written agreement executed by both parties. It is understood that no waiver of any breach of any term of this Agreement shall constitute a waiver of any preceding or succeeding breach of the same or any either term.

12. Assignment. The Agreement may not be assigned by the Assessor without the prior written consent of the VILLAGE.

13. Section headings. The section headings in the Agreement are for convenience of reference only.

14. Entire Agreement. The Agreement contains the entire agreement between the parties with respect to the matters covered herein. No other agreements, representations, warranties or other matters, oral or written, purportedly agreed to or represented by or on behalf of the VILLAGE by any of its employees or agents shall be deemed to bind the parties with respect to the subject matter of this Agreement. The parties acknowledge they are entering into the Agreement solely on the basis of the representations and warranties contained within this Agreement.

15. Counterpart Signatures. This Agreement may be executed in multiple counterparts which taken together shall constitute on and the same Agreement and such counterparts may be transmitted by facsimile or electronic mail.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement as of the Effective Date.

ASSESSOR:

Dated: _____

Randy Prochnow

VILLAGE OF TURTLE LAKE OFFICIALS

By: _____

By: _____

Signature of President

Signature of Clerk

Name: _____

Name: _____

Please print name above

Please print name above

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Randy Prochnow (Prochnow Assessing) Village of Turtle Lake	Village of Turtle Lake
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

H. Consider for Approval, Resolution 2020-06, adjusting licensing fees for 2020.

During the meeting on May 04, 2020, the Board requested that licensing fees be temporarily adjusted to help business owners.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny Resolution 2020-06, adjusting licensing fees set by the Village.

RESOLUTION 2020-06

A RESOLUTION OF THE VILLAGE OF TURTLE LAKE, WISCONSIN, TEMPORARILY AMENDING THE FEE SCHEDULE SET FORTH IN THE VILLAGE OF TURTLE LAKE RESOLUTION 2019-08.

WHEREAS, on September 16, 2019, the Village Board adopted Resolution 2019-08, which updated the Fee Schedule of the Village and established that future fee changes would be adopted by Resolution of the Governing Body, and;

WHEREAS, the Village of Turtle Lake wishes to provide temporary emergency assistance to business owners in the wake of the COVID-19 Pandemic; and

NOW, THEREFORE, BE IT RESOLVED, the Village Board of the Village of Turtle Lake, Wisconsin, hereby establishes the following temporary fees:

ORD/STAT	LICENSE/PERMIT OR TRANSACTION	RATE / FEE
ALCOHOL & RELATED LICENSES		
125.25(4)	Class "A" Fermented Malt Beverage License	50.00
125.26(4)	Class "B" Fermented Malt Beverage License	50.00
125.26(6)	Temporary Class "B" License (Picnic, Beer)	25.00
60.23(10)	Amusement Devices (Video Games, etc.)	-
	Publication Fees for Alcohol Licensing	25.00
60.23(10)	Pool Tables	-
125.51(2)(d)	"Class A" Intoxicating Liquor License	50.00
125.51(3)(e)	"Class B" Intoxicating Liquor License	50.00
125.51(3m)(e)	Class "C" Wine	50.00
66.0433(2)	Soda License	-
125.17(3)	Operator's License	0.00
125.17(4-5)	Provisional & Temporary Operator's License	25.00
134.65(2)	Cigarette License	5.00

Effective with the licensing periods commencing July 01, 2021, and thereafter, said fees shall return to their original rate, or be further amended by Resolution of the Governing Body.

Resolved and Adopted on this 18th day of May, 2020.

Signed: _____
Andrew Koenig, Village President

Attest: _____
Ardith Story, Village Clerk-Treasurer



OPERATOR'S (BARTENDER'S) LICENSE APPLICATION

OFFICE OF THE VILLAGE CLERK
 114 Martin Ave E | PO Box 11
 Turtle Lake, WI 54889
 Phone (715) 986-2241, Ext. 2
 clerk@turtlelakewi.com
 www.turtlelakewi.com

<input type="checkbox"/>	One Year (\$30) (After June 30 th) New / Renewal (circle one)
<input type="checkbox"/>	Two Year (\$50) (New or Renewals Only) New / Renewal (circle one)
<input type="checkbox"/>	Provisional (\$25)
<input type="checkbox"/>	Temporary/Picnic (\$10)

SECTION 1 – APPLICANT INFORMATION

First Name	Middle Initial	Last Name	Suffix (Jr., Sr., etc.)
List any other names by which you have been known on official records			
Address			Apt #
City		State	Zip
Mailing address, if different from above			
Telephone Contact Number		Email address	
Wisconsin Driver's License or Identification Number:		Date of Birth	
Name and Address where you will be selling alcohol: _____			
Have you completed a Responsible Beverage Server Training Course in the state of Wisconsin? YES NO			

SECTION 2 – CONVICTION RECORD – You are required to list each and every violation and/or offense for which you have been convicted. **Please be aware that the Police Department conducts a thorough background check.** Failure to provide complete answers may result in denial of your application.

