



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-3031 • F: (920) 398-3991

CITY OF MARKESAN COMMON COUNCIL

Markesan City Hall

September 13, 2016

7:00 p.m.

**** REVISED AGENDA ****

1. Preliminaries
 - 1.1 Call to Order
 - 1.2 Roll Call by the Clerk-Treasurer
 - 1.3 Citizen's Comments
2. Approval & Review of Minutes, Reports & Correspondence
 - 2.1 Approve Common Council Minutes – August 9, 2016
 - 2.2 Police Report & Schedule
 - 2.3 Streets, Building & Utilities Minutes – September 12, 2016
 - 2.4 Public Property & Health Minutes – September 8, 2016
 - 2.5 Finance, Personnel & Safety – September 8, 2016
 - 2.6 Markesan Library Board Minutes – July 21, 2016
3. Approval of Claims:
 - 3.1 City Checks #33560-33625, Electronic Payments #EFT 0343-0364, Direct Deposits #1079-1148, and Utility Checks #11691-11708
 - 3.2 File Treasurer's Report for Audit
4. Old Business
 - 4.1 Approval of Bid for Dome Cover Painting, Longsine Painting, \$19,000
5. New Business
 - 5.1 Approval of Ord. 239: Parking Restrictions on Water Street
 - 5.2 Approval of Council Chambers A/C, Superheat, \$6,670
 - 5.3 Approval of Part-time Snow Plow Driver Hourly Wage
 - 5.4 Approval of Sidewalk & Tree Maintenance Policies
 - 5.5 Approval of Purchasing Policies
 - 5.6 Approval of Temporary Class "B" Retailers License: Markesan Lions Club, Aug. 20, 2016
 - 5.7 Approval of Operator's License for the period ending June 30, 2017: Anthony Cadotte
6. Schedule Future Meetings and Agenda Items
 - 6.1 Change Date of Nov. 8, 2016, Council Meeting (same day as Presidential Election)
 - 6.2 Other Meetings and Agenda Items
7. Adjournment

The Common Council welcomes all visitors to listen & observe, but only Council members & those invited to speak will be permitted to do so, except during any posted Public Hearing. Citizen's Comments is where any citizen may comment on an issue, but the Council may only listen and may not reply to or address the issue unless it is an item on the agenda.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

Posted: Markesan State Bank City Hall
Farmers State Bank Post Office
www.markesanwi.gov

Dated September 9, 2016
Lavonne Athorp, Clerk-Treasurer

CITY OF MARKESAN COMMON COUNCIL

August 9, 2016

MINUTES

1. Preliminaries

- 1.1 Meeting was called to order by Mayor Rich Slate at 7:01pm.
- 1.2 Present were Ald. Abendroth, Ald. Bieszki, Mayor Slate, Ald. Thiem, Ald. Triemstra and Clerk-Treasurer Athorp. Ald. Henke and Ald. Zastrow were absent. Also present was Scott Mundro.
- 1.3 No citizen's comments.

2. Approval & Review of Minutes, Reports & Correspondence

- 2.1 After review, motion Triemstra/Bieszki to approve the July 12, 2016, Common Council minutes as presented; carried 4-0.
- 2.2 - 2.6 After review of all items, motion Abendroth/Bieszki, to approve the July Police Report & August Schedule, Finance, Personnel & Safety Committee minutes of Aug. 4, 2016; Finance, Personnel & Safety Committee of the Whole minutes of June 30, 2016, and July 28, 2016; Public Property & Health minutes of Aug. 4, 2016; and Streets, Building & Utilities minutes of Aug. 2, 2016, as presented; and to accept the Markesan Library Board minutes of June 16, 2016; carried 4-0.

3. Approval of Claims:

- 3.1 The Finance, Personnel & Safety Committee reviewed City and Utility checks and recommended approval to the Council. Motion Bieszki/Abendroth to approve the following vouchers as presented: City Checks #33522-33559, electronic payments #EFT326-EFT342, and direct deposits #1034-1078 in the amount of \$102,345.56, and Utility Checks #11675-11690 in the amount of \$39,021.11; carried 4-0 on a roll call vote.
- 3.2 After review, by consensus the July 2016 Treasurer's Report was filed for audit.

4. New Business.

- 4.1 Following discussion, motion Thiem/Triemstra to approve repairs for the Council Chambers air conditioner at a cost of \$1940; carried 4-0 on a roll call vote.
- 4.2 Following discussion, motion Triemstra/Bieszki to approve replacement of both sides of the Industrial Park sign placards for KT Service Center, and installation of placards for CWS, Building Erectors, after proofs are approved by the business owners. Funds to come from the TIF; carried 4-0.
- 4.3 Following discussion, motion Abendroth/Thiem to approve cancellation of the lease renewal with Blue Skies & Lullabies, and return of their security deposit subject to a walk-through of the premises with Martin Hansen; carried 4-0.
- 4.4 Following discussion, motion Bieszki/Abendroth to approve an engineering contract with General Engineering for the 2017 Road and Water/Sewer Projects, subject to City Attorney approval; carried 4-0 on a roll call vote.
- 4.5 Upon review, motion Thiem/Triemstra to grant a soda water license to Sandy's Diner, for the period ending June 30, 2017; carried 4-0.
- 4.6 Upon review, motion Abendroth/Thiem to grant an operator's license to Judith Kruszewski and Michael Reyna for the period ending June 30, 2016; carried 4-0.

5. Schedule Future Committee Meetings and Agenda Items. The following meetings were scheduled: Streets, Building & Utilities – Sept. 6 or 12, 2016, 6:30 or 7:00pm (check with Chair Henke to finalize); Public Property & Health – Sept. 8, 2016, 7:00pm; Finance, Personnel & Safety Committee, Sept. 8, 2016, at 7:30 or 8:00pm; Finance Committee of the Whole, Sept. 15, 7:00pm. The Council requested the following items be placed on a future agenda: Include the outstanding questions for the draft employee handbook on the regular Finance agenda.

6. Adjournment. Motion Triemstra/Thiem to adjourn; carried 4-0. The meeting adjourned at 7:25pm.

Respectfully submitted,

Lavonne Athorp, City Clerk-Treasurer



P.O. Box 352 • 150 S. Bridge St • Markesan, WI 53946 • P: (920) 398-2121 • F: (920) 398-8127

Markesan Police Department
William A. Pflum, Chief of Police

Finance, Personnel and Public Safety Committee *Presented on September 8, 2016*

August 2016

Agenda:

- 1. Part time vacancy**
- 2. Crossing Guard Situation**
- 3. Two Hour Parking**
- 4. Margaret Street Vision Clearance**

Appendix:

- 1. Nelson Resignation**
- 2. Vision Clearance Ordinance #400-14**

1. Part Time Vacancy/Nelson Resignation

Officer Ryan Nelson resigned from this department effective August 29, 2016. Officer Nelson has been hired full time by the Winnebago County Sheriff's Department and is no longer available to fill vacant shifts. This department's part time budget is thin and thus cannot afford to hire and train a new officer still in 2016. Vacant Shifts will be filled the best as possible with remaining part time officers and this vacancy will be filled in early 2017.

2. Crossing Guard Shortage

After an intense effort of attempting to get a candidate to apply for the vacant regular crossing guard position, we came up short. We advertised in the classifieds, news stories in the local paper, city web site, Police Facebook page, and entire email systems of the school and chamber, yet never received a single application for the regular position.

Luckily, Clyde has agreed to once again take back the regular position for now thus preventing us from having to eliminate a crossing guard location.

This department has received two applications for the substitute crossing guard position in the past two weeks. Laverne Larson and Donna Fletcher-Dykstra have applied and met all needed requirements. Thus this department is recommending that Laverne Larson and Donna Fletcher-Dykstra be approved for the position of crossing guard.

3. Two Hour Parking

This department was approached by the owners of the Workout Room on Water Street regarding an ongoing parking situation in front of their business. The owners advised that tenants from apartments downtown are tying up parking spaces in front of their business at all hours of the day and night. The owner advised that customers for their business have had to park as far as the Farmer State Bank parking lot which has caused its own issues.

The Workout Room seeing that it is open 24 hours a day 7 days a week is requesting a two hour parking restriction on Water Street in front of their business. This department did some research and found that actually there is a very old two hour parking sign located just before the Workout room on Water Street. In checking with current ordinance, there was no reference to the two hour parking on Water Street.

In speaking with Martin, it was decided that the best way to handle this situation would be to sign two hour parking on Water Street from Bridge Street to the alley that runs between Water and John Street on the north side and from Bridge Street to the driveway next of the Workout Room on the south side. This would allow customers of The Workout Room and the local law office located next door to patronize those businesses but still restrict people from parking all day or all night in those spots.

4. Margaret Street Vision Clearance

There has been some concern about vision clearance on Margaret Street due to the growth of the Lions Memorial Trees. Martin and I have addressed some of the issues and will be inspecting the rest of the intersections in the coming weeks to ensure all intersections meet our vision clearance ordinance. See attached for ordinance details.

*City of Markesan, WI
Friday, September 2, 2016*

Chapter 400. Zoning

Article III. General Provisions

§ 400-14. Vision clearance.

No obstructions such as structures, parking or vegetation shall be permitted in any district other than the C-1 District between the height of 2 1/2 and 10 feet above a plane through the mean curb grades within the triangular space formed by any two existing or proposed intersecting street or alley right-of-way lines and a line joining points on such lines, located a minimum of 35 feet from their intersection. Official signs, utility poles, tree trunks and wire fences may be permitted within each segment of an intersection traffic visibility area.

Streets, Building and Utilities Committee
Minutes
September 12, 2016

Call to Order: Meeting called to order at 6:32 p.m.

Roll Call: By sign in.

Citizen's comments: Dave Prill was present to discuss an invoice for City mowing that was sent to a resident. The resident was out of town and did not receive the letter. By the time the resident returned home and received the letter, the city had done the mowing. Mr. Prill said this was a miscommunication on his and the resident's part and was hoping that the City would take that into consideration and adjust or forgive this invoice. The Committee advised that this item was not on the agenda so action could not be taken. This item will be placed on the next meeting agenda and the invoice will be on hold pending Committee action.

Public Information Session for the 2017 Roads and Water/Sewer Projects – John Street: A number of citizens attended the meeting to learn more about the proposed projects. Citizens were asked to sign in as they entered the meeting. Chair Henke introduced the meeting as an informational session with Martin Hansen, Anthony Doro for the City and Jerry Foellmi from General Engineering available to provide information and answer questions. Jerry reviewed the John, Park and Willow Street projects, displaying maps and providing answers to citizen questions about the projects including some general project timing.

Public Works Report: The part-time snow plow driver resigned. Based on market wages, Martin suggested an increase to the current wage for this position. Motion by Ald. Thiem/Mayor Slate to update part-time snow plow wages to \$16.50 per hour. Following discussion, motion by Mayor Slate/Ald. Thiem to amend the original motion to have the wages be a range of \$15.50 to \$16.50 depending on qualifications. Motion amendment carried. Original motion, as amended, carried. Motion by Mayor Slate/Ald. Abendroth to advertise for the part-time snow plow driver position. Motion carried.

Water and Sewer Department Report: Motion by Ald. Abendroth/Mayor Slate to obtain bids for the pump replacement. Motion carried.

New Business:

Sidewalk Maintenance Policies: The Committee reviewed the draft Sidewalk Maintenance Handbook and noted some changes. The Committee will review the updated version at the October meeting and put the guidebook to Council for approval in October.

Road Right-of-Way Tree Maintenance Policies: Discussion on this topic but no action was taken.

Old Business:

2017 Street/Utility Project Updates: Motion by Mayor Slate/Ald. Thiem to recommend to council that the John Street project include widening the street for consistent width down the entire street. Motion carried. Motion by Mayor Slate/Ald. Abendroth that the City Clerk request the mail box location policy from the Post Office. Motion carried. The Streets meeting is tentatively planned for Tuesday October 6, 2016 to discuss West Vista, Water and South High. The Committee asks the City Clerk to send letters to those residents.

Review Land Use Permits: Permits reviewed, no action taken.

Adjournment: Motion by Mayor Slate/Ald. Thiem to adjourn. Motion carried. Meeting adjourned at 9:06 p.m.

Submitted by Chair Brenda Henke

Public Property & Health Committee Minutes

September 8, 2016

Meeting was called to order at 7:04pm

Roll call by sign-in

Citizen's comments:

- None – left open.

