



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

October 11, 2016

7:00 p.m.

1. Preliminaries
 - 1.1 Call to Order
 - 1.2 Roll Call by the Clerk-Treasurer
 - 1.3 Citizen's Comments
2. Correspondence from the Mayor
3. Discussion and/or Action Regarding Mayor's Position
4. Approval & Review of Minutes, Reports, & Correspondence
 - 4.1 Approve Common Council Minutes – September 13, 2016, and September 20, 2016
 - 4.2 Police Report & Schedule
 - 4.3 Streets, Building & Utilities Minutes – October 4, 2016, Regular & Closed Session
 - 4.4 Public Property & Health Minutes – October 3, 2016
 - 4.5 Finance Personnel & Safety Minutes – Committee of the Whole-September 29, 2016, Regular & Closed Session; and Committee of the Whole-October 3, 2016, Regular & Closed Session
 - 4.6 Markesan Library Board Minutes – August 24, 2016
5. Approval of Claims:
 - 5.1 City Checks #33626-33657, Electronic Payments #EFT0365-0377, Direct Deposits # 1149-1185, and Utility Checks #11709-11723
 - 5.2 File Treasurer's Report for Audit
6. Old Business
 - 6.1 2016-2017 Denied Operators License Appeal: Anthony Cadotte
 - 6.2 Approval of Sidewalk & Tree Maintenance Policy Handbook
 - 6.3 Approval of Ord. 239: Parking Restrictions on Water Street
7. New Business
 - 7.1 Approval of Sewer Pump Replacement, LW Allen, \$23,200
 - 7.2 Approval of Snow Plow Purchase, Modern Rental
 - 7.3 Approval of City Employee Handbook
 - 7.4 Approval of New City Auditor
 - 7.5 Review of 2017 Budget
 - 7.6 Approval of Operator's License for the period ending June 30, 2017: Amanda Dragcr, Jennifer Jahnke, Jennifer Schmuhl, Janessa Wellhouse
 - 7.7 Approval of Class B Beer & Liquor Retailers License for the period ending June 30, 2017: Gordy's Pub & Grub LLC
8. Closed Session: 2017 Street Project Property Purchase
 - 8.1 The Common Council may, by roll call vote, convene in Closed Session, pursuant to Wis. Stats. 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, for competitive or bargaining reasons, after which they will immediately reconvene in Open Session pursuant Wis. Stats. 19.85(2).
 - 8.2 Reconvene in Open Session to Take Possible Action on Items Discussed in Closed Session
9. Schedule Future Meetings and Agenda Items
10. 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 October 10, 2016
Lavonne Athorp, Clerk-Treasurer

CITY OF MARKESAN COMMON COUNCIL

September 13, 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, Ald. Henke, Mayor Slate, Ald. Thiem and Clerk-Treasurer Athorp. Ald. Zastrow and Ald. Tricmstra 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 Bieszki/Abendroth to approve the Aug. 9, 2016, Common Council minutes as presented; carried 4-0.
- 2.2 - 2.6 After review of all items, motion Abendroth/Bieszki to approve the August Police Report & September Schedule, Finance, Personnel & Safety Committee minutes of Sept. 8, 2016; Public Property & Health minutes of Sept. 8, 2016; and Streets, Building & Utilities minutes of Sept. 12, 2016, as presented; and to accept the Markesan Library Board minutes of July 21, 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/Henke to approve the following vouchers as presented: City Checks #33560-33625, electronic payments #EFT0343-0364, and direct deposits #1079-1148 in the amount of \$151,035.05, and Utility Checks #11691-11708 in the amount of \$96,379.04; carried 4-0 on a roll call vote.
- 3.2 After review, by consensus the August 2016 Treasurer's Report was filed for audit.

4. Old Business.

- 4.1 Following discussion, motion Thiem/Henke to approve the bid of \$19,000 for Dome Cover painting from Longsine Painting; carried 4-0 on a roll call vote.

5. New Business.

- 5.1 Ord. 239: Parking Restriction on Water Street was referred back to Chief Pflum and the Finance Committee for further review.
- 5.2 Following discussion, motion Bieszki/Abendroth to approve repair of the Council Chambers air conditioning unit at a cost of \$6,670; failed 0-4 on a roll call vote. Motion Bieszki/Abendroth to have the Public Works Director research alternative cooling options; carried 4-0.
- 5.3 Following discussion, motion Abendroth/Thiem to post the on-call snow plow driver position with a wage increase of \$15.50 to \$16.50 depending on qualifications; carried 4-0 on a roll call vote.
- 5.4 Sidewalk & Tree Maintenance Policies were referred back to Committee for further review.
- 5.5 Following discussion, motion Henke/Abendroth to approve the purchasing policies as presented (see attachment #1); carried 4-0 on a roll call vote.
- 5.6 Upon review, motion Bieszki/Thiem to approve a temporary Class "B" Retailers license for the Markesan Lion's Club for the period of Aug. 20, 2016; carried 4-0.
- 5.7 Upon review, motion Henke/Bieszki to deny an operator's license to Anthony Cadotte due to the discrepancy between his answer regarding pending charges, and the background check performed by Chief Pflum; carried 4-0.

6. Schedule Future Committee Meetings and Agenda Items.

- 6.1 The Nov. 8, 2016, Council meeting was rescheduled to Nov. 14, 2016, due to the Presidential Election.
- 6.2 The following meetings were scheduled: Finance, Personnel & Safety Committee of the Whole – Sept. 20, 2016, 7:30pm; Streets, Building & Utilities – Oct. 4, 2016, 6:30pm; Public Property & Health – Oct. 5,

2016, 7:00pm; Finance, Personnel & Safety Committee, Oct. 6, 2016, at 7:30pm. The Council requested the following items be placed on a future agenda: Halloween Trick or Treat times.

7. Adjournment. Motion Abendroth/Thiem to adjourn; carried 4-0. The meeting adjourned at 7:30pm.

Respectfully submitted,

Lavonne Athorp, City Clerk-Treasurer

CITY OF MARKESAN COMMON COUNCIL

September 20, 2016

MINUTES

1. Preliminaries

- 1.1 Meeting was called to order by Council President Stephen Bieszki at 8:00pm.
- 1.2 Present were Ald. Abendroth, Ald. Bieszki, Ald. Henke, Mayor Slate *{arrived 8:35pm}*, Ald. Thiem, Ald. Triemstra, Ald. Zastrow and Clerk-Treasurer Athorp.
- 1.3 No citizen's comments.

2. New Business

- 2.1 Following discussion, motion Zastrow/Triemstra to waive the reading and approve Res. 06-2016: Authorizing Environmental Improvement Fund Representative (see attachment #1); carried 6-0 on a roll call vote.
- 2.2 Following discussion, motion Abendroth/Triemstra to waive the reading and approve Res. 07-2016: Declaring Official Intent to Reimburse Expenditures (see attachment #2); carried 6-0 on a roll call vote.

3. Old Business

- 3.1 The Council reviewed all of the changes to the Employee Handbook made throughout the review process, and noted a few additional corrections/changes. Motion Henke/Thiem to distribute a copy of the draft handbook, after final corrections are made, to all employees prior to the next Finance Committee meeting, and invite employees to attend the meeting to provide feedback; carried 6-0. Motion Abendroth/Thiem that attendance at the meeting be voluntary for employees, and on their own time; carried 6-0.