1. Held an operator's license in the state of Wisconsin?.....	YES	NO
If yes, where:		
2. Have you ever been convicted of a felony?.....	YES	NO
If yes, when, where, and what type of violation? (Please be specific)		
3. Have you ever been convicted of a misdemeanor, traffic or ordinance violation?	YES	NO
If yes, when, where, and what type of violation (i.e. speeding, OWI)		

SECTION 3 – PENALTY NOTICE

I, the undersigned, hereby apply to serve fermented malt beverages and intoxicating liquors, subject to the limitations imposed by 125.17, 125.04(5) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, ordinances, resolutions and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

I understand that any willful misrepresentation, falsification, or withholding of information or incomplete statements or answers to questions on the application form will result in rejection of the application. I also understand that should these factors become known after the license has been issued, it is grounds for revocation of the license and possible prosecution for making a false statement.

Signature: _____ **Date:** _____

Office Use Only

Approved on: _____ Denied on: _____ Reason: _____

Signature of P.D. Official _____ Date: _____

Signature of Clerk-Treasurer _____ Date: _____

Effective Date: _____ Expiration Date: _____ License No. _____ Prov. License No. _____



OPERATOR'S (BARTENDER'S) LICENSES

LICENSE INFORMATION

OFFICE OF THE VILLAGE CLERK

114 Martin Ave E | PO Box 11 | Turtle Lake, WI 54889

(715) 986-2241 Email: clerk@turtlelakewi.com

www.turtlelakewi.com

DEFINITION: A license is required for any person 18 or older who is serving or selling alcohol beverages in an establishment with a Class A, B, or C license unless the person is under the immediate supervision of one of the following:

- The licenses.
- Someone with the privilege of an operator's license.
- The approved agent of a corporation or limited liability company.
- A person with an operator's license.
- A person with a manager's license.

QUALIFICATIONS:

- The applicant must be at least 18 by the time of issuance.
- The applicant may not have been convicted of a felony related to licensing activity or be a "habitual law offender."
- The applicant must have completed a responsible beverage server training course. Applicants are exempt from the training course requirement if they are renewing an existing operator's license, have completed the training course within the last two years, or have held a retail license, manager's or operator's license anywhere in the state within the last two years.

APPLICATION: Complete, sign and submit to the Village Clerk's Office. If the applicant has completed the Responsible Beverages Server Course, a copy of the certificate should be submitted with the application. Applicants that have held a license outside of the Village of Turtle Lake must provide proof of such, prior to the issuance of their license.

DURATION: Operator's licenses may be issued on a

one-year or two-year basis. However, all licenses expire on June 30 of the appropriate year even though this may be less than one or two calendar years as the case may be.

PROVISIONAL OPERATOR'S LICENSE: The Village Clerk-Treasurer *may* issue a provisional operator's license to a person who has applied for an operator's license. A provisional operator's license expires 60 days after its issuance or when an operator's license is issued to the holder, whichever is sooner.

The fee for a provisional operator's license is \$5.00.

TEMPORARY OPERATOR'S LICENSE: The Clerk-Treasurer *may* issue temporary operator's license only to operators employed by or donating their services to non-profit corporations. The license shall be valid from 1 to 14 days and the period shall be stated on the license. A person is limited to only one such license in a year.

FEES:

- Operator's license application:
 - One-year: \$30.00 (*after June 31st*)
 - Two-year: \$50.00 (*new/renewals*)
- Provisional operator's license: \$25.00
- Temporary operator's license: \$10.00

GRANTING: The Village Clerk-Treasurer, and, as time permits regularly grants operators licenses. It generally takes two to five business days to process an application depending upon time of submittal and provided that instructions have been followed, all information has been received. Payment **MUST** be received prior to issuing license-no exceptions!

I. Consider for Approval, Temporary Expansion of Outdoor Service Area and Seating for Alcohol Establishments.

Due to the COVID-19 issue, the Hotel Bar has requested to expand their outdoor seating area, until such time as they apply for their annual license on July 1st.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny the request by alcohol establishments to expand their outdoor service area and seating, until their 2020-2021 license takes effect on July 01, 2020.