Public Works Report:

- Council Chamber Air Conditioning Repair – Air compressor was replaced at a cost of \$1940. Unit worked for about 5min and quit. Service company attempted several fixes, but the unit it is unfixable. The compressor provider will refund ½ the cost of the compressor because it was installed and run, so \$970. The new unit that would need to be purchased is \$6670, subtracting the refund amount for the compressor; that leaves a balance of \$5700. Motion by Mayor Slate for purchase to be made, pending budget review of available funds; 2nd by Ald. Triemstra. Motion Carried: 5/0

Old Business:

- Request to Place Temporary Sign in Industrial Park, KT Service Center – Martin spoke to someone at the DOT and they confirmed its ok to affix temporary signage to an existing sign, but otherwise no. Motion by Mayor Slate to inform KT Service Center that they can display the temporary 'Grand Opening' signage for 60 days; 2nd by Ald. Bieszki. Motion carried: 5/0
- Mowing & Trimming of Chamber of Commerce Sign – The sign isn't being trimmed according to the agreement and Martin is going to talk to them about it.

New Business:

- Mowing & Trimming at Markesan Cemetery – A couple of complaints have been received regarding grass being on the gravestones and not being trimmed. Martin said it's been difficult lately with timing since it's been so wet. As far as the trimming – they were utilizing Community Service Helpers for some of the mowing/trimming and that is why it might not have gotten done as quickly, but it's since been completed. He will keep an eye on it.

Adjournment:

- Motion to adjourn at 7:20pm by Ald. Triemstra; 2nd by Ald. Thiem. Motion carried: 5-0

Respectfully Submitted by Chair Stephanie Zastrow

Finance, Personal & Safety Committee
Markesan City Hall
September 8, 2016
Minutes:

Call To Order: Was at 8:00 pm

Roll Call: By Sign in Sheet:

Citizen's Comments: None

Emergency Management Report: none

Police Report and Schedule:

Part Time Vacancy: Ryan Nelson resigned. Chief Pflum reported that this opening will not be filled at this time.

Crossing Guard Situation: After open discussion, motion by Mayor Slate 2nd Ald. Zastrow to hire Donna Fletcher-Dykstra & Laverne Larson as substitute crossing guards. Motion Carried.

Two Hour Parking: The police department is requesting to put up 2 hour parking in front of the Work Out Room business on Water Street, in the area of the Bridge Street intersection. Motion by Ald. Zastrow 2nd Ald. Abendroth to have an Ordinance written up with the required 2 hour parking location. Motion Carried. Open discussion about other parking issues down town.

Margaret Street Vision Clearance: After an open discussion, it was decided that the Police Department will work with the Lions Club to address the issue of vision hazards on Hwy 44. The zoning ordinance, section 400-14 addresses the Vision Clearance requirements.

Clerk - Treasurer's Report:

Wisconsin Municipal Clerks Association Conference Report: Lavonne discussed the conference and the workshops that she attended. Election Commission and WRS changes were some of the topics discussed.

2017 Budge Preparations: Open discussion. The Excel worksheets should be out within the next 2 weeks.

Old Business:

Request for Proposal for Auditor Service: Open discussion. The Request for Proposal for Auditing Services was reviewed, motion by Mayor Slate 2nd Ald. Henke to approve the request and post. Motion Carried.

Employee Manual Review: Open discussion. The following motions were made:

1. Motion by Ald. Zastrow 2nd Ald. Abendroth to keep the current time off categories (therefore not use one "paid time off" bank). Motion Carried.
2. Motion by Mayor Slate 2nd Ald. Abendroth to keep the current Holiday time off as listed in the existing handbook (76 hours total). Motion Carried.
3. Motion Mayor Slate 2nd Ald. Abendroth to keep the current Vacation Policy as listed in the existing handbook. Motion Failed, 2-3.
4. Motion Ald. Henke 2nd Ald. Abendroth to designate Year 1 as the Year of Hire and prorate 1 week of vacation based on hire date. Motion Carried.

5. Motion Ald Henke 2nd Ald. Abendroth to adopt “years 2-7” through “21 years or more” of the proposed vacation policy as presented in the draft handbook, with year 2 being the 1st full calendar year of service. Motion Failed 2-3.
6. Motion Ald. Henke 2nd Ald. Abendroth to adopt the vacation policy as presented in the draft handbook, with the addition of the item from motion #4 above. Motion Failed, 2-3.
7. Motion Ald. Abendroth 2nd Mayor Slate to have the City Clerk write out the revised vacation policy as discussed, with examples, and present it to the Council. Motion Carried.
8. Motion by Mayor Slate 2nd Ald. Abendroth to remove vacation carry over days. Motion Failed, 2-3.
9. Motion by Ald. Henke 2nd Ald. Bieszki to allow up to a maximum of 25% of the allowable vacation days to carry over to the next year with a total accumulation not to exceed 30 days. Motion Carried, 3-2.
10. Motion by Ald. Zastrow 2nd Ald. Abendroth to adopt a maximum accumulation of 720 hours to be carried over for sick days. Motion Carried.
11. Motion Ald. Bieszki 2nd Ald. Henke to adopt the revised FMLA language as presented in the draft handbook. Motion Carried.
12. Motion Ald. Abendroth 2nd Mayor Slate to remove Employee Assistance Program. Motion Carried, 3-2.
13. Motion Mayor Slate 2nd Ald. Zastrow to adopt the revised weapons policy as presented in the draft handbook. Motion Carried.

Review and approval of Vouchers Payable: Motion Ald. Abendroth 2nd Ald. Henke to approve Vouchers Payable. Motion Carried

Adjournment: 9:55 pm motion for adjournment Ald. Abendroth 2nd Ald. Henke. Motion Carried.

Submitted by Chair Stephen Bieszki

Markesan Public Library
Board of Trustees
Minutes July 21, 2016 (corrected)

- I. Call to order: President Molly Stegeman called the meeting to order at 4:15. Trustees present: Molly Stegeman, Nancy Kirst, Beth Kazda, Adam Theim, Jo Hendee, Rachel Nitz, and Director Hazlewood. Jamie Jahnke was absent. The county position is vacant.
- II. Approval of Agenda: Hendee/Nitz motioned to approve the agenda. Motion carried.
- III. Approval of Minutes: Nitz/Kazda moved to approve the minutes from June 16, 2016. Motion carried.
- IV. Input from Public: None
- V. Financial Reports: Beth Kazda presented the finance report. Kirst/Hendee moved to approve the bills. Motion carried. Stegeman/Nitz motioned to renew the CD at Farmer's State Bank for one year. Motion passed.
- VI. President's Report: None
- VII. Director's Report: 1. Library will be helping with the community event, Augustfest by having children's games. 2. Paul Rowley thinks the rotting wood area under the gutter is not structural and he gave a verbal estimate of \$800 to \$1,000. Director is to make arrangements to complete the work. 3. Director Hazlewood reported on a recent news story about a library director in the state who has resigned amid allegations of creating false library cards in order to receive more money from the county. Director Hazlewood's opinion is that it would be very difficult to do due to the amount of built in checks and balances.
- VIII. Old Business:
 - Health Insurance for the Director. Director Hazlewood was able to print out the minutes of the Public Property & Health Committee of July 5, 2016. The Library would be expected to "balance any potential healthcare benefits with their budget amount."
 - Security Cameras. From the same minutes as above, "It was requested that Jamie Jahnke go back to the Library Board and see where other funds might be available" and "to put this request into consideration for the 2017 Library Budget." Director Hazlewood presented a draft letter requesting donations. Stegeman/Nitz motioned to have the director send letters to several businesses and organizations. Motion carried.
- IX. New Business:
 - 2016 budget. Director Hazlewood presented the income and expenses through the month of June. We are about half in both income and expenses.
 - Kazda/Kirst motioned to convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(c) in order to conduct a performance evaluation of the Director. Motion carried.

Respectfully submitted, Lucy Hazlewood, Library Director

Markesan Public Library
Board of Trustees
Closed Session Minutes
July 21, 2016

Trustees present: Jo Hendee, Nancy Kirst, Rachel Nitz, Adam Theim, Beth Kazda and Molly Stegeman

Discussion of the Directors Evaluation.

Discussion of Director compensation for 2017.

No motions made.

Adjournment made by consensus.

Adjourned at 6:19pm

Molly Stegeman, Board of Trustee President

Director's Report – August 2016

August 12 was the Chamber's Augustfest and Free Corn. The Library had set up 5 borrowed tents early. We used bricks to weigh them down and there was only one bee sting in the process. Though everything was delayed because of the rain (1.3 inches in 2 hours), everyone remain diligent and good spirits. We were not able to just leave the tents and go inside because we had to keep pushing the rain off the tops of the tents as it accumulated. As you can guess, we were soaked. The rain finally stopped and everything got underway about 1 hour later than expected.

Despite all the setbacks, and generally a low turnout, I believe everyone who came had a good time. The kids loved the endless bubbles, water balloon race and other games. The face painter was busy the entire time and unfortunately we had to turn away about 4 children at the end. Finally, we had a small stack of people writing thank you letters to police officers.

All ages enjoyed looking at the carved fruit and vegetables. People voted for their favorite carving with a money donation to the food pantry. Many people claimed they didn't bring any money to a "free corn" event but we got about \$35 in donations. Luckily, the winners were willing to donate some their winnings back to the food pantry for a final amount of \$30.

We also collected produce for the food pantry. We got twenty 10 lb. bags of potatoes, a very large tray of tomatoes, and 3 additional bags of zucchini and cucumbers. The food pantry volunteers seemed appreciative.

Now we look forward to our last summer event, the outdoor funny animal video night on Monday, August 22 at 7:30. Bring your own lawn chair or blanket, drink, and bug repellent. We have borrowed the Kiwani's popcorn maker. Please consider coming to this fun event with your family.

While we were outside of the building with the screen, we noticed several spots on the south side of the building which had spots of mortar missing. I will look into finding someone who does tuck pointing.

At the last meeting we reviewed a draft letter to area business, organizations, and maintenance companies which we have had for many years. The letters have been sent and I have one check in hand. In the letter I said the board would be meeting on August 25. So far one check has been received.

Over the summer months I have noticed an increase in possible suspicious activities in the back area of the library courtyard. There are several trees which have become so tall and big they have blocked the view from the street. I recommend we cut down at least two trees which obstruct the view. Additionally, we should consider cutting down 1-2 more trees by the alley. I am putting this on the agenda as an action item. There is the chance that some people in the

community may think that the trees should remain. I would agree that the trees are very beautiful and make a peaceful space, but they are too big and obstruct the view.

The library book discussion will be reading a book by Fanny Flagg called *The All-girl filling station's last reunion* for September. We have good discussions about the characters, why characters act the way they do, and how real life relates (or doesn't) to the book. It is also interesting to discover if we all react the same way. We will sometimes read nonfiction books and end up learning something. We are always looking to have new participants who are able to offer different insights into the discussion.

Story hour will be starting tentatively in September on Thursdays at 10:30.