4. **Adjournment.** Due to conflicts for Council members with upcoming Committee meetings, the Property Committee and Finance Committee meetings previously scheduled for Oct. 5, 2016, were changed to Oct. 3, 2016, at 7:00pm and 7:30pm, respectively. Motion Triemstra/Abendroth to adjourn; carried 6-0. The meeting adjourned at 9:21pm.

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 October 3, 2016

September 2016

Agenda:

- 1. Crossing Guard Margaret St/E Vista Blvd**
- 2. Two Hour Parking**
- 3. Part time Vacancy**
- 4. Code Enforcement Officer**

Appendix:

- 1. Code Enforcement Job Description**

1. Crossing Guard Middle School

This school year, there appears to be more children from middle school crossing Margaret Street headed west to their homes. After several concerns from parents, I spoke to Henry who works as the crossing guard at John St/Margaret Street. Henry agreed to complete his crossing duties at John St/Margaret Street in the afternoon and then head to the intersection of Margaret Street/E. Vista Blvd to assist middle school children crossing Margaret Street at East Vista Blvd.

The timing works good as Henry completes his one assignment at 3:20pm and the children from middle school aren't released until 3:25pm. There will be minimal cost with the additional coverage.

2. Two Hour Parking

After conducting further research on the issue on Water Street near the Workout Room, this department is now just requesting two hour parking in front of the Workout Room rather than the full 110' feet from the intersection as originally suggested.

This department is continuing to work with the Chamber to remedy other parking issues in the downtown area.

3. DeVries Resignation/Part Time Vacancy

This month I come to you with another part time resignation, this time from Officer Jacob DeVries who resigned September 30, 2016. Officer DeVries has been hired full time by the Wisconsin State Patrol and is no longer available to fill vacant shifts.

This being the second part time officer to resign in just two months, this department will be forced to begin a hiring process with the hope that the process can be completed so that new hire(s) can begin training the first of the year during the new budget cycle.

4. Code Enforcement Officer

Last year, Officer Watry was put in charge of code enforcement for the City of Markesan when it comes to municipal code that relates to property maintenance and areas of blight. Officer Watry has done an outstanding job when he has the time to work on these types of violations and issues.

However, finding the time in between his regular patrol duties has become difficult especially in the summer months. Sadly, that is when most violations and complaints occur for property maintenance and blight. Officer Watry must prioritize his assignments and his law enforcement duties have had to come before code enforcement, leaving him little time to work on these issues during daylight when you can see the violations and contact people while they are awake and home.

This department feels this is a concern for many of our residents and some feel property maintenance and other issues haven't be dealt with in a timely manner.

To remedy this issue, this department is recommending creating a part time positon that would be responsible solely of code enforcement thus allowing one specific person to focus their time on these issues and follow up with them promptly. The position wouldn't have to be cost prohibitive as I feel 3-4 hours a week from March 1st to December 1st would be sufficient to handle all code enforcement issues. During the slower time of the year, Officer Watry could assist and handle issues that arise in the winter months.

This department believes the entire position would cost the city less than \$3,000 dollars but would have a dramatic impact on the overall look and feel of our community.

I have attached a sample job description for this code enforcement officer. I will include the proposed cost of this code enforcement officer in my 2017 budget proposal. I would like to fill this position by March 2017.

CODE ENFORCEMENT OFFICER

The City of Markesan is accepting applications for a Code Enforcement Officer. The ideal candidate will be a self-starter with a strong desire to serve the community through the enforcement of laws and ordinances related to common nuisances, property maintenance, public health and safety.

The ideal candidate will have strong communication skills, ability to work with the public, and computer skills with experience in excel, word, and outlook. Some knowledge of law enforcement principles, procedures, and municipal codes are preferred. Under the supervision of the Police Department, this is an as needed position that will work 3-4 hours a week to address code enforcement issues.

Scheduling can be flexible as approved by the Chief of Police but hours should allow time to speak to City Clerk, Public Works Department and other community employees/officials regarding code enforcement concerns and issues. The schedule should also allow for the position to be in the community to make contact with property owners and other citizens to discuss violations/issues and plans of improvement.

The position will work approximately 150-200 hours per year depending on workload.

The position pay will be \$15.00 dollars per hour with no other benefits offered.

This position will be responsible for investigating and following up on the following:

- Examines abandoned vehicles to ensure safety to public, and abates vehicles in violation of ordinance.
- Examines premises to ensure safety to life and property from fire and other hazards by abatement of weeds and grass, litter, abandoned building materials or appliances, junk yards, etc.
- Investigates complaints of nuisances and unsanitary environmental conditions, such as garbage junk, abandoned vehicles, insects, etc; determines validity of complaints and advises owners/occupants of actions necessary to correct the conditions; takes measures to enforce compliance with the applicable codes.
- Prepares letters to violators or owners of property; maintains records and reports; answers complaints and requests for information relative to the Property Maintenance code.
- The Position issues citations for violations that aren't remedied through plans of improvement.
- The Position communicates with the general public relative to issues and cases involving property maintenance violations.

Streets, Building, & Utilities Committee
Markesan City Hall
October 4, 2016

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

Roll Call: By sign in.

Citizen's comments: None

Public Information Session for 2017 Road and Water/Sewer Projects: A number of citizens attended the meeting to learn more about the proposed projects on South High Street, East Water Street, and West Vista Blvd. Citizens were asked to sign in as they entered the meeting. Chair Henke introduced the meeting as an informational session with Martin Hansen and Anthony Doro for the City and Jerry Foelimi from General Engineering who were available to provide information and answer questions. Jerry reviewed the projects displaying maps and providing detailed information about the projects. A number of items were discussed including the proposal to widen the street, project timing, citizen related costs, and access during the projects. Martin and Tony advised that the current issues such as snow plowing and snow pushed up on sidewalks due to small terrace areas and difficulties with access by large vehicles such as the garbage trucks could continue with option 1 which, after construction, returns the street and sidewalks to their existing layout. When asked for a show of hands how many of those present would prefer option 1, all citizens present raised their hands. No one raised their hands when asked about a preference for option 3 which would widen the street and eliminate the sidewalks on the east side.

Old Business

2017 Street/Utility Project Updates: Motion by Ald. Abendroth/Ald. Thiem to recommend to Council that the project follow option one which returns the street after construction to its original layout. Motion carried. Motion by Ald. Triemstra/Ald. Thiem to recommend to Council that on West Vista/North Grand Street, new sidewalk be installed on the south side of W. Vista to N. Grand Street and on the east side of North Grand Street to its south end. Motion carried.

Public Works Report:

Storm Water Issue at 651 West John Street: General Engineering will refine the easement for the Densmoor property and resubmit it to the Committee along with the County plans. A survey will be needed.

Sidewalk Handbook: Motion by Ald. Abendroth/Ald. Thiem to recommend that the latest revision of the Sidewalk Handbook be sent to Council for approval. Motion carried.

Margaret Hollander Living Trust Lawn Invoice: The invoice has already been paid. No further action requested or taken.

Water and Sewer Department Report:

Motion by Ald. Abendroth/Ald. Triemstra to approve the bid from LW Allen for the pump replacement at a cost of \$23,200. Motion carried

New Business:

2017 Water and Sewer Budget: The budget is currently in development. Once Tony has the final numbers he will submit a copy for review.

Well Permit Procedures: Tony explained that the procedure is that a letter is sent to the property owner about the permit. If proper paperwork and permit application is not received, a second letter is sent outlining the penalty for the late submittal. The penalty is \$25.00. If the permit application is still not received a third letter is sent and if still no action, Tony personally contacts the property owner. The Committee will continue to review this issue and look for more efficient options.