⊗ = table w/ 4 chairs

Proposed Area: Alley to East of 112 Railway Ave. Feet to Arcand West Wall and 40 feet from Railway Ave to the South -

Proposed Usage: Dining and Beverage consumption (NA + Alcoholic - Plastic only) No Glass

Proposed Usage Times: Fridays 3PM-10PM, SATURDAYS 11AM-10PM

Guests In: F, 4-9PM, Sat 12PM-9PM
(extra hour is for set-up and clean up)

"Extra Usage"

↓
Sun of Memorial + Labor Day Weekends 11AM-10PM

11-3

11-4



1-1

1-2

2-2

2-1

* Request Temporary Usage until 6/30/20 (end of 2019-20 license period). Request Permanent Usage beginning 7/1/20 license period - Request usage for specific dates + times listed only. Requested Friday, Saturday, and

Occasional Sunday usage would occur March 15 - October 15 each calendar year, weather permitting -

* Licensed operator in area at all times of operation -

3

10-2

10-5



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

To Whom It May Concern,

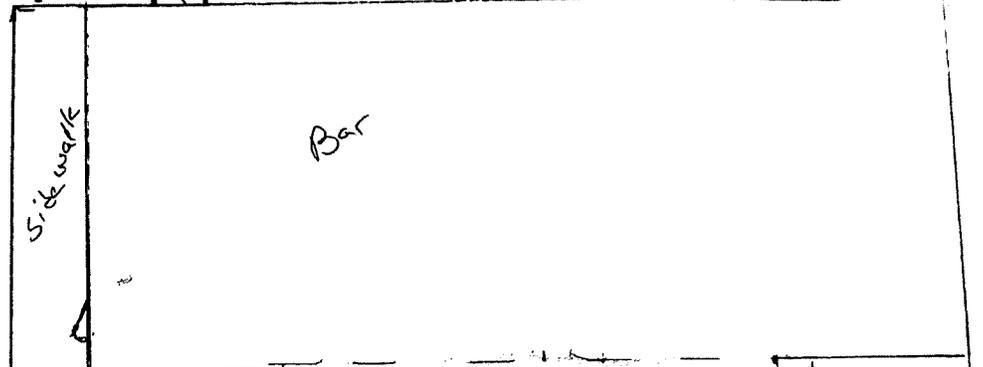
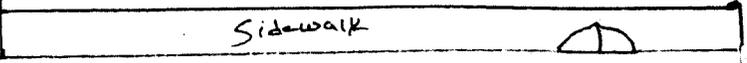
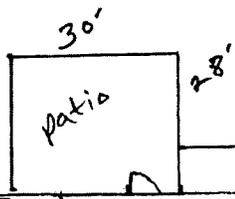
Spare Time Bowl, Bar and Grill would like to propose to the Village Board that we be considered for TIF money to help our establishment add an outdoor patio. Due to the effects of COVID-19, we believe with adding an outdoor area where folks are able to distance themselves from crowds inside it will help allow individuals to feel more comfortable with going out into the community. With this request, we would also like our liquor license to be extended to the outdoor patio area.

Please consider our request and we thank you for your time.