Lucy Hazlewood
Library Director

September 8, 2016

TO: CITY CLERK-TREASURER
FROM: FINANCE, PERSONNEL & SAFETY COMMITTEE

Please be advised we have reviewed the following vouchers, found them to be in order, and recommend to the Common Council that authorization for payment be approved:

CITY CHECKS: #33560-#33625 \$ 64,229.06

DD #1079-1148 \$ 43,192.12

EFT #343-364 \$ 43,613.87

TOTAL \$ 151,035.05

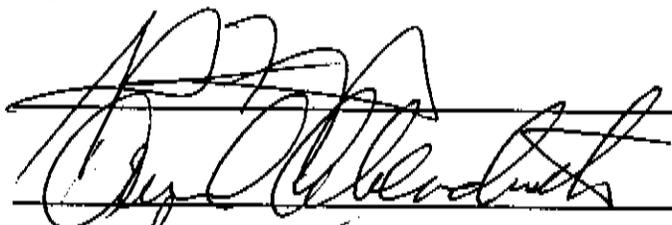
UTILITY CHECKS: #11691-#11708 \$ 96,379.04

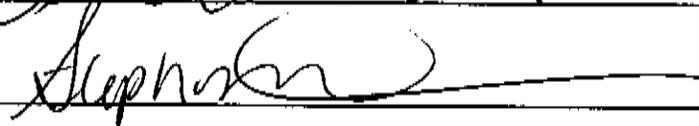
EFT # n/a \$ -

TOTAL \$ 96,379.04

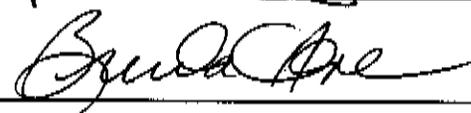
With the exception of:

Signed:









2:39 PM
09/08/16

City of Markesan Voucher List

August 3 through September 8, 2016

Num	Date	Name	Memo	Original Amount
EFT-0343	08/04/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-73.00
EFT-0344	08/05/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-452.12
EFT-0345	08/08/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-123.39
EFT-0346	08/09/2016	INTERNAL REVENUE SERVICE	8/5/16 Payroll Taxes	-4,676.29
EFT-0347	08/09/2016	EMPOWER RETIREMENT (WDC)	8/5/16 Payroll WDC deductions	-30.00
EFT-0348	08/15/2016	WISCONSIN DEPT. OF REVENUE	State Withholding 8/5/16 PR	-801.41
EFT-0349	08/22/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-1,970.00
EFT-0350	08/24/2016	EMPOWER RETIREMENT (WDC)	8/19/16 PR WDC Contributions	-30.00
EFT-0351	08/24/2016	INTERNAL REVENUE SERVICE	8/19/16 PR Taxes & Withholding	-4,149.96
EFT-0352	08/26/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-14.14
EFT-0353	08/31/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-54.00
EFT-0354	08/31/2016	WRS (Wisconsin Retirement System)	Aug 2016 WRS Contributions	-5,086.01
EFT-0355	09/01/2016	WISCONSIN DEPT. OF REVENUE	Aug 15-31 State Withholding	-713.14
EFT-0356	09/01/2016	AETNA LIFE INSURANCE COMPANY	Sept 2016 Health Preimums	-9,333.65
EFT-0357	09/02/2016	DELTA DENTAL OF WISCONSIN	Sept 2016 Premiums	-294.69
EFT-0358	09/06/2016	EMPOWER RETIREMENT (WDC)	9/2/16 WDC Contributions	-30.00
EFT-0359	09/02/2016	INTERNAL REVENUE SERVICE	9/2/16 Fed Taxes & Withholding	-4,210.68
EFT-0360	09/08/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-12.50
EFT-0361	09/07/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-46.53
EFT-0362	09/08/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-577.36
EFT-0363	09/08/2016	CEDE CO	Sept 2016 Bond Interest pymt	-10,915.00
EFT-0364	09/08/2016	MARKESAN STATE BANK	Sept 2016 Bond pymt-wire fee	-20.00
Total Electronic Payments				-43,613.87
DD1079	08/05/2016	Athorp, Lavonne M	Direct Deposit	-1,289.89
DD1080	08/05/2016	Butner, Bonny	Direct Deposit	-109.37
DD1081	08/05/2016	Chisnell, Gerald	Direct Deposit	-184.70
DD1082	08/05/2016	Doro, Anthony	Direct Deposit	-1,442.48
DD1083	08/05/2016	Glover, Valerie	Direct Deposit	-149.49
DD1084	08/05/2016	Hansen, Martin	Direct Deposit	-1,860.64
DD1085	08/05/2016	Hazlewood, Lucy	Direct Deposit	-921.31
DD1086	08/05/2016	Heberer, Jeffrey	Direct Deposit	-1,121.97
DD1087	08/05/2016	Helling, Rachel	Direct Deposit	-543.26
DD1088	08/05/2016	Jobs, Kristine	Direct Deposit	-232.00
DD1089	08/05/2016	Krohn, Bobby	Direct Deposit	-959.10
DD1090	08/05/2016	McLean, Cody	Direct Deposit	-1,168.21
DD1091	08/05/2016	Nelson, Ryan	Direct Deposit	-724.98
DD1092	08/05/2016	Pflum, William	Direct Deposit	-1,554.66
DD1093	08/05/2016	Roberts, Thomas	Direct Deposit	-817.20
DD1094	08/05/2016	Stellmacher, Nancy	Direct Deposit	-186.08
DD1095	08/05/2016	Watry, Philip	Direct Deposit	-992.11
DD1096	08/05/2016	Weber, Bobbi Jo	Direct Deposit	-118.44
DD1097	08/05/2016	Wopat, Amy	Direct Deposit	-27.76
DD1098	08/05/2016	Kennedy, Daniel	Direct Deposit	-290.87
DD1099	08/05/2016	Lainberger, Kevin	Direct Deposit	-84.78

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City of Markesan Voucher List

August 3 through September 8, 2016

Num	Date	Name	Memo	Original Amount
DD1100	08/05/2016	Olson, Clyde	Direct Deposit	-233.14
DD1101	08/05/2016	Phlippen, Henry	Direct Deposit	-52.99
DD1102	08/05/2016	Slate, Rich	Direct Deposit	-461.75
DD1103	08/19/2016	Athorp, Lavonne M	Direct Deposit	-1,289.89
DD1104	08/19/2016	Butner, Bonny	Direct Deposit	-80.47
DD1105	08/19/2016	Doro, Anthony	Direct Deposit	-1,442.49
DD1106	08/19/2016	Glover, Valerie	Direct Deposit	-192.21
DD1107	08/19/2016	Hansen, Martin	Direct Deposit	-1,272.76
DD1108	08/19/2016	Hazlewood, Lucy	Direct Deposit	-1,082.66
DD1109	08/19/2016	Heberer, Jeffrey	Direct Deposit	-1,121.96
DD1110	08/19/2016	Heiling, Rachel	Direct Deposit	-577.33
DD1111	08/19/2016	Jobs, Kristine	Direct Deposit	-221.57
DD1112	08/19/2016	Krohn, Bobby	Direct Deposit	-504.17
DD1113	08/19/2016	McLean, Cody	Direct Deposit	-1,169.00
DD1114	08/19/2016	Nelson, Ryan	Direct Deposit	-580.63
DD1115	08/19/2016	Pflum, William	Direct Deposit	-1,552.30
DD1116	08/19/2016	Roberts, Thomas	Direct Deposit	-817.18
DD1117	08/19/2016	Stellmacher, Nancy	Direct Deposit	-162.07
DD1118	08/19/2016	Watry, Philip	Direct Deposit	-982.31
DD1119	08/19/2016	Weber, Bobbi Jo	Direct Deposit	-220.25
DD1120	08/19/2016	Wopat, Amy	Direct Deposit	-70.46
DD1121	08/19/2016	Zelenko, Valentina	Direct Deposit	-51.49
DD1122	08/19/2016	Cotterill, Margaret	Direct Deposit	-56.25
DD1123	08/19/2016	Dirks, Jennifer	Direct Deposit	-50.63
DD1124	08/19/2016	Frank, Nancy L	Direct Deposit	-56.25
DD1125	08/19/2016	Metcalf, Dolores	Direct Deposit	-65.63
DD1126	08/19/2016	Parker, Shirley M	Direct Deposit	-50.63
DD1127	08/19/2016	Schwandt, Joyce	Direct Deposit	-56.25
DD1128	09/02/2016	Athorp, Lavonne M	Direct Deposit	-1,289.87
DD1129	09/02/2016	Butner, Bonny	Direct Deposit	-68.30
DD1130	09/02/2016	Doro, Anthony	Direct Deposit	-1,442.48
DD1131	09/02/2016	Glover, Valerie	Direct Deposit	-134.55
DD1132	09/02/2016	Hansen, Martin	Direct Deposit	-1,272.76
DD1133	09/02/2016	Hazlewood, Lucy	Direct Deposit	-987.65
DD1134	09/02/2016	Heberer, Jeffrey	Direct Deposit	-1,121.96
DD1135	09/02/2016	Heiling, Rachel	Direct Deposit	-681.57
DD1136	09/02/2016	Jobs, Kristine	Direct Deposit	-94.06
DD1137	09/02/2016	Krohn, Bobby	Direct Deposit	-521.59
DD1138	09/02/2016	McLean, Cody	Direct Deposit	-1,170.77
DD1139	09/02/2016	Nelson, Ryan	Direct Deposit	-487.35
DD1140	09/02/2016	Pflum, William	Direct Deposit	-1,554.67
DD1141	09/02/2016	Roberts, Thomas	Direct Deposit	-817.18
DD1142	09/02/2016	Stellmacher, Nancy	Direct Deposit	-388.98
DD1143	09/02/2016	Watry, Philip	Direct Deposit	-977.41
DD1144	09/02/2016	Weber, Bobbi Jo	Direct Deposit	-180.77

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City of Markesan Voucher List

August 3 through September 8, 2016

Num	Date	Name	Memo	Original Amount
DD1145	09/02/2016	Wopat, Amy	Direct Deposit	-29.91
DD1146	09/02/2016	Zelenko, Valentina	Direct Deposit	-41.19
DD1147	09/02/2016	Kennedy, Daniel	Direct Deposit	-213.33
DD1148	09/02/2016	Slate, Rich	Direct Deposit	-461.75
Total Direct Deposits				-43,192.12
33560	08/08/2016	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-193.53
33561	08/10/2016	FUNTIME FUNKTIONS	2016 Harvest Fest entertainment	-500.00
33562	08/10/2016	AFLAC INSURANCE	Sept 2016 premiums	-167.14
33563	08/15/2016	CENTURYLINK	July-August 2016 Phone & Internet	-548.24
33564	08/15/2016	SECURIAN FINANCIAL GROUP, INC.	August 2016 Life Insurance Premiums	-82.57
33565	08/22/2016	ALLIANT ENERGY/WP&L	July/Aug 2016 Electric Bills	-3,944.22
33566	08/22/2016	B.C. COMMERCIAL LAUNDRY SERV.	July 2016 Rug Cleaning	-45.19
33567	08/22/2016	LANDMARK SERVICES COOPERATIVE	July 2016 Fuel	-859.83
33568	08/22/2016	POWERSPORTS COMPANY	Lawn Mower	-13,400.00
33569	08/22/2016	SHELL FLEET PLUS	July Fuel	-569.88
33570	08/22/2016	WASTE MANAGEMENT OF WISCONSIN	August 2016 Recycling Center/July 2016 Pickup	-6,687.33
33571	08/22/2016	WE ENERGIES	July/Aug 2016 Gas Bills	-77.10
33572	08/22/2016	BLUE SKIES & LULLABIES	Refund Rental Security Deposit	-800.00
33573	08/22/2016	VERIZON WIRELESS	July / August 2016 Cell Phone	-125.20
33574	08/22/2016	DIZZY D. CLOWN	2016 August Fest	-300.00
33575	08/24/2016	PRE-EMPLOYMENT FUND	August 2016 Contributions	-76.92
33576	08/25/2016	WELLS FARGO REMITTANCE CENTER	Google / Amazon / Apple	-950.54
33577	09/02/2016	AFLAC INSURANCE	August 2016 Premiums	-167.14
33578	09/06/2016	A-1 ELEVATOR	Annual Elevator Testing	-300.00
33579	09/06/2016	ACTION APPRAISERS & CONSULTANT	3rd Quarter Maintenance work for 2016	-1,425.00
33580	09/06/2016	AMS ALARM, LLC	Sept '16 - Aug '17 Monitoring	-528.00
33581	09/06/2016	ATHORP LAVONNE	WMCA Conference Mileage Reimb	-58.60
33582	09/08/2016	B.C. COMMERCIAL LAUNDRY SERV.	Aug 2016 Rug Cleaning	-45.19
33583	09/06/2016	BERGEMANN'S AUTOCARE	2014 Ford - Oil Change / 4 New Tires	-1,059.53
33584	09/06/2016	BERLIN JOURNAL NEWSPAPERS	Polling Place Ad	-17.94
33585	09/06/2016	BEST WAY DRIVING ACADEMY	Community Room Rental Refund	-285.00
33586	09/06/2016	C. GIESE CONSTRUCTION	Set of Cabinets for Police Dept.	-369.25
33587	09/06/2016	CAREW CONCRETE & SUPPLY	E. Vista Sidewalk/Crusher Run	-1,047.55
33588	09/06/2016	CENTURYLINK	Aug-Sept 2016 Phone & Internet	-548.23
33589	09/06/2016	COMPLETE OFFICE OF WISCONSIN	Name Tags/elec. stamp/Trash bags/copy & toilet paper	-109.25
33590	09/06/2016	FARRELL EQUIPMENT & SUPPLY CO.	Sidewalk Supplies	-262.98
33591	09/06/2016	GENERAL ENGINEERING CO., INC.	Landfill monitoring/Bldg Insp/2017 Project	-12,354.98
33592	09/06/2016	GRAND RIVER FIRE DISTRICT	July & Aug 2016 incident charges	-639.00
33593	09/06/2016	GRAPHIC SIGN & LETTER CO., INC	Business Park Sign Vinyl Lettering	-95.04
33594	09/06/2016	GREEN LAKE COUNTY TREASURER	North St repairs/Police Dept supplies	-320.54
33595	09/06/2016	KINAS EXCAVATING, INC.	Storm sewer line repair	-2,294.08
33596	09/08/2016	KT SERVICE CENTER	2010 Ford - 1 Tire Replacement	-293.00
33597	09/06/2016	LEHNER LAW OFFICE	August 2016 Legal Services	-329.44
33598	09/06/2016	MARKESAN AUTO, HOME & FARM	Misc. Supplies	-218.39