Delinquent Water and Sewer Bill Procedures: If the bill is overdue the Water and Sewer department hangs a notice on the property door advising that the water will be shut off if the payment is not made. There are some

extenuating circumstances such as winter restrictions to shutting off water, medical issues, and no access to the individual water source. Some residents call and set up payment plans which at times are not followed. The Committee will continue to review this issue and look for other options in collecting payment.

Ald. Thiem requested that Martin look into some dead trees on the Davey Evans property on High Street.

Closed Session: Street Project Property Purchase: Motion Ald. Thiem/Ald. Triemstra to convene in Closed Session, pursuant to Wis. Stats. 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, for competitive or bargaining reasons; motion carried on a roll call vote, Abendroth-aye, Thiem-aye, Triemstra-aye, Henke-aye. Closed session convened at 8:10pm.

Motion Ald. Thiem/Ald. Triemstra to reconvene in open session pursuant to Wis. Stats. 19.85(2); motion carried.

Review Land Use Permits: Permit binder was available for review.

Adjournment: Motion Ald. Thiem/Ald. Triemstra to adjourn; motion carried. Meeting adjourned at 8:23 p.m.

Submitted by Chair Brenda Henke

Public Property & Health Committee Minutes

October 3, 2016

Meeting was called to order at 7:00pm

Roll call by sign-in

Citizen's comments:

- None – left open.

Public Works Report:

- Nothing to report

New Business:

- Damaged Tree Responsibility, Trailer #15, Markesan Mobile Home Park – Motion by Mayor Slate, 2nd by Ald. Triemstra to have the City Forester (Martin) write a letter to the trailer court owner verifying that the tree is not on the City's property, with a copy to the resident in Trailer #15; Motion carried: 5-0
- Kiwanis Park Warming Shack Siding – Motion by Mayor Slate, 2nd by Ald. Thiem to approve helping with metal siding costs on warming shack, not to exceed \$500; Motion carried: 5-0

Adjournment:

- Motion to adjourn at 7:11pm by Ald. Triemstra, 2nd by Ald. Bieszki. Motion carried: 5-0

Respectfully Submitted by Chair Stephanie Zastrow

Finance, Personal & Safety Committee of the Whole
Markesan City Hall
September 29, 2016
Minutes

Call To Order was at 8:00 pm

Roll Call: By Sign in Sheet:

Citizen's Comments: None

Closed Session: Employee Position Reviews & Job Descriptions.

Motion by Mayor Slate, 2nd by Ald. Thiem to convene in Closed Session pursuant to Wis. Stats. 19.85(1)(c) to consider the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction, after which we will reconvene in Open Session for the remainder of the meeting; motion carried on a roll call vote, Slate-aye, Henke-aye, Thiem-aye, Triemstra-aye, Bieszki-aye.

Reconvene in Open Session to Take Possible Action on Items Discussed in Closed Session.

Motion by Ald. Thiem, 2nd Ald. Triemstra to accept the resignation of the Clerk-Treasurer; Motion Carried.

Motion by Mayor Slate, 2nd Ald. Triemstra to post the position using the same advertisement as 2014; Motion Carried.

Motion by Mayor Slate, 2nd Ald. Thiem to allow the current Clerk-Treasurer to adjust the stated resignation date and continue to work during the transition period at the current pay rate; Motion Carried.

Motion Ald. Henke, 2nd Ald. Triemstra to find out if the Deputy Clerk-Treasurer would be able to increase the number of hours worked; Motion Carried.

Adjournment: Motion by Ald. Thiem, 2nd Ald. Triemstra for adjournment; Motion Carried.

Submitted by Chair Stephen Bieszki

**FINANCE, PERSONNEL & SAFETY
COMMITTEE OF THE WHOLE**

Markesan City Hall

OCTOBER 3, 2016

Minutes

Call to Order At 7:30 PM

Roll Call is by Sign In Sheet.

Citizen's Comments: None

Old Business

- **Final Review of City Employee Handbook:** A review of the hand book was done with the employees and the Committee. Motion by Ald. Abendroth , 2nd Ald. Zastrow to accept the Employee Handbook with the corrections as discussed and pass it to the Common Council. Motion Carried.

Emergency Management Report

- **Purchase of Monitor 6 Pager, \$700** Motion by Mayor Slate, 2nd by Ald. Triemstra to replace one Pager at a cost not to exceed \$700. Motion Carried.
- **Purchase EM Replacement Badges, \$260** Motion by Ald. Henke 2nd Ald. Thiem to replace four badges at a cost not to exceed \$260. Motion Carried.
- **Warning Siren Repair:** Open Discussion. Motion by Ald. Triemstra 2nd Ald. Abendroth to have the repair completed not to exceed \$500. Motion Carried

Police Report & Schedule

- **Crossing Guard, Margaret St & E Vista Blvd:** The Police Chief will be moving Crossing Guard around to meet the needs as he feels fit.
- **Ord. 239: Two Hour Parking on Water Street:** Ord 239 was reviewed. Motion by Mayor Slate, 2nd Ald. Abendroth to move to the Common Council. Motion Carried.
- **Part-time Police Officer Vacancy:** Open Discussion. Motion Ald. Zastrow 2nd Ald. Abendroth to start the hiring process. Motion Carried.
- **Code Enforcement Officer:** Open Discussion. Still in Process.

Clerk-Treasurer's Report

- **Auditor RFP and selection process:** Review and discussion. Motion by Mayor Slate, 2nd Ald. Triemstra to recommend Johnson Block to the Common Council. Motion Carried. Committee directed Clerk-Treasurer Athorp to gather additional information regarding the types of consultation that is included with the audit price.

New Business

- **2017 Budget:** By consensus, the 2017 Budget Review was moved before the Closed Session. Motion by Mayor Slate, 2nd Ald. Zastrow to send the Budget to the Common Council as presented; Motion to amend by Mayor Slate, 2nd Ald. Thiem to add \$11,950 expense to Independent Audit line, and \$8,000 income to Towns Recycling Center Reimbursement line, and then change the General Obligation Proceeds to \$1,023,059, using the bonding to make up the difference. Motion to amend Carried. Original motion, as amended, Carried.

Closed Session: Clerk-Treasurer Transition

- Motion by Mayor Slate, 2nd Ald. Abendroth to convene in Closed Session pursuant to Wis. Stats. 19.85(1)(c) to consider the employment, promotion, compensation or performance evaluation of a public employee over which the governmental body has jurisdiction or exercises responsibility, after which they will immediately reconvene in Open Session pursuant Wis. Stats. 19.85(2). Motion Carried, Abendroth-aye, Henke-aye, Slate-aye, Thiem-aye, Triemstra-aye, Zastrow-aye, Bieszki-aye.
- Reconvene in Open Session to Take Possible Action on Items Discussed in Closed Session -- no action.

Adjournment: Motion for Adjournment Mayor Slate 2nd Ald. Triemstra. Motion Carried.