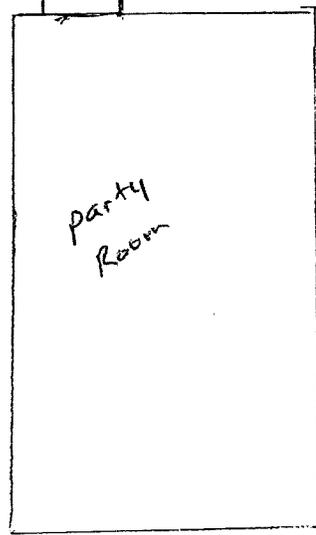
Respectfully,

Harland Becker and Lori Larson

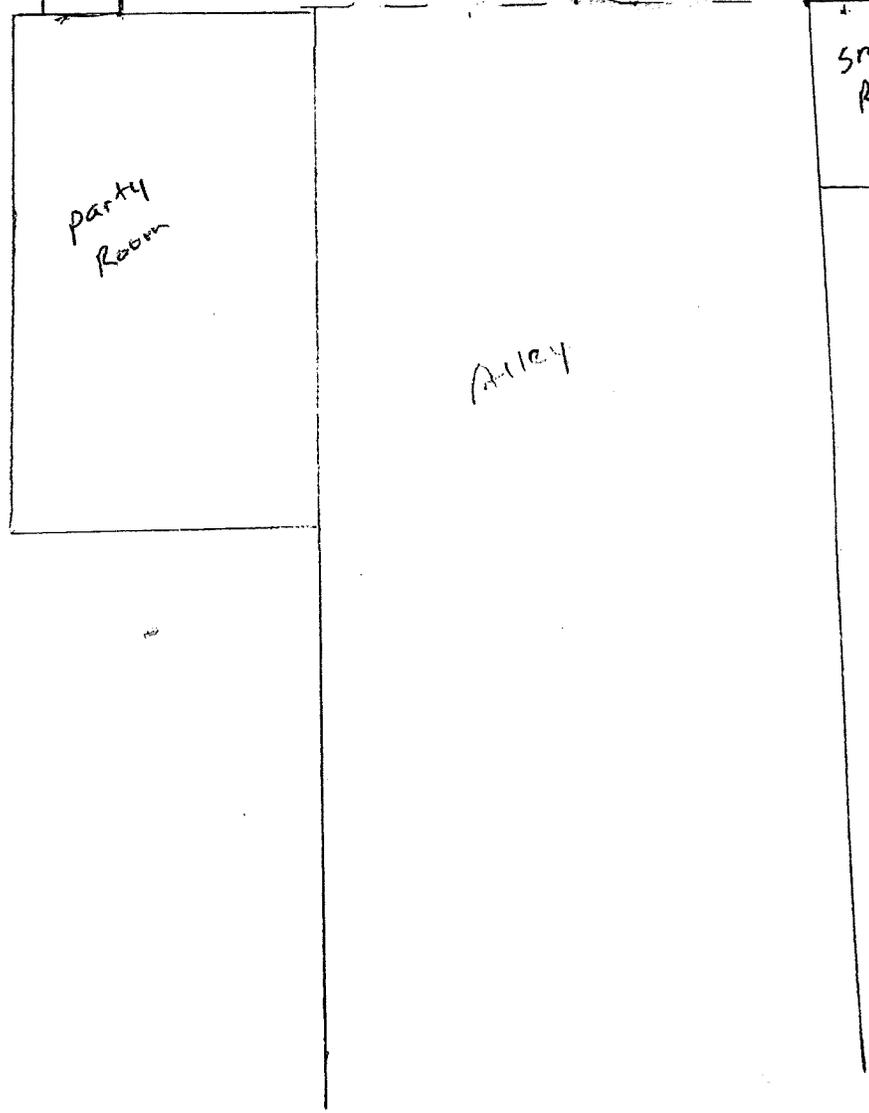
Parking



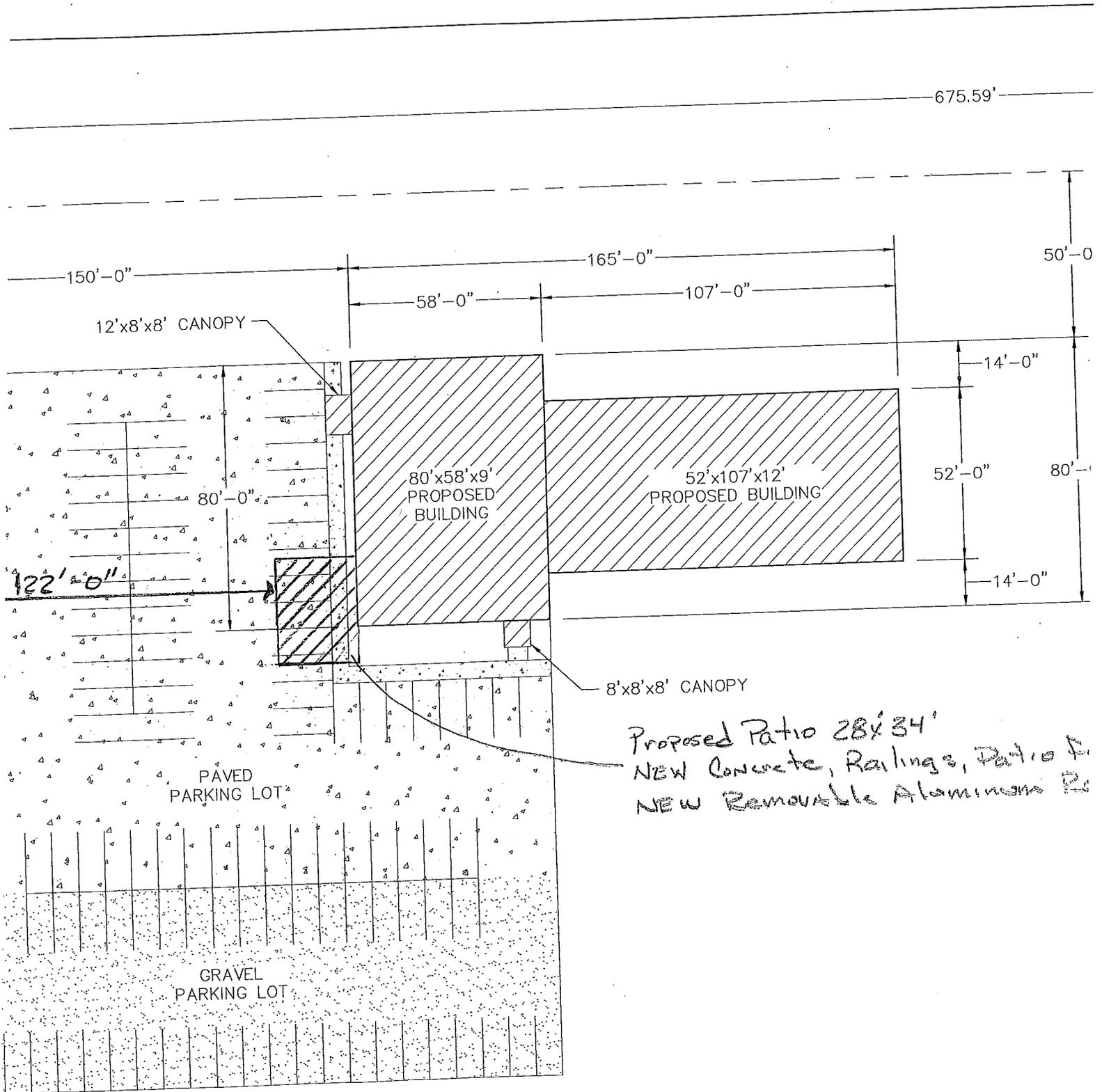
Parking



Alley



TURTLE LA



675.59'

150'-0"

12'x8'x8' CANOPY

58'-0"

165'-0"

107'-0"

50'-0"