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City of Markesan Voucher List

August 3 through September 8, 2016

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
33599	09/06/2016	MARKESAN LUMBER	Sidewalk repairs	-52.70
33600	09/06/2016	MCLEAN CODY	Sept 2016 Cell Phone Reimb	-15.00
33601	09/06/2016	MID-AMERICAN RESEARCH CHEMICAL	Urinal Screens	-59.76
33602	09/06/2016	NESS ELECTRIC LLC	City Hall/PW Shop Light repairs	-166.67
33603	09/06/2016	NEWMAN TRAFFIC SIGNS	Street Signs	-44.77
33604	09/06/2016	PACKERLAND PORTABLES	August Fest 2016	-140.00
33605	09/06/2016	PHILIP WATRY	Sept 2016 Cell Phone Reimb	-15.00
33606	09/06/2016	QUANTUM COMMUNICATIONS	Repair PD Lobby Phone	-97.50
33607	09/06/2016	R&R ENTERPRISES MARKESAN LLC	Lawn mowing at Soldiers & Sailors	-820.00
33608	09/06/2016	RACHEL HEILING	New Clerk's Class Mileage Reimb	-67.20
33609	09/06/2016	ROBERT J. NENAHLO	Complete Audit Report	-1,300.00
33610	09/06/2016	ROHDE'S SALES & SERVICE	Air Filter Kits/Oil	-79.59
33611	09/06/2016	SUPERIOR CHEMICAL CORPORATION	Hot Stuff Concrete Floor	-138.41
33612	09/06/2016	TED'S PIGGLY WIGGLY	July 2016 Charges	-15.97
33613	09/06/2016	TH AGRI-CHEMICALS, INC.	Weed control chemicals (Park & Cemetery)	-166.17
33614	09/06/2016	THE UNIFORM SHOPPE	McLean - Boots/Pants	-172.90
33615	09/06/2016	THEDA CARE LABORATORIES	PD Blood Draw	-127.50
33616	09/06/2016	TOMROBERTS	Sept 2016 Cell Phone Reimb	-15.00
33617	09/06/2016	US POSTMASTER	VOID:	0.00
33618	09/06/2016	VILLAGE OF CLEVELAND	50/50 Split of Hotel Room for WMCA Conf.	-41.00
33619	09/06/2016	WASTE MANAGEMENT OF WISCONSIN	Sept 2016 Recycling Center/Aug 2016 Pickup	-6,826.44
33620	09/06/2016	WI MUNICIPAL CLERKS ASSC.	Athorp - District 6 Meeting	-30.00
33621	09/06/2016	WILLIAM A. PFLUM	Chief Conf mileage/cell phone reimb	-62.60
33622	09/07/2016	WAUPUN AUTO SUPPLY, INC.	Battery	-228.18
33623	09/08/2016	JAHNKE'S LANDSCAPING	2016 Kiwanis Grass Cutting	-1,000.00
33624	09/08/2016	TED'S PIGGLY WIGGLY	Aug 2016 Charges	-143.88
33625	09/08/2016	US POSTMASTER	PO Box fees/3 rolls stamps	-207.00
Total Check Payments				-64,229.06
TOTAL PAYMENTS				-151,035.05

**Markesan Utilities
Voucher List
August 3 through September 8, 2016**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
11691	08/05/2016	MARKESAN, CITY OF	Cash flow loan to City	-70,000.00
11692	08/15/2016	CENTURYLINK	July-Aug 2016 Phone & Internet	-152.88
11693	08/16/2016	LANDMARK SERVICES COOPERATIVE	July 2016 Fuel	-114.86
11694	08/16/2016	US POSTMASTER	2 Rolls of stamps	-94.00
11695	08/16/2016	WE ENERGIES	July/Aug 2016 Gas Bills	-25.34
11696	08/22/2016	ALLIANT ENERGY/WP&L	July/Aug 2016 Electric Bills	-3,113.67
11697	08/23/2016	MARKESAN, CITY OF	Aug 2016 PR Reimb	-10,172.86
11698	09/06/2016	CENTURYLINK	AUG-SEPT 2016 PHONE & INTERNET	-152.59
11699	09/06/2016	HD SUPPLY WATERWORKS, LTD	Stationary Rod	-10.25
11700	09/06/2016	JEFFREY HEBERER	SEPT 2016 CELL PHONE REIMB	-15.00
11701	09/06/2016	LONGSINE'S PAINTING	Re-painting of 3 dome covers	-9,500.00
11702	09/06/2016	NORTH CENTRAL LABS, INC.	Test Supplies	-361.75
11703	09/06/2016	NORTHERN LAKE SERVICE	Water Testing	-216.00
11704	09/06/2016	ROBERT J. NENAHLO	Audit Report / Prep for water rate increase	-1,100.00
11705	09/06/2016	U.S. CELLULAR	Aug - Sept 2016 Cell Phone	-46.24
11706	09/06/2016	L W ALLEN, INC.	Programming Labor	-742.04
11707	09/06/2016	USA BLUEBOOK	Gloves / Leak Seal Coating	-191.66
11708	09/06/2016	WISCONSIN RURAL WATER ASSOC.	System Membership Renewal	-370.00
			Total Check Payments	-96,379.04
			Total Payments	-96,379.04

City of Markesan
Treasurer's Report Budget vs. Actual
January through August 2016

	Jan - Aug 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100000 · Taxes				
4111000 · City Taxes & Overrun	639,524.54	639,714.00	-189.46	100.0%
4112000 · TIF Increment	0.00	56,500.00	-56,500.00	0.0%
4114000 · Mobile Home Taxes	2,894.01	2,600.00	294.01	111.3%
4132000 · PILOT's	14,450.71	58,000.00	-43,549.29	24.9%
4180000 · Interest on Taxes				
4180100 · Interest on Delq PP Taxes/Util	100.48			
Total 4180000 · Interest on Taxes	100.48	0.00	100.48	100.0%
Total 4100000 · Taxes	656,969.74	756,814.00	-99,844.26	86.8%
4300000 · Intergovernmental Revenues				
4341000 · Shared Revenue	63,192.53	421,283.00	-358,090.47	15.0%
4342000 · Fire Dues	3,151.63	2,800.00	351.63	112.6%
4343000 · Exempt Comp Aid	7,245.00	3,000.00	4,245.00	241.5%
4362100 · Police Training	480.00	750.00	-270.00	64.0%
4353100 · Transportation Aids	49,813.08	66,008.00	-16,192.92	75.5%
4353400 · MSLIP Grants	9,538.34			
4354500 · Recycling Grant	5,945.80	5,880.00	65.80	101.1%
4379100 · EMS (Ambulance) Reimb	0.00	5,000.00	-5,000.00	0.0%
Total 4300000 · Intergovernmental Revenues	139,386.38	504,719.00	-365,352.62	27.6%
4400000 · Licenses & Permits				
4410100 · Alcohol Licenses	2,260.00	2,650.00	-390.00	85.3%
4410200 · Operator's Licenses	1,030.00	1,700.00	-670.00	60.6%
4410300 · Soda Water Licenses	90.00	100.00	-10.00	90.0%
4410400 · Cigarette Licenses	300.00	300.00	0.00	100.0%
4410500 · Other Business Lic.	50.00	120.00	-70.00	41.7%
4410900 · Cable Franchise Fees	900.00	1,200.00	-300.00	75.0%
4420000 · Dog Licenses (City)	838.37	1,050.00	-413.83	80.8%
4430000 · Building Permits	1,460.00	3,500.00	-2,040.00	41.7%
4440000 · Land Use Permits	0.00	250.00	-250.00	0.0%
Total 4400000 · Licenses & Permits	6,726.37	10,870.00	-4,143.63	61.9%
4500000 · Fines, Forfeits & Penalties				
4510000 · Ordinance Violations	6,972.14	5,000.00	1,972.14	139.4%
4510100 · Parking Violations	260.00	500.00	-240.00	52.0%
Total 4500000 · Fines, Forfeits & Penalties	7,232.14	5,500.00	1,732.14	131.5%
4600000 · Public Charges for Services				
4610000 · Clerk-Treas Fees	262.43	500.00	-237.57	52.5%
4610100 · Publication Fees	364.80	400.00	-5.20	98.7%
4621000 · Police Dept Fees	80.00	150.00	-70.00	53.3%
4632200 · Snow Removal Fees	330.00			
4643600 · Recycle Fees	1,592.22	1,400.00	192.22	113.7%
4644000 · Weed Control Charges	386.77	300.00	86.77	128.9%
4654000 · Cemetery Sales	1,250.00	1,500.00	-250.00	83.3%
4672000 · Park Shelter Use	1,330.00	1,400.00	-70.00	95.0%
4674300 · Comm Ctr Use	485.00	700.00	-215.00	69.3%
Total 4600000 · Public Charges for Services	6,111.22	6,350.00	-238.78	96.2%
4700000 · Intergov't Charges for Services				
4732100 · School Liason	1,496.33	2,700.00	-1,203.67	55.4%
4734100 · Recycle Ctr-Towns	0.00	12,025.00	-12,025.00	0.0%
4739100 · Crossing Guard Reimb	0.00	5,200.00	-5,200.00	0.0%
Total 4700000 · Intergov't Charges for Services	1,496.33	19,925.00	-18,428.67	7.5%
4800000 · Miscellaneous Revenue				
4811000 · Interest-City Investments	300.24	650.00	-349.76	46.2%
4813000 · Spcl Assmt / Spcl Chrg Interest	22.00			
4820000 · Rent-Muni Bldg	8,150.00	12,600.00	-4,450.00	64.7%
4820100 · Rent-Land	1,281.25	2,460.00	-1,178.75	52.1%
4820200 · Rent-Cell Tower	6,703.14	10,000.00	-3,296.86	67.0%
4840900 · Ins Dividends	2,104.00	2,100.00	4.00	100.2%
4850000 · Donations	8,050.00	8,000.00	50.00	100.6%
4890000 · Exp Reimb-All Types	3,349.87	1,000.00	2,349.87	335.0%
Total 4800000 · Miscellaneous Revenue	29,960.50	36,810.00	-6,849.50	81.4%
4900000 · Other Financing Sources				
4999010 · Sinking Loan Fund	0.00	20,190.00	-20,190.00	0.0%

City of Markesan
Treasurer's Report Budget vs. Actual
January through August 2016