Submitted by Chair Stephen Bieszki

Markesan Public Library
Board of Trustees
Minutes August 25, 2016

- I. Call to order: President Molly Stegeman called the meeting to order at 4:27. Trustees present: Molly Stegeman, Nancy Kirst, Beth Kazda, Rachel Nitz, and Director Hazlewood. Jo Hendee was excused. Jamie Jahnke and Adam Theim were absent. The county position is vacant.
- II. Approval of Agenda: Kazda/Nitz motioned to approve the amended agenda. Motion carried.
- III. Approval of Minutes: Kirst/Nitz moved to approve the amended minutes from July 21, 2016. Motion carried. Nitz/Stegeman moved to approve the minutes from the closed session from July 21, 2016. Motion carried.
- IV. Input from Public: None
- V. Financial Reports: Beth Kazda presented the finance report. Kirst/Kazda moved to approve the current bills. Motion carried. Renewal of the CD due on 9/27/2016 was postponed until the next meeting.
- VI. President's Report: None
- VII. Director's Report: 1. Library Director reported on minor vandalism in the back seating area of courtyard, including some handfuls of mud thrown onto the building. There was also a large amount of corn left from the corn roast, and other suspicious behavior. Some signs are missing from the courtyard. 2. Though there was a lot of rain on the day of Augustfest when the library had games for children, everyone who came had lots of fun. 3. The library staff is working on several programs for September and October.
- VIII. Old Business:
- IX. 1. Security Cameras. Letters asking for donations for security letters were sent to about 12 local business, community groups, and businesses with whom the library has had accounts for building maintenance. So far only one check for \$100 has been received. 2. Nitz/Kazda motioned to approve the director's evaluation from the closed session. Motion carried. 3. City Rep Adam Theim was to report on Cost of Insurance in City Departments and Department funds on Insurance. Due to his absence, this will be on the agenda for next month.
- X. New Business:
 - 2017 budget. Director Hazlewood presented a draft for 2017. Stegeman/Kazda motioned to approve a 3% wage increase for the Director. Motion carried. Kazda/Nitz motioned to approve the draft.
 - Motion carried. Stegeman/Nitz motioned to form an Art Committee to look into an art display program. Motion carried. Committee will be Beth and Nancy.
 - The Board went outside to look at the trees which are obstructing the view of the sitting area, the mud on the walls, and the areas which need tuckpointing. Stegeman/Kirst motioned to have the director contact someone to cut down both trees. Motion
- 2017 goals and long range plan moved to the September agenda.
- XI. Adjournment Nitz/Stegeman motioned to adjourn at 5:30. Motion carried.

Respectfully submitted, Lucy Hazlewood, Library Director

Director's Report – September 2016

During the night of September 6 we had about 4 inches of rain. After no flooding in the basement for over a year, we discovered water in the nursery school kitchen area. I had not planned to work that day, but I ended up spending the entire day working on the flooded area. Nursery school staff already had the huge fan running. The dehumidifier motor was running, but it was not pulling any moisture from the air. The local hardware store did not have any dehumidifiers in stock so I had to run to a neighboring town. Since there was so much water I realized that renting a Rug Doctor vacuum would be the quickest way to remove most of the water. I emptied about 2-3 gallons of water out of the bucket before I could not vacuum any more out. I will work with the city guys to see if we can come up with a more reliable plan to move the rain water further from the building.

I have gotten a few more replies to our requests for donations toward the security cameras. I have not heard from everyone, but we are getting closer to getting the total amount. I am amazed at the generous offers we have received so far.

I had the city guys cut down the two evergreen trees in the courtyard which were obstructing the view to the back sitting area. It really opens up the area and you can see the benches from the street. We will still need to remove the stumps.

While the city guys were here, we also discussed the muddy corner by the door going out to the courtyard. We have not discovered any inside flooding in that area of the building. He thought that pouring concrete into the small 6' x 6' area would be the best solution to the outdoor moisture problem there. Usually the city will get several cement projects in the city organized for one day and get a cement truck to pour the concrete. We are on the list for the next time.

I contacted a local concrete person to get a quote on tuckpointing. He said he didn't think the tuckpointing problem was very extensive. As he was looking the building over, he noticed an area of concern which might need more work. He said he would price out the project separately.

Story hour has resumed for the fall. We will have it on Thursdays at 10:30. The first time was just this week. The energy level (and volume) in the library increases in the half hour before, and after, the actual story hour.

There are two programs coming up. A program on East Africa on September 19 at 6:30. Later in the month, on September 27 there will be a program on Trees at 1:30.

Lucy Hazlewood, Library Director

October 11, 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: #33626-#33657	\$ 40,761.42
DD #1149-1185	\$ 25,445.63
EFT #365-377	\$ 25,030.36
TOTAL	\$ 91,237.41

UTILITY CHECKS: #11709-#11723	\$ 41,908.29
EFT # n/a	\$ -
TOTAL	\$ 41,908.29

With the exception of:

Signed:

City of Markesan
Voucher List

September 9 through October 3, 2016

Num	Date	Name	Memo	Original Amount
EFT-0365	09/13/2016	EMPLOYEE BENEFITS CORPORATION	HRA Contribution	-30.00
EFT-0366	09/15/2016	WISCONSIN DEPT. OF REVENUE	9/2/16 PR - State withholding	-707.72
EFT-0367	09/16/2016	EMPLOYEE BENEFITS CORPORATION	HRA Contribution	-20.00
EFT-0368	09/19/2016	EMPLOYEE BENEFITS CORPORATION	HRA Contribution	-30.00
EFT-0369	09/20/2016	INTERNAL REVENUE SERVICE	9/16/16 Payroll Taxes & Withholding	-3,870.96
EFT-0370	09/20/2016	EMPOWER RETIREMENT (WDC)	9/16/16 Payroll WDC Contributions	-30.00
EFT-0371	09/22/2016	EMPLOYEE BENEFITS CORPORATION	HRA Contribution	-106.00
EFT-0372	09/23/2016	EMPLOYEE BENEFITS CORPORATION	HRA Contribution	-11.01
EFT-0373	09/30/2016	WISCONSIN DEPT. OF REVENUE	9/16 & 9/30 WI Withholding	-1,349.70
EFT-0374	09/30/2016	WRS (Wisconsin Retirement System)	Sept 2016 WRS Contributions	-7,456.00
EFT-0375	09/30/2016	EMPLOYEE BENEFITS CORPORATION	Sept 2016 HRA Fees	-54.00
EFT-0376	10/01/2016	AETNA LIFE INSURANCE COMPANY	Oct 2016 Health Premiums	-10,972.05
EFT-0377	10/01/2016	DELTA DENTAL OF WISCONSIN	Oct 2016 Premiums	-392.92
			Total Electronic Payments	-25,030.36
DD1149	09/16/2016	Athorp, Lavonne M	Direct Deposit	-1,289.90
DD1150	09/16/2016	Butner, Bonny	Direct Deposit	-32.83
DD1151	09/16/2016	Doro, Anthony	Direct Deposit	-1,442.48
DD1152	09/16/2016	Glover, Valerie	Direct Deposit	-79.01
DD1153	09/16/2016	Hansen, Martin	Direct Deposit	-1,272.77
DD1154	09/16/2016	Hazlewood, Lucy	Direct Deposit	-876.58
DD1155	09/16/2016	Heberer, Jeffrey	Direct Deposit	-1,031.18
DD1156	09/16/2016	Heiling, Rachel	Direct Deposit	-813.16
DD1157	09/16/2016	Jobs, Kristine	Direct Deposit	-146.31
DD1158	09/16/2016	Krohn, Bobby	Direct Deposit	-498.89
DD1159	09/16/2016	McLean, Cody	Direct Deposit	-1,186.15
DD1160	09/16/2016	Nelson, Ryan	Direct Deposit	-124.93
DD1161	09/16/2016	Pflum, William	Direct Deposit	-1,558.36
DD1162	09/16/2016	Roberts, Thomas	Direct Deposit	-817.18
DD1163	09/16/2016	Stellmacher, Nancy	Direct Deposit	-282.12
DD1164	09/16/2016	Watry, Phillip	Direct Deposit	-1,000.74
DD1165	09/16/2016	Weber, Bobbi Jo	Direct Deposit	-62.34
DD1166	09/16/2016	Zelenko, Valentina	Direct Deposit	-128.71
DD1167	09/30/2016	Athorp, Lavonne M	Direct Deposit	-1,289.89
DD1168	09/30/2016	Butner, Bonny	Direct Deposit	-66.12
DD1169	09/30/2016	Chisnell, Gerald	Direct Deposit	-115.44
DD1170	09/30/2016	DeVries, Jacob	Direct Deposit	-132.73
DD1171	09/30/2016	Doro, Anthony	Direct Deposit	-1,442.49
DD1172	09/30/2016	Glover, Valerie	Direct Deposit	-132.41
DD1173	09/30/2016	Hansen, Martin	Direct Deposit	-1,272.77
DD1174	09/30/2016	Hazlewood, Lucy	Direct Deposit	-925.27
DD1175	09/30/2016	Heberer, Jeffrey	Direct Deposit	-1,031.19
DD1176	09/30/2016	Heiling, Rachel	Direct Deposit	-585.13
DD1177	09/30/2016	Jobs, Kristine	Direct Deposit	-242.46