80'-0"

80'x58'x9'
PROPOSED
BUILDING

52'x107'x12'
PROPOSED BUILDING

14'-0"

52'-0"

80'-0"

122'-0"

14'-0"

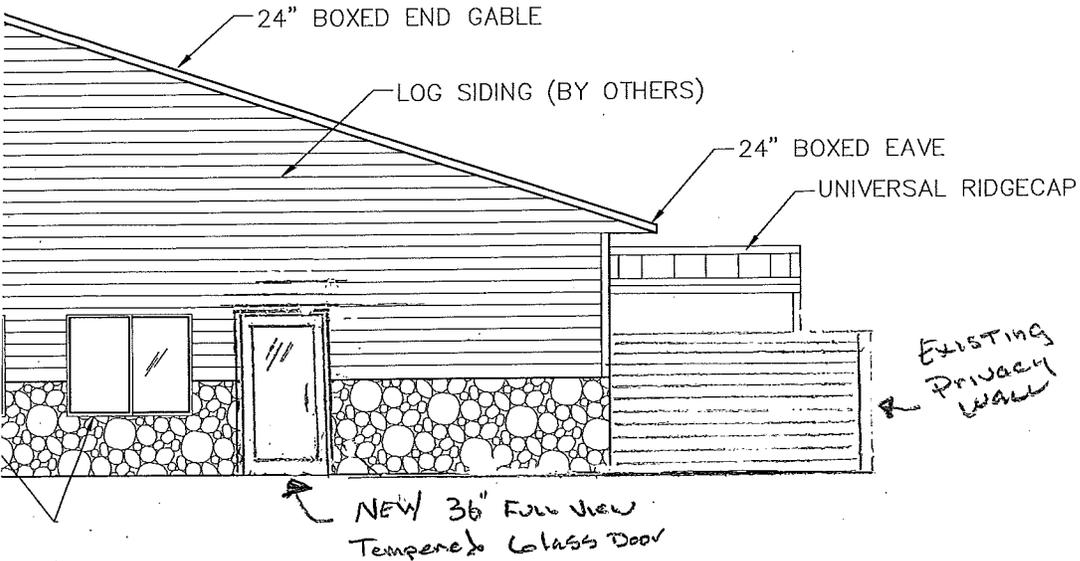
8'x8'x8' CANOPY

PAVED
PARKING LOT

GRAVEL
PARKING LOT

Proposed Patio 28x34'
NEW Concrete, Railings, Patio F.
NEW Removable Aluminum R.