	Jan - Aug 16	Budget	\$ Over Budget	% of Budget
Total 4900000 · Other Financing Sources	0.00	20,190.00	-20,190.00	0.0%
Total Income	847,862.68	1,361,178.00	-513,315.32	62.3%
Gross Profit	847,862.68	1,361,178.00	-513,315.32	62.3%
Expense				
5100000 · General Government				
5100100 · W&S Expense Reimb	174.22			
5100111 · Accts Rec - W&S Wages	1,574.17			
5100114 · Accts Rec - W&S Insurance	-178.87			
5100200 · Library Expense Reimb	182.40			
5110111 · Council	0.00	10,250.00	-10,250.00	0.0%
5110211 · Mayor	4,000.00	7,500.00	-3,500.00	53.3%
5111011 · Committees	0.00	600.00	-600.00	0.0%
5130021 · City Atty-General	3,652.50	4,000.00	-347.50	91.3%
5130121 · City Atty-Trial	3,527.58	3,200.00	327.58	110.2%
5130221 · Legal Fees-Special	75.40			
5131021 · Muni Code Updates	1,856.91	1,000.00	856.91	185.7%
5141011 · Legislative Support-Wages	3,816.04	9,500.00	-5,683.96	40.2%
5141025 · Legislat. Support-Training/Dues	739.37	1,500.00	-760.63	49.3%
5141032 · Legislative Support-Publication	2,368.71	2,000.00	368.71	118.4%
5142011 · General Admin-Wages	9,191.03	13,000.00	-3,808.97	70.7%
5142021 · General Admin-Outside Services	980.16	2,500.00	-1,519.84	39.2%
5142025 · General Admin-Training/Dues	318.50	900.00	-581.50	35.4%
5142031 · General Admin-Office Supplies	1,836.17	1,475.00	361.17	124.5%
5142033 · General Admin-Mileage	32.78	125.00	-92.22	26.2%
5143011 · Elections-Wages	5,952.69	6,000.00	-47.31	99.2%
5143032 · Elections-Publication	123.41	350.00	-226.59	35.3%
5143034 · Elections-Supplies	915.79	1,150.00	-234.21	79.6%
5144011 · Licensing & Permits-Wages	1,274.22	2,600.00	-1,325.78	49.0%
5144031 · Licensing & Permits-Office Supp	26.80	50.00	-23.20	53.6%
5144032 · Licensing & Permits-Publication	172.00	350.00	-178.00	49.1%
5150011 · General Accounting-Wages	8,059.85	13,000.00	-4,940.15	62.0%
5150021 · General Accounting-Outside Serv	1,001.90	2,750.00	-1,748.10	36.4%
5150034 · General Accounting-Supplies	9.18	250.00	-240.82	3.7%
5150521 · Independent Audit	2,800.00	4,200.00	-1,400.00	66.7%
5151011 · Payroll/HR-Wages	3,623.19	6,400.00	-2,776.81	56.6%
5151021 · Payroll/HR-Outside Services	752.19	350.00	402.19	214.9%
5161113 · Medicare (default)	3,380.24	5,241.00	-1,860.76	64.5%
5151213 · Social Security	13,702.36	22,411.00	-8,708.64	61.1%
5161314 · Health Insurance	62,467.79	97,500.00	-35,032.21	64.1%
5151414 · Life Insurance	192.15	575.00	-382.85	33.4%
5151611 · Paid Time Off (PTO)-Wages	25,410.52	0.00	25,410.52	100.0%
5152012 · Wisconsin Retirement System	17,025.64	26,725.00	-9,699.36	63.7%
5153011 · Purchasing-Wages	578.31	1,600.00	-1,021.69	36.1%
5155011 · Property Assessment-Wages	253.08	900.00	-646.92	28.1%
5155021 · Prop. Assmnt.-Outside Services	3,186.43	5,700.00	-2,513.57	55.9%
5155032 · Property Assessment-Publication	386.75	150.00	236.75	257.8%
5155111 · Prop Tax Collection-Wages	1,007.00	2,650.00	-1,643.00	38.0%
5155121 · Prop Tax Collection-Outside Ser	345.44	350.00	-4.56	99.7%
5156005 · Prop & Liability Ins	11,138.19	18,315.00	-7,176.81	60.8%
5156100 · Workers Comp - Calculated	21.00			
5156106 · Workers Comp	7,642.74	10,951.00	-3,308.26	69.8%
5156205 · Employee Bonds	0.00	375.00	-375.00	0.0%
5160011 · Municipal Building-Wages	4,704.07	12,800.00	-8,095.93	36.8%
5160021 · Municipal Building-Outside Serv	750.35	1,900.00	-1,149.65	39.5%
5160022 · Municipal Building-Utilities	13,163.48	23,000.00	-9,836.52	57.2%
5160023 · Municipal Building-Repairs&Supp	4,539.09	6,300.00	-1,760.91	72.0%
Total 5100000 · General Government	228,752.92	332,443.00	-103,690.08	68.8%
5200000 · Public Safety				
5210000 · Law Enforcement				
5210001 · Police Administration				
5210011 · Police Admin-Wages	36,529.12	59,360.00	-22,830.88	61.5%
5210019 · Police Admin-Uniforms	905.74	1,600.00	-694.26	56.6%
5210021 · Police Admin-Outside Services	4,283.47	5,500.00	-1,216.53	77.9%
5210022 · Police Admin-Utilities	1,596.71	2,750.00	-1,153.29	58.1%
5210034 · Police Admin-Supplies	978.77	790.00	188.77	123.9%
Total 5210001 · Police Administration	44,293.81	70,000.00	-25,706.19	63.3%
5211000 · Police Training				
5211011 · Police Training-Wages	3,502.75	9,400.00	-5,897.25	37.3%
5211025 · Police Training-Educ/Dues/Supp	997.36	1,800.00	-802.64	55.4%
Total 5211000 · Police Training	4,500.11	11,200.00	-6,699.89	40.2%

City of Markesan
Treasurer's Report Budget vs. Actual
 January through August 2016

	Jan - Aug 16	Budget	\$ Over Budget	% of Budget
5212000 · Police Patrol				
5212011 · Police Patrol-Wages	74,696.99	101,600.00	-26,903.01	73.5%
5212021 · Police Patrol-Outside Services	784.00	2,000.00	-1,236.00	38.2%
5212022 · Police Patrol-Utilities	417.20	600.00	-182.80	69.5%
5212023 · Police Patrol-Repairs/Supplies	3,967.24	4,300.00	-332.76	92.3%
5212033 · Police Patrol-Fuel/Miles	3,843.94	7,500.00	-3,656.06	51.3%
Total 5212000 · Police Patrol	83,689.37	116,000.00	-32,310.63	72.1%
5213000 · Police Criminal Investigation				
5213011 · Police Criminal Invest-Wages	114.24	2,900.00	-2,785.76	3.9%
5213021 · Police Criminal Inv-Outside Ser	968.54	2,100.00	-1,131.46	46.1%
Total 5213000 · Police Criminal Investigation	1,082.78	5,000.00	-3,917.22	21.7%
5214000 · Police Community Relations				
5214011 · Police Relations-Wages	0.00	150.00	-150.00	0.0%
5214034 · Police Relations-Supplies	452.50	50.00	402.50	905.0%
Total 5214000 · Police Community Relations	452.50	200.00	252.50	228.3%
Total 5210000 · Law Enforcement	134,018.57	202,400.00	-68,381.43	66.2%
5219000 · School Crossing Guard	5,093.68	9,500.00	-4,406.32	53.6%
5220000 · Fire Protection				
6220021 · Fire Dept-Annual Budget	21,250.00	24,150.00	-2,900.00	88.0%
5220022 · Water Hydrant Rental	0.00	59,850.00	-59,850.00	0.0%
6220034 · Fire Dept-Incident Charges	2,517.00	1,000.00	1,517.00	251.7%
Total 5220000 · Fire Protection	23,767.00	85,000.00	-61,233.00	28.0%
5230021 · Ambulance Service	26,437.50	31,438.00	-5,000.50	84.1%
5240021 · Building Inspection	1,252.25	5,000.00	-3,747.75	25.0%
5290000 · Other Public Safety				
5290011 · Emergency Govt-Wages	128.00	2,000.00	-1,874.00	6.3%
5290022 · Emergency Govt-Utilities	381.35	900.00	-518.65	42.4%
5290023 · Emer Govt-Supp., Equip & Repair	440.71	3,100.00	-2,659.29	14.2%
Total 5290000 · Other Public Safety	948.06	6,000.00	-5,051.94	15.8%
Total 5200000 · Public Safety	191,517.06	339,338.00	-147,820.94	56.4%
5300000 · Public Works				
5310000 · Streets Administration				
5310006 · Streets Admin-CDL Testing	273.01	300.00	-26.99	91.0%
5310011 · Streets Admin-Wages	1,778.03	6,900.00	-5,121.97	25.8%
5310021 · Streets Admin-Outside Services	690.07	2,500.00	-1,809.93	27.6%
5310026 · Streets Admin-Training	0.00	300.00	-300.00	0.0%
Total 5310000 · Streets Administration	2,741.11	10,000.00	-7,258.89	27.4%
5311000 · Public Works Shop				
5311011 · PW Shop-Wages	1,077.51	4,000.00	-2,922.49	26.9%
5311022 · PW Shop-Utilities	2,514.25	4,325.00	-1,810.75	58.1%
5311033 · PW Shop-Fuel	200.81	425.00	-224.39	47.2%
5311034 · PW Shop-Supplies/Tools	2,030.59	3,000.00	-969.41	67.7%
Total 5311000 · Public Works Shop	5,822.96	11,750.00	-5,927.04	49.6%
5312000 · Public Works Mach & Equip				
5312011 · PW Mach & Equip-Wages	10,988.58	18,700.00	-7,711.42	58.8%
5312023 · PW Mach & Equip-Repair/Supplies	10,359.69	13,000.00	-2,640.31	79.7%
5312033 · PW Mach & Equip-Fuel	1,417.56	2,800.00	-1,382.44	50.6%
Total 5312000 · Public Works Mach & Equip	22,765.83	34,500.00	-11,734.17	66.0%
5331000 · Road Maintenance				
5331011 · Road Maintenance-Wages	3,271.99	5,000.00	-1,728.01	65.4%
6331023 · Road Maintenance-Repair/Supply	5,167.84	7,250.00	-2,082.16	71.3%
5331033 · Road Maintenance-Fuel	263.47	750.00	-486.53	35.1%
Total 5331000 · Road Maintenance	8,703.30	13,000.00	-4,296.70	66.9%
5331100 · Curbs & Gutters				
5331111 · Curbs & Gutters-Wages	217.25	250.00	-32.75	88.9%
5331123 · Curb & Gutters-Repairs/Supplies	0.00	250.00	-250.00	0.0%
Total 5331100 · Curbs & Gutters	217.25	500.00	-282.75	43.5%
5331200 · Traffic Signs & Markings				
5331211 · Traffic Signs, Markings-Wages	1,175.11	700.00	475.11	167.9%

City of Markesan
Treasurer's Report Budget vs. Actual
January through August 2016

	Jan - Aug 16	Budget	\$ Over Budget	% of Budget
5331223 · Traffic Sign & Mark-Repair/Supp	894.37	1,300.00	-405.63	68.8%
Total 5331200 · Traffic Signs & Markings	2,069.48	2,000.00	69.48	103.5%
5331300 · Bridges & Culverts				
5331311 · Bridges & Culverts-Wages	90.60	450.00	-359.40	20.1%
5331321 · Bridges & Culverts-Outside Serv	0.00	50.00	-50.00	0.0%
Total 5331300 · Bridges & Culverts	90.60	500.00	-409.40	18.1%
5331900 · Snow & Ice Control				
5331911 · Snow & Ice Control-Wages	5,814.54	10,000.00	-4,185.46	58.1%
5331933 · Snow & Ice Control-Fuel	1,366.87	3,000.00	-1,633.13	45.6%
5331934 · Snow & Ice Control-Supplies	9,311.92	12,000.00	-2,688.08	77.6%
Total 5331900 · Snow & Ice Control	16,493.33	25,000.00	-8,506.67	66.0%
5342022 · Street Lighting	16,786.50	29,000.00	-12,213.50	57.9%
5343100 · Sidewalks				
5343111 · Sidewalks-Wages	110.38	250.00	-139.62	44.2%
5343123 · Sidewalks-Repairs/Supplies	0.00	250.00	-250.00	0.0%
Total 5343100 · Sidewalks	110.38	500.00	-389.62	22.1%
5344000 · Storm Sewers				
5344111 · Storm Sewers-Wages	802.64	1,000.00	-197.36	80.3%
5344123 · Storm Sewers-Repairs/Supplies	4,488.85	750.00	3,738.85	598.5%
Total 5344000 · Storm Sewers	5,291.29	1,750.00	3,541.29	302.4%
5344100 · Street Cleaning	488.11	1,800.00	-1,311.89	27.1%
5345000 · Parking Lots				
5345011 · Parking Lots-Wages	90.60	450.00	-359.40	20.1%
5345023 · Parking Lots-Repairs/Supplies	0.00	50.00	-50.00	0.0%
Total 5345000 · Parking Lots	90.60	500.00	-409.40	18.1%
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	3,344.26	8,500.00	-5,155.74	39.3%
5362021 · Sanitation/Trash-Outside Serv.	33,188.19	55,152.00	-21,963.81	60.2%
Total 5362000 · Sanitation/Trash	36,532.45	63,652.00	-27,119.55	57.4%
5363100 · Landfill Monitoring	0.00	5,200.00	-5,200.00	0.0%
5363500 · Recycling Center				
5363611 · Recycling Center-Wages	2,678.64	3,600.00	-921.36	74.4%
5363523 · Recycling Center-Markesan	308.93	500.00	-191.07	61.8%
5363633 · Recycling Center-Fuel	100.32	400.00	-299.68	25.1%
5363500 · Recycling Center - Other	4.88			
Total 5363500 · Recycling Center	3,092.77	4,500.00	-1,407.23	68.7%
5363521 · Recycling-Curbside	12,008.01	20,876.00	-8,867.99	57.5%
5363600 · Recycling Center-Mackford	770.83	1,600.00	-829.17	48.2%
5363700 · Recycling Center-Manchester	770.85	1,600.00	-829.15	48.2%
5363800 · Recycling Center-Green Lake	1,227.93	3,000.00	-1,772.07	40.9%
5364000 · Weed Control				
5364011 · Weed Control-Wages	771.72	500.00	271.72	154.3%
5364034 · Weed Control-Supplies	379.25	500.00	-120.75	75.9%
Total 5364000 · Weed Control	1,150.97	1,000.00	150.97	115.1%
Total 5300000 · Public Works	137,224.55	232,228.00	-95,003.45	59.1%
5400000 · Health & Human Services				
5419100 · Vermin/Bug Control	0.00	300.00	-300.00	0.0%
5419200 · Humane Shelter	0.00	500.00	-500.00	0.0%
5461000 · Senior Transport	1,554.98	1,555.00	-0.02	100.0%
5490000 · Cemetery				
5491011 · Cemetery-Wages	4,153.01	6,400.00	-2,246.99	64.9%
5491022 · Cemetery-Utilities	66.90	150.00	-83.10	44.6%
5491033 · Cemetery-Fuel	150.55	400.00	-249.45	37.6%
5491034 · Cemetery-Supplies	0.00	350.00	-350.00	0.0%
Total 5490000 · Cemetery	4,370.46	7,300.00	-2,929.54	59.9%
Total 5400000 · Health & Human Services	5,925.44	9,655.00	-3,729.56	61.4%
5500000 · Culture, Rec & Educ				
6610000 · Library				
5511011 · Library-Wages	700.60	0.00	700.60	100.0%
5511021 · Library-Annual Budget	48,900.00	65,200.00	-16,300.00	75.0%