City of Markesan Voucher List

September 9 through October 3, 2016

DD1178	09/30/2016	Krohn, Bobby	Direct Deposit	-762.74
DD1179	09/30/2016	McLean, Cody	Direct Deposit	-1,176.49
DD1180	09/30/2016	Pflum, William	Direct Deposit	-1,558.37
DD1181	09/30/2016	Roberts, Thomas	Direct Deposit	-817.19
DD1182	09/30/2016	Stellmacher, Nancy	Direct Deposit	-129.06
DD1183	09/30/2016	Watry, Philip	Direct Deposit	-982.30
DD1184	09/30/2016	Weber, Bobbi Jo	Direct Deposit	-247.27
DD1185	09/30/2016	Zelenko, Valentina	Direct Deposit	-92.67
			Total Direct Deposits	-25,445.63
33626	09/16/2016	CENTURYLINK BUSINESS SERVICES	Pre-Pay Long Distance	-3.75
33627	09/16/2016	EMC INSURANCE	2016 4th Qtr Liab/Prop/WC Ins	-9,222.00
33628	09/16/2016	FORD MOTOR CREDIT	3rd of 5 Annual Payments	-6,206.97
33629	09/16/2016	LANDMARK SERVICES COOPERATIVE	Aug 2016 Fuel	-587.55
33630	09/16/2016	SECURIAN FINANCIAL GROUP, INC.	Oct 2016 Life Insurance	-82.57
33631	09/16/2016	SHELL FLEET PLUS	Aug 2016 Fuel	-489.60
33632	09/16/2016	WE ENERGIES	Aug/Sept 2016 Gas Bills	-87.90
33633	09/20/2016	ALLIANT ENERGY/WP&L	Aug/Sept 2016 Electric Bills	-3,705.96
33634	09/20/2016	VERIZON WIRELESS	Aug/Sept 2016 Cell Phone	-128.50
33635	09/23/2016	WISCONSIN DEPT. OF ADMINISTRATION	CDBG Training	-50.00
33636	09/30/2016	PRE-EMPLOYMENT FUND	Sept 2016 Contributions	-115.38
33637	09/30/2016	BALLWEG IMPLEMENT	Fuel Filter / Oil	-270.60
33638	09/30/2016	FARRELL EQUIPMENT & SUPPLY CO.	Screed Board	-83.99
33639	09/30/2016	FASTENAL COMPANY	Grinder	-118.99
33640	09/30/2016	GENERAL ENGINEERING CO., INC.	Building Inspection / Street & Utility Pr	-15,159.93
33641	09/30/2016	GREEN LAKE COUNTY TREASURER	Cold Patch	-468.14
33642	09/30/2016	HARRIS COMPUTER SYSTEMS	Envelopes	-87.20
33643	09/30/2016	KT SERVICE CENTER	Tires	-415.62
33644	09/30/2016	LITTLE GREEN LAKE PROT & REHAB DISTRICT	June - Sept 2016 Sewer Charges	-233.26
33645	09/30/2016	MARCO, INC.	Sept - Dec 2016 Copier Contract	-257.15
33646	09/30/2016	MARKESAN HIGH SCHOOL YEARBOOK	Yearbook Ad	-40.00
33647	09/30/2016	MARTINI MEDIA	JDD 2016	-500.00
33648	09/30/2016	MODERN OVERHEAD DOOR CORP.	Police Garage	-280.00
33649	09/30/2016	PIRANHA PAPER SHREDDING	Paper Shredding Service	-50.00
33650	09/30/2016	SUPERHEAT	Space Heater Install at S&S	-155.00
33651	09/30/2016	WELLS FARGO REMITTANCE CENTER	Google/Amazon/Ink	-424.98
33652	09/30/2016	ZASTROW STEPHANIE	Junior Officer Badge Stickers	-77.25
33653	10/01/2016	MCLEAN CODY	Oct. 2016 Cell Phone Reimb	-15.00
33654	10/01/2016	PFLUM, WILLIAM A.	Oct. 2016 Cell Phone Reimb	-15.00
33655	10/01/2016	ROBERTS, TOM	Oct. 2016 Cell Phone Reimb	-15.00
33656	10/01/2016	WATRY PHILIP	Oct. 2016 Cell Phone Reimb	-15.00
33657	10/03/2016	LEHNER LAW OFFICE	Sept 2016 Legal Services	-1,399.13
			Total Check Payments	-40,761.42
			TOTAL PAYMENTS	-91,237.41

Markesan Utilities

Voucher List

September 9 through October 3, 2016

Num	Date	Name	Memo	Original Amount
11709	09/16/2016	LANDMARK SERVICES COOPERATIVE	Aug 2016 Fuel	-47.16
11710	09/20/2016	ALLIANT ENERGY/WP&L	Aug/Sept 2016 Electric Bills	-3,049.82
11711	09/20/2016	WE ENERGIES	Aug/Sept 2016 Gas Bills	-29.81
11712	09/26/2016	US POSTMASTER	W/S Billing Postage	-235.00
11713	09/30/2016	BLUEMKES INC.	Replace Compressor Cooling Fan	-339.17
11714	09/30/2016	DEPT. OF NATURAL RESOURCES	Heberer/Waterworks Operator Cert.	-45.00
11715	09/30/2016	HD SUPPLY WATERWORKS, LTD	Coupling/Adapter	-74.83
11716	09/30/2016	MARKESAN, CITY OF	July-Sept 2016 Interdept. Services/Sept 2016 PR	-20,077.83
11717	09/30/2016	PUBLIC SERVICE COMMISSION	VOID: PSC Assessment	0.00
11718	09/30/2016	SENSUS USA	Software Support Program	-1,665.98
11719	09/30/2016	U.S. CELLULAR	Sept-Oct 2016 Cell Phone	-46.24
11720	09/30/2016	USA BLUEBOOK	Rubber Repair Kit	-111.58
11721	10/01/2016	HEBERER, JEFFREY	Oct. 2016 Cell Phone Reimb	-15.00
11722	09/30/2016	PUBLIC SERVICE COMMISSION	2016-17 Advanced Assessment	-152.39
11723	09/30/2016	CITY OF MARKESAN	Aug-Sept 2016 Expense Reimb	-16,018.48
			Total Check Payments	-41,908.29
			Total Payments	-41,908.29