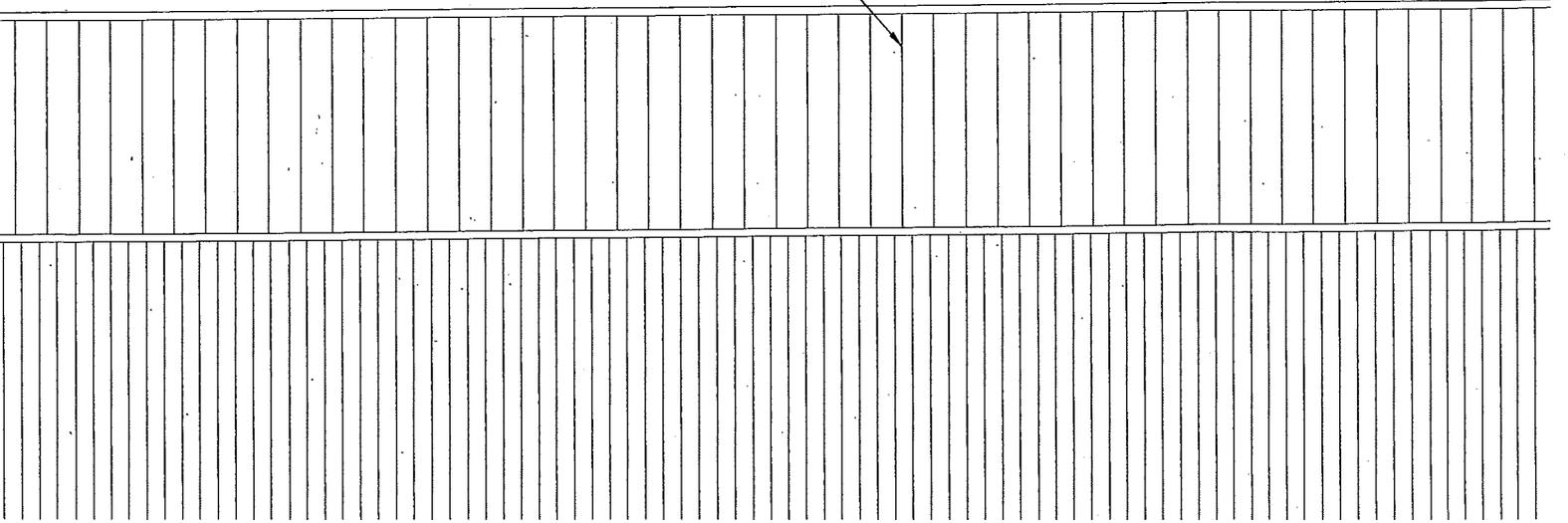
2
4



PREMIL

PREMIUM PRO-SNAP STEEL PANEL

24" BOXED END GABLE



86'-0"

63'-0"

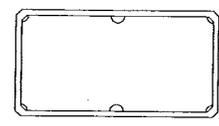
TABLES

Aluminum
Railings
Fit Perimeter

32'-0"

Proposed
Tables

5'x4'
WINDOW



5'x4'
WINDOW

5'x4'
WINDOW

5'x4'
WINDOW

NEW
36"x80"
FULL VIEW
DOOR

36"x80"
WALK
DOOR

36"x80"
WALK
DOOR

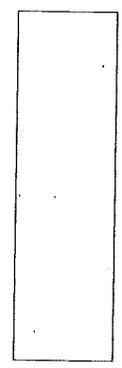
10'x7'
UTILITY

10'x10'
WALK-IN
COOLER

44'-3"

28'-0"

EXISTING
FRONT
WALL



J. Consider for Approval, Revision of non-inspection related fees.

A resident wishes to propose that the \$25.00 (plus \$1.00 per \$1,000.00 value) non-inspection fee be waived by the Village.

The \$25.00 (plus \$1.00 per \$1,000.00 value) fee is assessed for such items as siding repair (re-siding), roofing repair (re-roofing), and window or door replacement(s). This application process provides a resource for the Village Assessor to know what improvements have been made to residents in the Village. The current charge barely covers the cost of processing.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny the Resident's request to waive the \$25.00 fee for non-inspection related fees in the Village.

K. Consider for Approval, Negotiate Sale of Village-owned property near 129 Ash Street.

See attached picture.

The resident of 129 Ash Street approached the Village to inquire about placing their child's playground equipment on the parcel owned by the Village. This would create some potential liability for the Village should any accident occur. Resident then offered to purchase the property.

It is not believed there are any Village-owned utilities / necessary easements located in this area.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny the Village Administrator negotiating the sale of Village-owned property near 129 Ash Street.



12-37

12-38

ASH ST

12-35

1

2

3

4

12-20

12-3

12-31

12-32

12-33

12-40

12-41

5

OL 1

12-22

12-21

MARTIN AV. W / CTH K

L. Consider for Approval, Proposal for \$25.00 - \$50.00 Spring Clean-Up Certificate for residents of Turtle Lake.

Following the discussion of a potential Village Spring Clean-up day at the May 04th Board meeting, Administrator Hildebrand spoke with Barron County Waste Management regarding options other communities are utilizing for Spring Clean-up.

Some communities are sending a certificate in the mail to residents. The certificates are good for a specific period of time, and the community is only charged based on the certificates actually turned in.

Other communities require that residents go to the Village Hall to obtain a certificate.

The Village currently send out 472 water bills. The potential cost for a \$25.00 certificate would be: \$11,800.

Besides wage and labor, in 2019, the Village spent \$2,988.66 for clean-up day.

Should the Board choose to proceed.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny the.

Village of Almena
PO Box 277 Almena, WI 54805

\$25 Spring Clean Up Day Certificate

Redeemable at Barron County Waste-to-Energy facility

**585 10 1/2 Ave
Almena, WI 54805**

**(715) 637-6890
wastetoenergy@co.barron.wi.us**

NAME:

ADDRESS:

Authorized by: Village of Almena Board

Expires: May 31, 2020

Not redeemable for cash. Redemption value not to exceed \$25.00

SPRING CLEAN-UP DAY CERTIFICATE

Since we had to cancel the usual Village clean-up day, the Village Board has approved the issuance of a certificate to be used at the Barron County Waste-to-Energy facility. The attached certificate is for a one-time use for up to \$25 and is good for the month of May 2020. The fee schedule for waste material is included in this mailing. Please use this opportunity to keep Almena clean!!