City of Markesan
Treasurer's Report Budget vs. Actual
January through August 2016

	Jan - Aug 16	Budget	\$ Over Budget	% of Budget
5511023 · Library-Repairs/Supplies	102.92			
Total 5510000 · Library	49,703.52	65,200.00	-15,496.48	76.2%
5520000 · Parks				
5520011 · Parks-Wages	5,255.70	4,850.00	405.70	108.4%
5520022 · Parks-Utilities	1,281.22	2,000.00	-718.78	64.1%
5520023 · Parks-Repairs/Supplies	1,407.44	3,500.00	-2,092.56	40.2%
5520033 · Parks-Fuel	263.40	650.00	-386.60	40.5%
Total 5520000 · Parks	8,207.76	11,000.00	-2,792.24	74.8%
5530000 · Celebrations				
5530011 · Celebrations-Wages	1,319.14	2,300.00	-980.86	57.4%
5530021 · Celebrations-Outside Services	117.39	700.00	-582.61	16.8%
5530034 · Celebrations-Supplies	0.00	1,000.00	-1,000.00	0.0%
Total 5530000 · Celebrations	1,436.53	4,000.00	-2,563.47	35.9%
5530100 · Summer Rec Program	0.00	2,000.00	-2,000.00	0.0%
5531000 · Events Comm. (Special Events)	6,270.10	8,000.00	-1,729.90	78.4%
Total 5500000 · Culture, Rec & Educ	65,617.91	90,200.00	-24,582.09	72.7%
5600000 · Conservation & Development				
5670000 · Advertising & Promotion	800.00	800.00	0.00	100.0%
5671000 · Industrial Park Development	254.18			
5690000 · Zoning & Development	94.80	500.00	-405.20	19.0%
6691000 · Mapping	0.00	1,000.00	-1,000.00	0.0%
Total 5600000 · Conservation & Development	1,148.98	2,300.00	-1,151.02	50.0%
5900000 · Debt Service				
5911000 · 2009 Bond Issue	183,890.00	194,805.00	-10,915.00	94.4%
5918000 · Safety Equipment-Principal	16,322.75	21,480.00	-5,157.25	76.0%
5926000 · Safety Equipment-Interest	2,378.05	3,429.00	-1,050.95	69.4%
Total 5900000 · Debt Service	202,590.80	219,714.00	-17,123.20	92.2%
6000000 · Capital Outlay				
6571400 · Outlay - City Hall	6,611.23	15,000.00	-8,388.77	44.1%
6671900 · Outlay - General Accounting	0.00	2,500.00	-2,500.00	0.0%
6572200 · Outlay - Fire Department	17,125.00	0.00	17,125.00	100.0%
6572900 · Outlay - Emergency Govt	0.00	5,000.00	-5,000.00	0.0%
6573240 · Outlay - Machines & Equipment	14,375.00	30,000.00	-15,625.00	47.9%
6573270 · Outlay - Garages & Sheds	0.00	3,000.00	-3,000.00	0.0%
6573310 · Outlay - Streets	64,818.62	70,000.00	-5,181.38	92.6%
6573480 · Outlay - Parking Lots	0.00	500.00	-500.00	0.0%
6574200 · Outlay - Recycling Center	0.00	500.00	-500.00	0.0%
6575100 · Outlay - Cemetery	0.00	3,000.00	-3,000.00	0.0%
6576100 · Outlay - Library	0.00	800.00	-800.00	0.0%
6576200 · Outlay - Parks	0.00	5,000.00	-5,000.00	0.0%
Total 6000000 · Capital Outlay	102,929.85	135,300.00	-32,370.15	76.1%
Total Expense	935,707.51	1,381,178.00	-425,470.49	68.7%
Net Ordinary Income	-87,844.83	0.00	-87,844.83	100.0%
Net Income	-87,844.83	0.00	-87,844.83	100.0%

**Streets, Building, & Utilities
Committee Markesan City Hall
July 5, 2016**

Call to Order: Meeting called to order by Chair Henke at 8:24 p.m.

Roll Call: By sign in.

Citizen's comments: None

Public Works Report:

The crack filling and chip sealing are done for the year. The City received a letter that the \$9,404.12 road improvement grant for the West Vista Street project was approved.

Water and Sewer Department Report: Motion by Mayor Slate/Ald. Abendroth to approve Longsine's Painting bid of \$9,000 for the dome cover painting. Motion carried.

Old Business:

- **2017 Street/Utility Project Updates:** The committee reviewed some additional information on option 3 for the South High Street project. Martin will get more details about this street and other streets impacted by the project and prepare to present this information at the August Streets meeting. Citizens affected by these changes will be notified of the meeting.

New Business

- **Consideration of Ferris Front-Mount Mower Replacement:** Motion by Mayor Slate/Ald. Triemstra to approve the bid from Power Sports of \$13,400 for a new Kubota front-mount mower. Motion carried.

Review Land Use Permits: No further action

Adjournment: Motion Mayor Slate/Ald. Thiem to adjourn; motion carried. Meeting adjourned at 8:38 p.m.

Submitted by Chair Brenda Henke

CITY OF MARKESAN COMMON COUNCIL

July 12, 2016

MINUTES

1. Preliminaries

- 1.1 Meeting was called to order by Mayor Rich Slate at 7:15pm.
- 1.2 Present were Ald. Abendroth, Ald. Henke, Mayor Slate, Ald. Thiem, Ald. Triemstra, and Clerk-Treasurer Athorp. Ald. Bieszki and Ald. Zastrow were absent. Also present was Scott Mundro, and two citizens.
- 1.3 During citizen's comments, Amanda Toney, candidate for Green Lake County Treasurer, addressed those present, introducing herself and giving background on her qualifications for County Treasurer.

2. Approval & Review of Minutes, Reports & Correspondence

- 2.1 After review, motion Abendroth/Triemstra to approve the June 14, 2016, Common Council minutes as presented; carried 4-0.
- 2.2 - 2.6 After review of all items, motion Triemstra/Thiem to approve the June Police Report & July Schedule; Public Property & Health minutes of July 5, 2016; and Streets, Building & Utilities minutes of July 5, 2016; and the Board of Review minutes of June 7, and June 28, 2016, as presented; and to accept the Markesan Library Board minutes of May 19, 2016; carried 4-0.

3. Approval of Claims:

- 3.1 The Finance, Personnel & Safety Committee reviewed City and Utility checks and recommended approval to the Council. Motion Henke/Abendroth to approve the following vouchers as presented: City Checks #33466-33521, electronic payments #EFT 310-325, and direct deposits #268-269 in the amount of \$158,220.44, and Utility Checks #11653-11674 in the amount of \$34,046.45; carried 4-0 on a roll call vote.
- 3.2 After review, by consensus the June 2016 Treasurer's Report was filed for audit.
- 3.3 The 2015 Audit Report was received from the auditor. It was reviewed and placed on file.

4. New Business.

- 4.1 Following discussion, motion Abendroth/Thiem to approve a bid from Longsine Painting for \$9000 for dome cover painting; carried 4-0 on a roll call vote.
- 4.2 Following discussion, motion Thiem/Triemstra to approve replacement of a lawn mower from Power Sports for \$13,400; carried 4-0 on a roll call vote.
- 4.3 Following discussion, motion Triemstra/Abendroth to approve a six month lease renewal for Blue Skies & Lullabies Child Care; carried 4-0.
- 4.4 Following discussion, motion Henke/Triemstra to issue a soda water license to Avalon Precision Metalsmiths for the period ending June 30, 2017; carried 4-0.
- 4.5 Upon review, motion Abendroth/Thiem to grant an operator's license to Dennis Triemstra for the period ending June 30, 2016; carried 3-0-1, with Triemstra abstaining.

- 5. Schedule Future Committee Meetings and Agenda Items.** The following meetings were scheduled: Finance Committee of the Whole (employee handbook review), July 28, 2016, 7:30pm (depending on Ald. Bieszki's availability); Streets, Building & Utilities – Aug. 2 or 4, 2016, 7:00pm (depending on General Engineering's availability); Public Property & Health – Aug. 2, 2016, 7:00pm; Finance, Personnel & Safety Committee, Aug. 4, 2016, at 7:30pm. The Council requested the following items be placed on a future agenda: cell tower lease offer on Finance agenda.

- 6. Adjournment.** Motion Triemstra/Thiem to adjourn; carried 4-0. The meeting adjourned at 7:41pm.

Respectfully submitted,

Lavonne Athorp, City Clerk-Treasurer

CITY OF MARKESAN

ORDINANCE NO. 239

**AN ORDINANCE AMENDING SECTION 355-13
OF THE CITY OF MARKESAN CODE,
RELATING TO PARKING RESTRICTIONS ON WATER STREET**

WHEREAS, the Common Council of the City of Markesan has deemed it in the best interests of the City and the safety of its residents and those traveling within the City; and

WHEREAS, pursuant to the City of Markesan Code, the Common Council has authority to consider this ordinance amendment;

NOW, THEREFORE, the Common Council of the City of Markesan in session duly noticed does hereby ordain as follows:

SECTION 1. Amendment of Code. Section 355-13 of the Markesan Code is hereby amended as follows:

The following is added to the chart listing locations where parking is prohibited during certain hours and periods:

“Water Street, North & South, 2 hours, 24 hours a day, From South Bridge Street curb then east 110 feet”

SECTION 2. Severability. Should any portion of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected.

SECTION 3. Effective Date. Upon adoption, this Ordinance shall take effect the day after publication or posting, as required by law.

ROLL CALL: Ayes _____ Nays _____ Abstain _____ Absent _____

Enacted this 13th day of September, 2016.

City of Markesan

By: _____
Rich Slate, Mayor

CERTIFICATE OF ENACTMENT

I hereby certify that the foregoing Ordinance was duly enacted by the Common Council of the City of Markesan, Green Lake County, Wisconsin, on the date indicated above.

Lavonne Athorp, City Clerk-Treasurer

APPROVED AS TO FORM:

Daniel D. Sondalle, City Attorney

SIDEWALK MAINTENANCE HANDBOOK

Policy and Operating Guidelines
Adopted: ??, 2016
City of Markesan

Program Goal

The objectives of the Sidewalk Maintenance Program are to:

- Protect the general public from injury by identifying defects and ensuring their timely repair.
- Protect the general taxpayer from the expense of liability claims due to personal injury.
- Protect individual property owners by notifying them that a hazardous condition exists and assisting with correction of that hazard.
- Protect the general public's investment in the transportation system, which includes sidewalks, driveways, corners, and curbs.
- Manage the maintenance of sidewalks in a way that protects street trees and other desirable vegetation whenever possible.

Inspection Program

The goal of the Sidewalk Maintenance Program is to identify sidewalk defects and assist the property owner with the repair process. Public Works representatives are primarily looking for things that cause people to trip and fall, such as "stub toes" where the sidewalk is raised. Other defects may include holes, spalled or chipped areas, wide cracks, deterioration, and areas that are damaged by tree roots. The graphics shown on the following pages provide examples of these types of damage.