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

	Jan - Sep 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	90.03			
Total 4180000 · Interest on Taxes	90.03	0.00	90.03	100.0%
Total 4100000 · Taxes	656,959.29	756,814.00	-99,854.71	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%
4352100 · Police Training	480.00	750.00	-270.00	64.0%
4352300 · Police Grants	86.96			
4363100 · Transportation Aids	49,813.08	66,006.00	-16,192.92	75.5%
4353400 · MSLIP Grants	9,538.34			
4354500 · Recycling Grant	5,945.80	5,980.00	65.80	101.1%
4379100 · EMS (Ambulance) Reimb	0.00	5,000.00	-5,000.00	0.0%
Total 4300000 · Intergovernmental Revenues	139,453.34	504,719.00	-365,265.66	27.6%
4400000 · Licenses & Permits				
4410100 · Alcohol Licenses	2,260.00	2,650.00	-390.00	85.3%
4410200 · Operator's Licenses	1,085.00	1,700.00	-615.00	63.8%
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)	636.37	1,050.00	-413.63	60.6%
4430000 · Building Permits	1,585.00	3,500.00	-1,915.00	45.3%
4440000 · Land Use Permits	0.00	250.00	-250.00	0.0%
Total 4400000 · Licenses & Permits	6,906.37	10,870.00	-3,963.63	63.5%
4500000 · Fines, Forfeits & Penalties				
4510000 · Ordinance Violations	7,282.80	5,000.00	2,282.80	145.7%
4510100 · Parking Violations	260.00	500.00	-240.00	52.0%
Total 4500000 · Fines, Forfeits & Penalties	7,542.80	5,500.00	2,042.80	137.1%
4600000 · Public Charges for Services				
4610000 · Clerk-Treas Fees	307.43	500.00	-192.57	61.5%
4610100 · Publication Fees	451.20	400.00	51.20	112.8%
4621000 · Police Dept Fees	125.00	150.00	-25.00	83.3%
4632200 · Snow Removal Fees	330.00			
4643500 · Recycle Fees	1,790.22	1,400.00	390.22	127.9%
4644000 · Weed Control Charges	830.10	300.00	530.10	276.7%
4654000 · Cemetery Sales	2,000.00	1,500.00	500.00	133.3%
4672000 · Park Shelter Use	1,330.00	1,400.00	-70.00	95.0%
4674300 · Comm Ctr Use	200.00	700.00	-500.00	28.6%
Total 4600000 · Public Charges for Services	7,363.95	6,350.00	1,013.95	116.0%
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	32.45			
4820000 · Rent-Muni Bldg	8,400.00	12,800.00	-4,200.00	66.7%
4820100 · Rent-Land	1,281.25	2,460.00	-1,178.75	52.1%
4820200 · Rent-Cell Tower	7,552.11	10,000.00	-2,447.89	75.5%
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	3,459.87	1,000.00	2,459.87	346.0%
Total 4800000 · Miscellaneous Revenue	31,179.92	36,810.00	-5,630.08	84.7%
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 September 2016

	Jan - Sep 16	Budget	\$ Over Budget	% of Budget
Total 4900000 · Other Financing Sources	0.00	20,190.00	-20,190.00	0.0%
Total Income	850,902.00	1,361,178.00	-510,276.00	62.5%
Gross Profit	850,902.00	1,361,178.00	-510,276.00	62.5%
Expense				
5100000 · General Government				
5100100 · W&S Expense Reimb	16,018.48			
5100114 · Accts Rec - W&S Insurance	-178.87			
5100200 · Library Expense Reimb	182.40			
5110000 · Legislative				
5110111 · Council	0.00	10,250.00	-10,250.00	0.0%
5110211 · Mayor	4,500.00	7,500.00	-3,000.00	60.0%
5111011 · Committees	0.00	600.00	-600.00	0.0%
Total 5110000 · Legislative	4,500.00	18,350.00	-13,850.00	24.5%
5130000 · Legal				
5130021 · City Atty-General	3,896.25	4,000.00	-303.75	92.4%
5130121 · City Atty-Prosecution	3,750.77	3,200.00	550.77	117.2%
5130221 · Legal Fees-Special	75.40			
5131021 · Muni Code Updates	1,856.91	1,000.00	856.91	185.7%
Total 5130000 · Legal	9,379.33	8,200.00	1,179.33	114.4%
5140000 · General Administration				
5141011 · Legislative Support-Wages	4,811.25	9,500.00	-4,688.75	50.6%
5141026 · Legislat. Support-Training/Dues	818.67	1,500.00	-681.33	54.6%
5141032 · Legislative Support-Publication	2,388.71	2,000.00	388.71	118.4%
5142011 · General Admin-Wages	11,458.92	13,000.00	-1,541.08	88.1%
5142021 · General Admin-Outside Services	1,064.90	2,500.00	-1,435.10	42.6%
5142025 · General Admin-Training/Dues	471.00	900.00	-429.00	52.3%
5142031 · General Admin-Office Supplies	2,314.53	1,475.00	839.53	158.9%
5142033 · General Admin-Mileage	32.78	125.00	-92.22	26.2%
5143011 · Elections-Wages	6,299.88	6,000.00	299.88	105.0%
5143032 · Elections-Publication	141.35	350.00	-208.65	40.4%
5143034 · Elections-Supplies	985.85	1,150.00	-164.15	85.7%
5144011 · Licensing & Permits-Wages	1,504.55	2,600.00	-1,095.45	57.9%
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%
Total 5140000 · General Administration	32,471.19	41,500.00	-9,028.81	78.2%
5150000 · Financial Administration				
5150011 · General Accounting-Wages	10,129.49	13,000.00	-2,870.51	77.9%
5150021 · General Accounting-Outside Serv	1,021.90	2,750.00	-1,728.10	37.2%
5150034 · General Accounting-Supplies	9.18	250.00	-240.82	3.7%
5150521 · Independent Audit	4,100.00	4,200.00	-100.00	97.6%
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%
5151113 · Medicare (default)	3,975.46	5,241.00	-1,265.54	75.9%
5151213 · Social Security	15,724.32	22,411.00	-6,686.68	70.2%
5151314 · Health Insurance	72,064.38	97,500.00	-25,435.62	73.9%
5151414 · Life Insurance	243.99	575.00	-331.01	42.4%
5151611 · Paid Time Off (PTO)-Wages	29,656.95	0.00	29,656.95	100.0%
5152012 · Wisconsin Retirement System	19,912.44	26,725.00	-6,812.56	74.5%
5153011 · Purchasing-Wages	838.80	1,600.00	-761.20	52.4%
5155011 · Property Assessment-Wages	280.82	900.00	-619.38	31.2%
5155021 · Prop. Assmnt.-Outside Services	4,611.43	6,700.00	-1,088.57	80.9%
5155032 · Property Assessment-Publication	388.75	150.00	238.75	257.8%
5155111 · Prop Tax Collection-Wages	1,062.08	2,650.00	-1,587.92	40.1%
5155121 · Prop Tax Collection-Outside Ser	345.44	350.00	-4.56	98.7%
5156005 · Prop & Liability Ins	14,381.85	18,315.00	-3,933.15	78.5%
5156100 · Workers Comp - Calculated	35.72			
5156105 · Workers Comp	10,190.32	10,951.00	-760.68	93.1%
5156205 · Employee Bonds	0.00	375.00	-375.00	0.0%
Total 5150000 · Financial Administration	193,346.50	220,393.00	-27,046.50	87.7%
5160000 · Municipal Building				
5160011 · Municipal Building-Wages	5,680.05	12,800.00	-7,119.95	44.4%
5160021 · Municipal Building-Outside Serv	1,623.54	1,900.00	-276.46	85.4%
5160022 · Municipal Building-Utilities	14,510.88	23,000.00	-8,489.12	63.1%
5160023 · Municipal Building-Repairs&Supp	5,428.73	6,300.00	-871.27	86.2%
Total 5160000 · Municipal Building	27,243.20	44,000.00	-16,756.80	61.9%
Total 5100000 · General Government	282,962.23	332,443.00	-49,480.77	85.1%