Call the Village Clerk @ 715-357-6600 with any questions.

GARBAGE PICK-UP REMINDER

Republic Services garbage pick-up starts at 6AM on Thursdays. It is a good idea to put trash can by the curb on Wednesday night. They will only pick up garbage in the blue can provided. Please have cans removed from curbside within 24 hours. The Village recycling container is located in the parking lot at the Village Hall on Soo Ave. Aluminum can trailer is at Village Shop on Lightning Ave.

DON'T FORGET TO VOTE!

TUESDAY MAY 12TH

Polls will be open 7AM – 8PM for voters on Election day. All necessary health safety precautions will be taken to protect both voters and poll workers. Curbside voting is also available.

Voters are encouraged to vote absentee for the May 12th Special Election. Please contact the clerk's office @ 715-357-6600 or clerk@chibardun.net to learn how to request an absentee ballot.

MAY VILLAGE BOARD MEETING

Location Change

May 12th Village Board meeting will be held at the Village Shop located at 345 Lightning Ave @ 7PM.

BARRON COUNTY WASTE TO ENERGY AND RECYCLING FACILITY

585 10 1/2 Ave, Almena, WI 54805 715-637-6890 wastetoenergy@co.barron.wi.us

Fee Schedule Effective: 1/1/2020

Open Hours for the General Public Are:

Every Day - 8:00 a.m. to 4:00 p.m.

Questions? Call: 715-637-6890

Please Pay by Cash, Check or Credit Card

PLEASE DRIVE WITH CAUTION ON PROPERTY 5 MPH MAXIMUM SPEED LIMIT!

Types of Waste Material	In County	Out of County
General Refuse	\$72.00/Ton	\$85.00/Ton
Minimum Charge 125 lbs and under	\$5.00	
Minimum Charge 126-500 lbs	\$20.00	
Yard Waste (Must be Segregated i.e. Brush/Grass/Leaves)	\$35.00/Ton	
Batteries - Automotive & Lawn Equipment	FREE	
Florescent Bulbs	\$1.00/Each - Florescent	
All Other Bulbs, Ballasts & Thermostats	\$4.00/Each - Ballasts, CFL, other bulbs	
Tires Small (Car, Pickup)	\$200.00/Ton	\$250.00/Ton
Tires Large (Tractor/Implement/Semi)	\$250.00/Ton	\$250.00/Ton
Tires Mixed Load (Tractor/Car/Truck)	\$225.00/Ton	\$250.00/Ton
Construction/Demolition	\$100.00/Ton	\$150.00/Ton
High BTU (Primarily Plastic Loads/Paint/Solvent Filters)	\$200.00/Ton	\$200.00/Ton
Collected Pharmaceuticals	\$200.00/Ton (\$50.00 Min)	\$500.00/Ton (\$150.00 Min)
Evidence (Confiscated Drugs)	\$200.00/Ton (\$50.00 Min)	\$300.00/Ton (\$100.00 Min)
State & Federal Agencies Requiring Vetting & Armed Guards	\$500.00/Ton (\$250.00 Min)	
Confidential Burns	\$120.00/Ton (\$50.00 Min)	\$200.00/Ton (\$75.00 Min)
Processed Deer Carcasse (meat/tissue/organs removed)	\$100.00/Ton	

Additional Charges That May Apply	In & Out of County
Mattresses/Futon Mattresses/Bedspings/Boxspings	\$15.00 each
Unloading of Waste for Customer	\$50.00/Load

Appliances	In & Out of County
White Goods	\$5.00/Each
Refrigerated Appliances	\$15.00/Each

E-Waste Per Item	In & Out of County
Large TV & Electronic Equipment <i>(TVs in Excess of 40" Diameter/Free Standing Printers/Copiers)</i>	\$30.00
Small TV & Electronic Equipment <i>(TVs Less than 40" Diameter/Computer Monitors & Towers/Laptops/Desktop Printers & Co)</i>	\$20.00
Other Electronic Equipment <i>(Tablets/iPads/E-Readers/Video Players/VCR/DVD/Video Game Consoles/Speakers Larger than 6"x6")</i>	\$10.00
Other Electronic Equipment <i>(Keyboards/Mice/External Hard Drives/Speakers Smaller than 6" x 6")</i>	\$2.00

General Conditions:

All wastes must meet US Environmental Protection Agency and Wisconsin Department of Natural Resources regulations, Barron County Flow Control Ordinance provisions and Waste-to-Energy facility requirements. Barron County shall make the final determination as to the acceptability of waste. All loads must be covered while on public roads in Barron County.