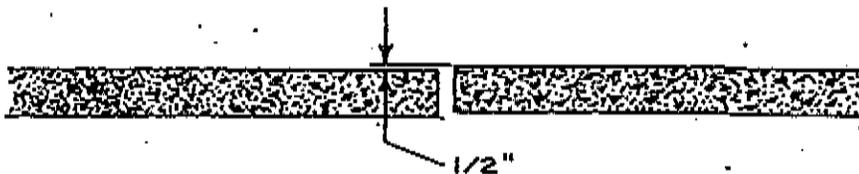
To assist the Public Works representatives in the identification of defects, guidelines have been established for consideration when inspecting sidewalks. The inspection guidelines apply to the City street right-of-way where there are sidewalks. The inspector will identify the hazard and the area needing to be replaced to ensure a good and substantial repair.

Sidewalk Inspection Criteria and Guidelines

The following criteria shall be used in determining if sidewalk sections (a section is defined as one square from joint to joint) or driveway approach conditions are hazardous and should be repaired. Sections adjacent to a section identified as hazardous will be held to a tighter standard; i.e. if a section meets the criteria for repair, and an adjacent section has some deterioration or issue, but may not completely meet the criteria, it may still be identified for repair. In addition, if 50% or more of the total footage on a property is identified as hazardous, then 100% of the footage of that property shall be required to be repaired/replaced.

Stub Toes (Step Separation- Elevated Guide)

A guideline of 1/2 inch rise for "Stub Toes", vertical and horizontal, in all sidewalk and driveway areas in the City right-of-way will be used in determining if a stub toe is hazardous.



Openings (Holes, Wide Cracks, Concrete Separations)

A guideline of 1/2 inch width and/or 1/2 inch depth for any "Openings" in the City right-of-way will be used in determining if an opening is hazardous.



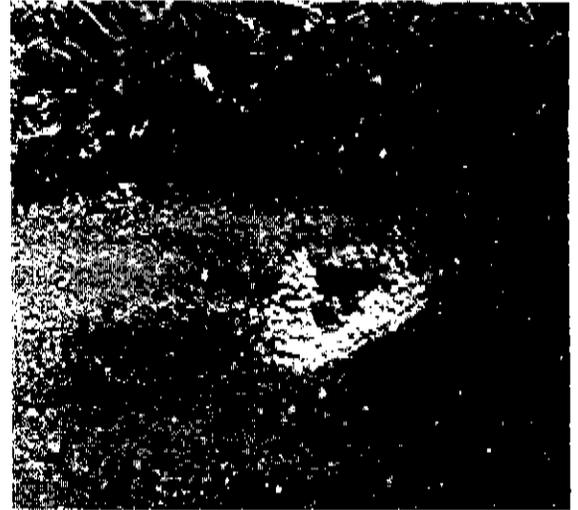
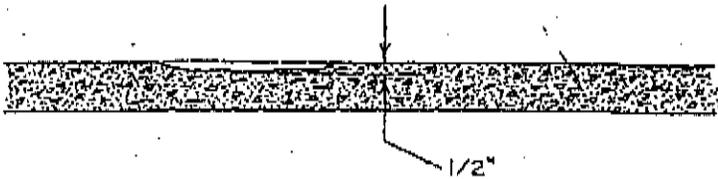
Spalled Concrete

Any surface deterioration of 50% or more of a section, or 1/2 inch or more depth in any one area (see Chipped Concrete), of spalled sidewalks and driveways will be used in determining if a spalled area is hazardous.



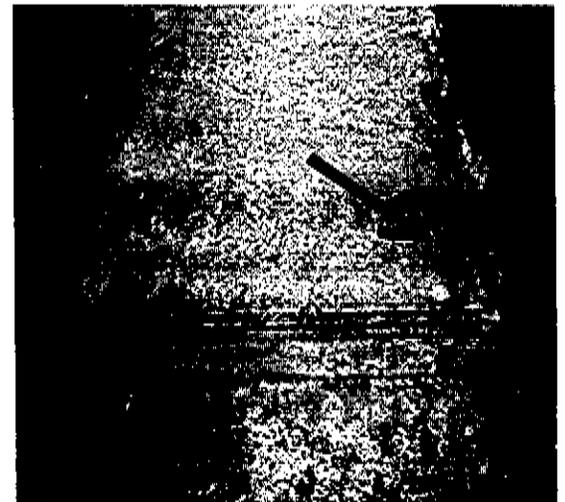
Chipped Concrete

A guideline of 1/2 inch width and 1/2 inch depth for any chipped sidewalks and driveways will be used in determining if a chipped area is hazardous.



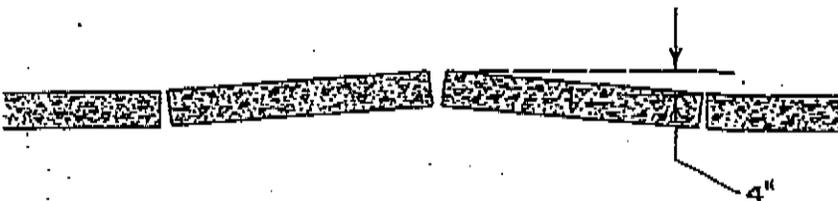
Chunks or Slabs that Move

Chunks of loose concrete or slabs that move or wobble are considered hazardous.



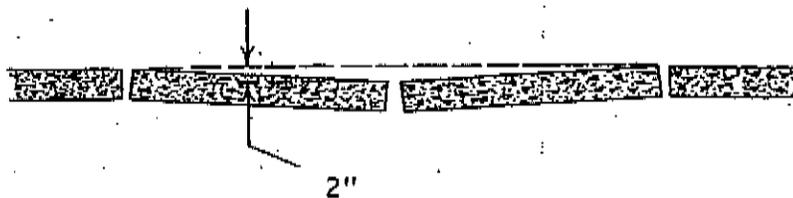
Raised Areas

Raised sidewalk and driveways shall be considered hazardous when the uppermost point of the raised area is more than 4 inches from grade.



Sunken Areas

Sunken sidewalk and driveways shall be considered hazardous when it has sunk 2 or more inches below grade. Sunken areas not only create a trip hazard, but also a puddling hazard where water could collect and freeze in cold temperatures.



Root Damage at Adjoining Properties

Where a tree root has created a "Raised" or "Sunken" area in the sidewalk or driveway at the property line, both properties will be notified to maintain grade. Both properties are notified because repairing only one property would create a stub toe at the property line. Each notice would include information about the condition of the adjoining property. The properties could be repaired separately, but the repair would have to have a seamless transition and both would have to meet city specifications.

Corners

Guidelines for replacement of corners shall be the same as the guidelines used for other sidewalks and driveways. Sidewalks in the corner curb radius are maintained by the City and corners installed by City crews will comply with ADA specifications.

Curbs

Curbs may be identified when they present a hazard, are generally in a deteriorated state, or no longer will facilitate or control drainage. We currently do not inspect curbs during the sidewalk inspection, unless they are part of a crosswalk.

Cost of curb repairs are split 50/50 between the City and property owner, except when they have been willfully or negligently damaged (driven on, etc.)

Sidewalk Construction Specifications

Old Concrete Removed

- Remove old concrete, black dirt, clay, and root debris
- Install complete gravel base – use compacted gravel base as bed for concrete work. 4 inch gravel base for 5 inch thick concrete.

Concrete to Use

- 4000 PSI, 6 bag mix, air-entrained, to be poured at a moderate slump (4-6 inch slump)

Pouring and Finishing

- Pour qualified mix design (see Concrete to Use above)
- 4' minimum width and 5 inches thick in general walks, 6 inches thick at driveways
- Joint should be 1/4 of the total thickness of the slab, i.e. a 4 inch slab would have a joint 1 inch deep. Control joints on a sidewalk 4 feet wide should be spaced every 4 feet. Felt joints to be 1/2 by depth of concrete
- Trowel finish, then brush to a non-slip surface
- Radius – edge all control joints and exterior edges
- ADA compliant, where practical

Curing

- Apply a cure/seal compound, contractor should notify City of type of compound and manufacturer's name

Restoration

- Remove all forms after concrete has cured
- Restore area so as not to create a hazardous situation
- Property owner is responsible for all lawn restoration.

Timeframe

- Work must begin May 1st or after, and be completed by September 1st.

Contract & Payment Procedures

Sidewalk Inspection Program and Major Road/Utilities Projects Only

- Property owners with identified hazardous sidewalk sections may contract individually to complete the work, or may request the City include their repairs in a combined contract with other identified repairs.
- City will contract only for sidewalk repairs/replacement for each affected property owner. Property owners desiring additional work, such as driveways, driveway approaches, etc. must make arrangements directly with contractor, and no repayment plan of any kind will be extended by the City for such work.
- City will supply contractor with complete list of all work to be done.
- City will measure and bill property owners separately. An extended payment plan may be offered, depending on the extent and cost of the repairs. Failure to make payments as arranged will result in the remaining amount, plus interest and penalties being added to the property tax bill.

Individual Repairs (required repairs outside of the regular Inspection period)

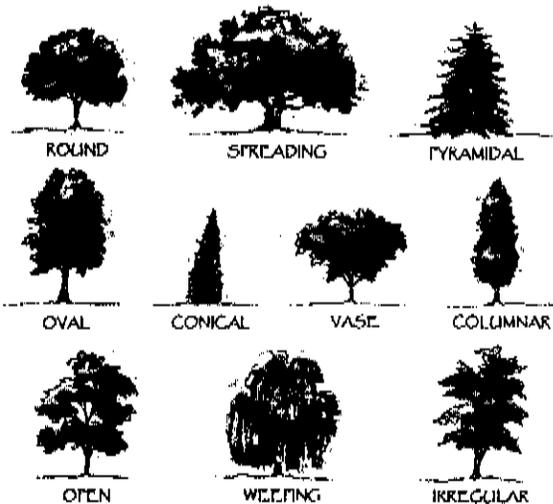
- Property owners must contract for work to be done.
- Failure to complete work by deadline (no extensions will be granted past Sept. 1st) will result in the City completing the repairs, and an invoice being issued. The full amount will be due upon receipt, and if unpaid, will be added to the property tax bill, along with interest and penalties. No payment plan will be offered.

Trees

Maintenance of trees in the right-of-way is the responsibility of the property owner. The City will pay the cost of removal if the tree needs to be removed to do City utility work. All other maintenance and costs are the responsibility of the property owner. (Martin had originally noted that "Trees in Right of way are owed by the property owner." Do we really mean they own it, or that we make them responsible for it? If they own it that means people can plant trees in the right of way if they want to? Without getting permission from the City? They can also cut down a tree in the right of way if they don't like it? I'm thinking about all the trees along Margaret St???)

If a street tree needs to be removed and replaced prior to replacing the sidewalk it is important to be sure the replacement tree is the right size for the planter strip. All street trees must be at least 1 ½ inch diameter at breast height at the time of planting. You will also need to consider if there are overhead power or other utility lines.

TREE FORMS



There are a number of other issues you should consider. These issues include:

- Height
- Spread
- Form (see illustration)

Remember that tree roots usually spread about as far as their canopy.

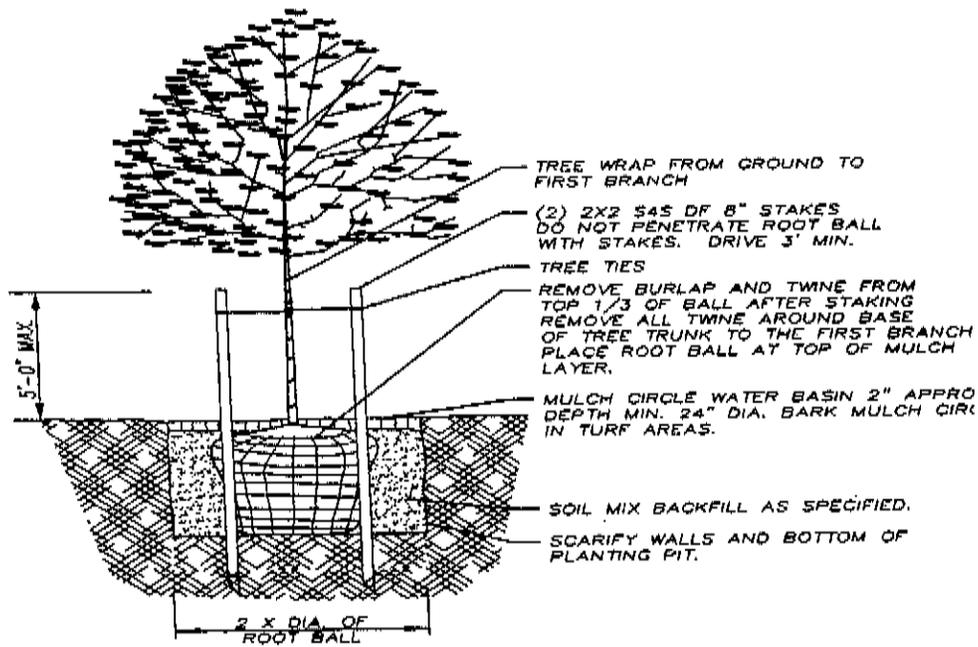
Call Before You Dig. Utility lines may be buried in the desired tree planting area. For your safety and the safety of others, be sure to check for underground utilities.