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

	Jan - Sep 16	Budget	\$ Over Budget	% of Budget
5200000 · Public Safety				
5210000 · Law Enforcement				
5210001 · Police Administration				
5210011 · Police Admin-Wages				
5214011 · Police Relations-Wages	0.00	150.00	-150.00	0.0%
5210011 · Police Admin-Wages - Other	42,793.03	59,360.00	-16,566.97	72.1%
Total 5210011 · Police Admin-Wages	42,793.03	59,510.00	-16,716.97	71.9%
5210019 · Police Admin-Uniforms	1,078.64	1,600.00	-521.36	67.4%
5210021 · Police Admin-Outside Services	4,410.99	5,500.00	-1,089.01	80.2%
5210022 · Police Admin-Utilities	1,824.21	2,750.00	-925.79	66.3%
5210034 · Police Admin-Supplies	1,569.72	790.00	779.72	198.7%
Total 5210001 · Police Administration	51,676.59	70,150.00	-18,473.41	73.7%
5212000 · Police Patrol				
5212011 · Police Patrol-Wages				
5211011 · Police Training-Wages	3,604.21	9,400.00	-5,795.79	38.3%
5213011 · Police Criminal Invest-Wages	190.34	2,900.00	-2,709.66	6.6%
5212011 · Police Patrol-Wages - Other	86,809.38	101,600.00	-14,790.62	85.4%
Total 5212011 · Police Patrol-Wages	90,603.93	113,900.00	-23,296.07	79.5%
5212021 · Police Patrol-Outside Services	764.00	2,000.00	-1,236.00	38.2%
5212022 · Police Patrol-Utilities	476.42	600.00	-123.58	79.4%
5212023 · Police Patrol-Repairs/Supplies	5,343.80	4,300.00	1,043.80	124.3%
5212033 · Police Patrol-Fuel/Miles	4,410.31	7,500.00	-3,089.69	58.8%
Total 5212000 · Police Patrol	101,598.46	128,300.00	-26,701.54	79.2%
5213021 · Police Criminal Inv-Suppl/Serv	1,115.99	2,100.00	-984.01	53.1%
5214025 · Police Training	1,176.78	1,800.00	-623.22	65.4%
Total 5210000 · Law Enforcement	155,567.82	202,350.00	-46,782.18	78.9%
5219000 · School Crossing Guard	5,144.96	9,500.00	-4,355.04	54.2%
5220000 · Fire Protection				
5220021 · 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%
5220034 · Fire Dept-Incident Charges	3,156.00	1,000.00	2,156.00	315.6%
Total 5220000 · Fire Protection	24,406.00	85,000.00	-60,594.00	28.7%
5230021 · Ambulance Service	26,437.50	31,438.00	-5,000.50	84.1%
5240021 · Building Inspection	1,783.41	5,000.00	-3,216.59	35.7%
5290000 · Other Public Safety				
5290011 · Emergency Govt-Wages	126.00	2,000.00	-1,874.00	6.3%
5290022 · Emergency Govt-Utilities	436.79	900.00	-463.21	48.5%
5290023 · Emer Govt-Suppl., Equip & Repair	440.71	3,100.00	-2,659.29	14.2%
Total 5290000 · Other Public Safety	1,003.50	6,000.00	-4,996.50	16.7%
Total 5200000 · Public Safety	214,343.19	339,288.00	-124,944.81	63.2%
5300000 · Public Works				
5310000 · Streets Administration				
5310005 · Streets Admin-CDL Testing	273.01	300.00	-26.99	91.0%
5310011 · Streets Admin-Wages	2,261.82	6,900.00	-4,638.18	32.8%
5310021 · Streets Admin-Outside Services	699.44	2,500.00	-1,800.56	28.0%
5310025 · Streets Admin-Training	0.00	300.00	-300.00	0.0%
Total 5310000 · Streets Administration	3,234.27	10,000.00	-6,765.73	32.3%
5311000 · Public Works Shop				
5311011 · PW Shop-Wages	1,836.29	4,000.00	-2,163.71	45.9%
5311022 · PW Shop-Utilities	2,668.77	4,325.00	-1,656.23	61.7%
5311033 · PW Shop-Fuel	234.47	425.00	-190.53	55.2%
5311034 · PW Shop-Supplies/Tools	2,776.84	3,000.00	-223.16	92.6%
Total 5311000 · Public Works Shop	7,516.37	11,750.00	-4,233.63	64.0%
5312000 · Public Works Mach & Equip				
5312011 · PW Mach & Equip-Wages	12,172.31	18,700.00	-6,527.69	65.1%
5312023 · PW Mach & Equip-Repair/Supplies	11,274.09	13,000.00	-1,725.91	86.7%
5312033 · PW Mach & Equip-Fuel	1,646.20	2,800.00	-1,153.80	58.8%
Total 5312000 · Public Works Mach & Equip	25,092.60	34,500.00	-9,407.40	72.7%
5331000 · Road Maintenance				
5331011 · Road Maintenance-Wages	3,521.14	5,000.00	-1,478.86	70.4%
5331023 · Road Maintenance-Repair/Supply	6,271.37	7,250.00	-978.63	86.5%