Loads must be segregated by type of material being brought in. If load is mixed with multiple types of materials, we reserve the right to charge the entire load at the most expensive waste material that is in that load.

The customer is responsible for unloading of material. An additional fee of \$50.00 may be charged for unloading materials. The customer is responsible for any damage they do to their own vehicle, or any other property, public or private.

Special Rates for Munciple Clean-ups are available on White Goods/Appliances & E-Waste, contact us for more info.
Special Winter Tire rates (December through February) may be offered, contact us in Mid-November for pricing.

M. Discussion of possible Summer / Fall Social Events in Turtle Lake.

With the cancellation of so many area events, Hildebrand would like to discuss whether there is any interest in forming a Committee to research the possibility of holding an event in September 2020.

Should the Board choose to proceed.

RECOMMENDED ACTION

Discussion only, no action required.

N. Consideration and Possible Action with regard to an Employee Compensation Issue.

*The Board may enter Closed / Executive Session to discuss consideration, compensation, and performance evaluation data, allowable under WI Statutes Section(s) 19.85(1)(c).

Should the Board choose to proceed / Following Closed Session.

RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny the requested action.

DEPARTMENTAL REPORTS

A. Administration

B. Public Safety

C. Public Works

D. Library

ADJOURNMENT

May 2020 Board Meeting

Streets/Parks

Warm weather is here so outside work is in full swing.

We have been very busy with Diggers Hotline locates due to underground work in town such as Mosaic.

Scott has spent a lot of time fixing ruts from pushing snow off the roads and no frost to carry the equipment.

We will have the GIS/GPS working fully the week of the 18th.

We plan to open the restrooms in the Park the 18th unless something changes.

Water

Jason flushed fire hydrants at night the week of the 11th.

We have had a big increase of Bulk Water usage from outside contractors.

April's water pumping at the Wells was 12,065,000

Well 2: 5,307,000

Well 4: 6,758,000

The Water Improvement agenda item is to discuss the increased water use and moving toward another well and water tower for increased capacity to meet demands and fire protection.

Sewer

April Influent to the sewer plant was 17,625,000 and averaged 402,000 gpd.

We have been fighting a grease or fat problem at the sewer plant, it is food based and is causing numerous issues.

I will update you on other sewer plant items at the meeting.

I will give an update on the sludge dryer at the meeting also.

We had a tree fall on a power line behind the sewer plant and knocked the power out, it caused some issues at the plant and it took a few days and a couple outside technicians to get everything back to normal.

Cory Davis, Public Works Director

Turtle Lake Public Library - Director's Report May 2020

We are currently in Library Service level 2 of the Badger Bounce Back plan, which offers libraries the chance to have curbside pickup. As of April 27, with Monday and Thursday being our curbside pickup days, we have had 55 people pick up their holds. Many libraries in our area are not offering curbside pickup.

We are nearing the beginning of phase one of the Badger Bounce Back plan.

Library Services Level 3:

Doors may open under limited circumstances; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	Allowances/Restrictions: --Partial reopening --Maximum gathering of 10 people --Maintaining all personal health protocols including physical distancing of 6 feet
---	--

Since level 3 will only allow a max of 10 people in the building, we will still be unable to open services fully. Our library system will be creating documentation to help libraries decide how to serve their communities while following the restrictions. All Library Directors meet every Friday to discuss the next stages of opening, so I am hoping to have a plan in place for us when phase one can begin.

Phase two of the Badger Bounce Back plan is:

Services may expand as statewide restrictions loosen; specifics to be determined as guidance information is provided by DHS and the Office of the Governor.	Allowances/Restrictions: --Open with best practices --Maximum gathering of 50 people --Maintaining all personal health protocols including physical distancing of 6 feet
---	---

At this stage, I anticipate the Library opening fully, as it is very rare for us to have more than 50 people in the building. The only time we have had more than that is when we offer Library programs, but with careful planning, we should be able to open and still be safe.

Since we anticipate being closed until June, with limited patron interactions, our summer reading plans have drastically changed. Many of our contracted programs are already moved over to virtual programs.

Another big change for the summer is how we will track our reading numbers. I signed the Library up for a DPI-funded program called Beanstack, an app and online service where users can track their reading and activities. It is a three-year contract, with no cost from the Library. Everything is customizable by Library, and we are very excited to offer this to our patrons. Betty Anne is heading this project; speaking with developers and getting our information up on our Beanstack site. We hope to start our Summer Reading program on June 22.

Library staff and I have been keeping up with Library projects and webinars. Some of the projects include: re-organizing ACT 150 patron records, cataloging, painting, collection shifting, weeding, and organizing breakroom and shed. We have been able to work regular hours.