When locating the planting site for your tree, use the following guidelines. Measurements should be taken from the center of the trunk.

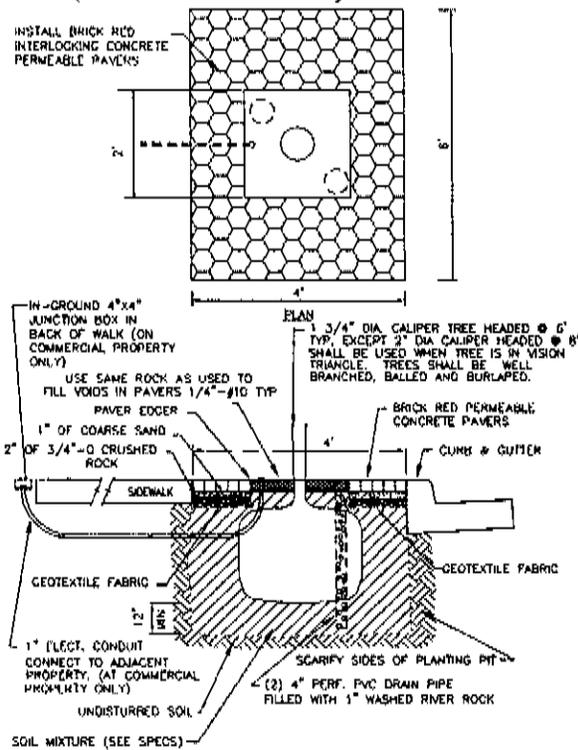
- 20 feet from the curb line of an intersection street.
- 15 feet from alleys and driveways
- 10 feet from fire hydrants
- 20 feet from directional traffic signs
- 30 feet from stop or yield signs
- 2 feet from adjoining property lines
- 25 feet from street lights
- 20 feet from adjacent tree

Planting Your tree

Planting in planter strips or behind the sidewalk



Planting in tree wells (we don't currently do tree wells?? Should we remove this section?)



City of Markesan Purchasing Policies

It is the goal of City of Markesan to develop a comprehensive purchasing policy for the purpose of obtaining greater cost-effectiveness and public accountability in the purchasing process. The City's goal is to receive maximum value for the public dollar and to purchase services, materials, equipment and supplies needed for the delivery of governmental services that are in the best interest of the City. Vendors shall be selected based on providing the best value to the City, taking into consideration the vendor's skill, business judgment, experience, facilities to carry out the contract and previous work and pecuniary ability. Taking all of these things into consideration, the City will give reasonable consideration to local merchants.

All purchases should be made following the accounting procedures established by the Clerk-Treasurer's office, including the submission of Purchase Orders or receipts as required. No item or service is to be purchased, nor will it be paid for, without following procedures and submitting appropriate paperwork to the Clerk-Treasurer's office for processing.

It is the policy of the City to take advantage of available vendor discounts, therefore, the prompt submission of paperwork is expected to help facilitate payments. Purchases of budgeted items that become due prior to the next Council meeting, and have complied with this purchasing policy as appropriate, may be paid between meetings and reported to the Council at its next meeting. Payment on any purchase which causes expenditures to exceed the adopted budget amount will not be made without a budget amendment approved by the Council.

The following procedures shall be followed in purchasing goods and services for the City:

Purchases Up To \$500.00

Purchases in this category, which do not exceed the budgeted amount for the particular type of purchase, shall be approved by the Department Head. Billing or packing slips, or credit card receipts, shall be submitted to the Clerk-Treasurer's office promptly. If the purchase will cause the adopted general budget category to be exceeded, a budget amendment for that category must be approved by the Council prior to purchase.

Purchases of \$500.01 to \$1,000.00

Purchases in this category, which do not exceed the budgeted amounts for the particular type of purchase, require approval by the appropriate Committee. If the purchase will cause the adopted budget category to be exceeded, a budget amendment must be approved by the Council prior to purchase.

Purchases Over \$1,000.00

Purchases in this category require Common Council approval prior to purchase. If the purchase will cause the adopted budget category to be exceeded, a budget amendment must be approved by the Council prior to purchase.

Credit Card Purchases

The City credit card may be used only by an official or employee of the City for the purchase of goods or services for the official business of the City. The City official or employee using the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase, and the City department and activity for which the goods or services are used.

The City Clerk-Treasurer shall be responsible for the issuance, accounting, and monitoring of the City's credit card. Department Heads shall review and authorize all credit card purchases for their department. The balance due on any credit card account shall always be paid in full by the due date on the invoice.

Any employee or official of the City who violates the provisions of the policy shall be subject to disciplinary action as defined in the Employee Handbook and appropriate criminal and/or civil action.

Contracted Purchases & Professional Services

Purchases in this category shall follow the appropriate price level procedures based on the expected total annual value of the contract or service. Subsequent purchases made under the terms of the approved contract shall be presumed authorized, or shall follow approval procedures identified in the contract, regardless of the individual value. Examples of items that fall under this category include engineering services, trash & recycling collection, and assessment services, etc. Contracted services should be reviewed on a regular basis for cost, service, and value to the City.

Public Construction

All public construction in which the estimated cost exceeds \$25,000 shall be let by contract to the lowest responsible bidder. The bidding process shall follow all requirements in Wis. Stats. 62.15.

Emergency Purchases

An "Emergency" is defined as a situation brought about by a sudden unexpected turn of events i.e. act of God, riots, fires, floods, accidents, or any circumstance or cause beyond the control of the City in the normal conduct of its business. An emergency purchase is made to alleviate a situation where there is a threat to health, welfare, injury, or loss to the City that can only be rectified by immediate purchase of equipment, supplies, materials, or services. A Department Head may need to make true emergency purchases on weekends, holidays, or after hours. Poor planning and

inadequate management are not “emergencies” and cannot be treated as such. Purchases of this nature may be expedited, but do not justify “emergency” status.

An “emergency purchase” must fit the circumstances noted above. Such purchases may be of any dollar value, and may be made by Department Heads using their best discretion in responding to the situation. Paperwork or documentation of the purchase shall be submitted as soon as practical. Such purchases shall be made in consultation with at least one other City official or Department Head.

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 8-17-16

Town Village City of Markesan, WI

County of Green Lake

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

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

at the premises described below during a special event beginning 8-20-16 and ending 8-20-16 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → Bona fide Club Church Lodge/Society
 Chamber of Commerce or similar Civic or Trade Organization
 Veteran's Organization Fair Association

(a) Name Markesan Lions Club

(b) Address P.O. Box 138 Markesan, WI 53946
(Street) Town Village City

(c) Date organized 1965

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President Dave Brinkman

Vice President John Gardner

Secretary Dennis Hamer

Treasurer Dennis Triemstra

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

Monte Drager Markesan, WI

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

(a) Street number Soldiers & Sailors Park

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Cancer Fund Raiser

(b) Dates of event Aug 20, 2016

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer _____
(Signature/date)

Markesan Lions Club
(Name of Organization)
Officer Dennis Hamer 8-17-16
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 8/17/2016

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Application for Operator's License
to Serve Fermented Malt Beverages and Intoxicating Liquors

Date Rec'd 9/2/16
Recp# 21437
Date Apprv'd _____
Lic# _____

PLEASE PRINT CLEARLY

NAME (First - Middle - Last) Anthony James Cadotte Circle: Male / Female
OTHER NAMES (maiden or nicknames; if none, so state) T.J. BIRTHDATE _____
DRIVERS LICENSE # _____ PHONE (best # to reach you) _____
ADDRESS 36 W vista Blvd. 2 Markesan WI 53946
Street Apt. No. City State Zip

X New/Renewal (1-year) - \$20 X Provisional - \$15

List the name of the alcohol beverage premises that will employ you: Condon Oil Company Shell

ANSWER THE FOLLOWING QUESTIONS FULLY AND COMPLETELY:

All questions on this application must be answered completely and accurately before it can be processed. Failure to do so could result in a delay or rejection of the application.

1. If application is a renewal (within past two years you've held a Class "A", "Class A", "Class C", Class "B", or "Class B" license/permit or a manager's or operator's license in the State of Wisconsin), where was previous license granted? City/Village/Town of _____
2. As required by Wisconsin Statutes, Section 125.17(6), have you completed the alcohol beverage server course? YES ✓ NO _____ If yes, where? Condon oil Company Shell
(If this is a new application, proof of completion must be submitted with the application)
3. Do you understand your responsibilities as an alcohol beverage license holder? YES ✓ NO _____
4. Have you as an adult (age 18 or over) ever been convicted of violating any law or ordinance regulating alcohol beverages (including underage consumption)? YES _____ NO ✓
5. Have you ever been convicted of any of the following: (a) Operating a vehicle while under the influence of alcohol or a controlled substance or with a prohibited alcohol concentration; (b) Operating a vehicle while under the age of 21 with a blood alcohol concentration of any level; (c) Having alcohol in your possession in a vehicle as a driver or passenger? YES _____ NO ✓
6. Have you ever been convicted of a felony? YES _____ NO ✓
7. Do you have any criminal charges presently pending against you? YES _____ NO ✓

****If you answered 'Yes' to any of the questions 4-7, please explain (use back or additional sheets).**

CERTIFICATION AND INFORMATION RELEASE

I hereby make application to the Common Council of the City of Markesan, Green Lake County, Wisconsin, for a License to serve Fermented Malt Beverages and Intoxicating Liquors in a place licensed by the City for the sale of alcohol beverages. I hereby certify that the information provided on this application is true and correct. I understand that failure to provide all required information shall be grounds for denial of my operator's license. I further understand that falsification of any information shall be grounds for denial or revocation of this license. I am aware of the Federal, State, and Local laws, ordinances and regulations governing the sale of alcohol beverages and agree to abide by those laws and regulations. I also understand that a background check based on my application will be done. I hereby authorize the release of any and all records requested by the City of Markesan in its review of my application.

SIGNATURE OF APPLICANT:

Anthony James Cadotte

Date 9/2/2016

See attached

SUBSCRIBED AND SWORN TO BEFORE ME

this 2nd day of September, 2016.

Lorenna M. Othman
(Clerk/Notary Public)

My commission expires 8/3/18

Wisconsin Circuit Court Access (WCCA)

State of Wisconsin vs. Anthony J. Cadotte

Columbia County Case Number 2016CM000546

Filing Date	Case Type	Case Status
08-23-2016	Criminal	Filed Only - Electronic filing
Defendant Date of Birth	Address	
	W1491 Cty K, Markesan, WI 53946	
Branch Id	DA Case Number	
2	2016CO001888	

Charge(s)

Count No.	Statute	Description	Severity	Disposition
1	961.41(3g)(e)	Possession of THC	Misd. U	
2	961.573(1)	Possess Drug Paraphernalia	Misd. U	

Responsible Official	Prosecuting Agency	Prosecuting Attorney	Defense Attorney
Voigt, W. Andrew	District Attorney	Long, Crystal N	

Defendant

Defendant Name	Date of Birth	Sex	Race¹
Cadotte, Anthony J.		Male	Caucasian
Address			Address Updated On
W1491 Cty K, Markesan, WI 53946			08-23-2016
JUSTIS ID	Finger Print ID		

Charge(s)/Sentence(s)

Charge Detail

The Defendant was charged with the following offense:

Count No.	Statute Cite	Description	Severity	Offense Date	Plea
1	961.41(3g)(e)	Possession of THC	Misd. U	07-11-2016	

The Defendant was charged with the following offense:

Case Details for 2016CM000546 in Columbia County

Count No.	Statute Cite	Description	Severity	Offense Date	Plea
2	961.573(1)	Possess Drug Paraphernalia	Misd. U	07-11-2016	

1 The designation listed in the Race field is subjective. It is provided to the court by the agency that filed the case.

2 Non-Court activities do not require personal court appearances. For questions regarding which court type activities require court appearances, please contact the Clerk of Circuit Court in the county where the case originated.