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

	Jan - Sep 16	Budget	\$ Over Budget	% of Budget
5331033 · Road Maintenance-Fuel	322.75	750.00	-427.25	43.0%
Total 5331000 · Road Maintenance	10,115.26	13,000.00	-2,884.74	77.8%
5331100 · Curbs & Gutters				
5331111 · Curbs & Gutters-Wages	278.82	250.00	28.82	111.5%
5331123 · Curb & Gutters-Repairs/Supplies	0.00	250.00	-250.00	0.0%
Total 5331100 · Curbs & Gutters	278.82	500.00	-221.18	55.8%
5331200 · Traffic Signs & Markings				
5331211 · Traffic Signs, Markings-Wages	1,175.11	700.00	475.11	167.9%
5331223 · Traffic Sign & Mark-Repair/Supp	960.02	1,300.00	-339.98	73.8%
Total 5331200 · Traffic Signs & Markings	2,135.13	2,000.00	135.13	106.8%
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	19,195.75	29,000.00	-9,804.25	66.2%
5343100 · Sidewalks				
5343111 · Sidewalks-Wages	717.47	250.00	467.47	287.0%
5343123 · Sidewalks-Repairs/Supplies	865.00	250.00	615.00	346.0%
Total 5343100 · Sidewalks	1,582.47	500.00	1,082.47	316.5%
5344000 · Storm Sewers				
5344111 · Storm Sewers-Wages	802.64	1,000.00	-197.36	80.3%
5344123 · Storm Sewers-Repairs/Supplies	6,782.73	750.00	6,032.73	904.4%
Total 5344000 · Storm Sewers	7,585.37	1,750.00	5,835.37	433.4%
5344100 · Street Cleaning	631.03	1,800.00	-1,168.97	35.1%
5345000 · Parking Lots				
5345011 · Parking Lots-Wages	90.60	450.00	-359.40	20.1%
5346023 · 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	3,806.36	8,500.00	-4,693.64	44.8%
5362021 · Sanitation/Trash-Outside Serv.	38,030.64	55,152.00	-17,121.36	69.0%
Total 5362000 · Sanitation/Trash	41,837.00	63,652.00	-21,815.00	65.7%
5363100 · Landfill Monitoring	3,868.65	5,200.00	-1,311.35	74.8%
5363600 · Recycling Center				
5363511 · Recycling Center-Wages	2,977.59	3,600.00	-622.41	82.7%
5363523 · Recycling Center-Markesan	308.93	500.00	-191.07	61.8%
5363533 · Recycling Center-Fuel	117.28	400.00	-282.74	29.3%
5363500 · Recycling Center - Other	7.38			
Total 5363600 · Recycling Center	3,411.14	4,500.00	-1,088.86	75.8%
5363521 · Recycling-Curbside	13,761.42	20,876.00	-7,114.58	65.9%
5363600 · Recycling Center-Mackford	830.95	1,600.00	-769.05	51.9%
5363700 · Recycling Center-Manchester	830.96	1,600.00	-769.04	51.9%
5363800 · Recycling Center-Green Lake	1,345.70	3,000.00	-1,654.30	44.9%
5364000 · Weed Control				
5364011 · Weed Control-Wages	787.99	500.00	287.99	157.6%
5364034 · Weed Control-Supplies	379.25	500.00	-120.75	75.9%
Total 5364000 · Weed Control	1,167.24	1,000.00	167.24	116.7%
Total 5300000 · Public Works	161,114.66	232,228.00	-71,113.34	69.4%
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	5,405.00	6,400.00	-995.00	84.5%

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

	Jan - Sep 16	Budget	\$ Over Budget	% of Budget
6491022 - Cemetery-Utilities	76.81	150.00	-73.19	51.2%
5491033 - Cemetery-Fuel	184.41	400.00	-215.59	46.1%
5491034 - Cemetery-Supplies	83.08	350.00	-266.92	23.7%
Total 5490000 - Cemetery	5,749.30	7,300.00	-1,550.70	78.8%
Total 5400000 - Health & Human Services	7,304.28	9,655.00	-2,350.72	75.7%
5600000 - Culture, Rec & Educ				
5510000 - Library				
5511011 - Library-Wages	961.12	0.00	961.12	100.0%
5511021 - Library-Annual Budget	48,900.00	65,200.00	-16,300.00	75.0%
5511023 - Library-Repairs/Supplies	102.92			
Total 5510000 - Library	49,964.04	65,200.00	-15,235.96	76.6%
5520000 - Parks				
5520011 - Parks-Wages	6,099.82	4,850.00	1,249.82	125.8%
5520022 - Parks-Utilities	1,756.03	2,000.00	-243.97	87.8%
5520023 - Parks-Repairs/Supplies	3,600.97	3,500.00	100.97	102.9%
5520033 - Parks-Fuel	314.20	650.00	-335.80	48.3%
Total 5520000 - Parks	11,771.02	11,000.00	771.02	107.0%
5530000 - Celebrations				
5530011 - Celebrations-Wages	1,419.83	2,300.00	-880.37	61.7%
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	1,537.02	4,000.00	-2,462.98	38.4%
5530100 - Summer Rec Program	0.00	2,000.00	-2,000.00	0.0%
5531000 - Events Comm. (Special Events)	7,029.97	8,000.00	-970.03	87.9%
Total 5500000 - Culture, Rec & Educ	70,302.05	90,200.00	-19,897.95	77.9%
5600000 - Conservation & Development				
5670000 - Advertising & Promotion	800.00	800.00	0.00	100.0%
5671000 - Industrial Park Development	453.30			
5690000 - Zoning & Development	94.80	500.00	-405.20	19.0%
5691000 - Mapping	0.00	1,000.00	-1,000.00	0.0%
Total 5600000 - Conservation & Development	1,348.10	2,300.00	-951.90	58.6%
5900000 - Debt Service				
5911000 - 2009 Bond Issue	194,805.00	194,805.00	0.00	100.0%
5918000 - Safety Equipment-Principal	21,468.43	21,480.00	-11.57	99.9%
5925000 - Safety Equipment-Interest	3,439.34	3,429.00	10.34	100.3%
Total 5900000 - Debt Service	219,712.77	219,714.00	-1.23	100.0%
6000000 - Capital Outlay				
6571400 - Outlay - City Hall	6,811.23	15,000.00	-8,388.77	44.1%
6571900 - 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	75,968.39	70,000.00	5,968.39	108.5%
6573460 - 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	114,079.62	135,300.00	-21,220.38	84.3%
Total Expense	1,071,166.90	1,361,128.00	-289,961.10	78.7%
Net Ordinary Income	-220,264.90	50.00	-220,314.90	-440,529.8%
Net Income	-220,264.90	50.00	-220,314.90	-440,529.8%

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

Date Rec'd	9/2/16
Recp#	21437
Date Appr'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

New/Renewal (1-year) - \$20 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: [Signature]

Date 9/2/2016
See attached

SUBSCRIBED AND SWORN TO BEFORE ME
this 2nd day of September, 2016.
Larson M. Athorp
(Clerk/Notary Public)
My commission expires 8/3/18



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

September 20, 2016

Mr. Anthony Cadotte
36 W. Vista Blvd.
Markesan, WI 5.946

Dear Mr. Cadotte:

This is to inform you that after review of your application for an operator's license in the City of Markesan, the Markesan Common Council voted to deny your application, due to the inaccuracy of your answer to the question regarding pending criminal charges. The background check showed a pending drug charge, which you did not disclose on your application.

If you wish to appeal this decision, please contact my office at 920-398-3031, and request to have the decision reviewed at the next Council meeting on Oct. 11, 2016. You would be required to attend this meeting, and may offer information or explanations regarding the inaccuracy. The Council would review the additional information, and may or may not amend their decision. If you do not appeal this decision at the October 2016 meeting, no operator's license will be issued for the July 2016 through June 2017 licensing year.

Sincerely,

A handwritten signature in cursive script that reads "Lavonne M. Athorp".

Lavonne Athorp
City Clerk-Treasurer

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.

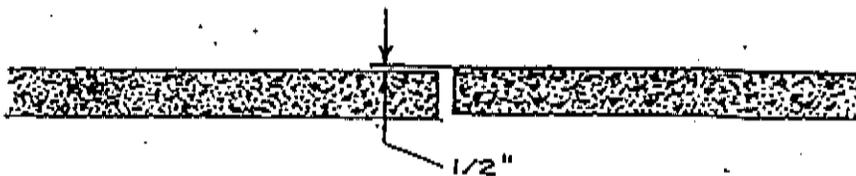
To assist the Public Works representatives in the identification of defects, guidelines have been established for consideration when inspecting sidewalks. The inspection guidelines apply to the City street right-of-way where there are sidewalks. The inspector will identify the hazard and the area needing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



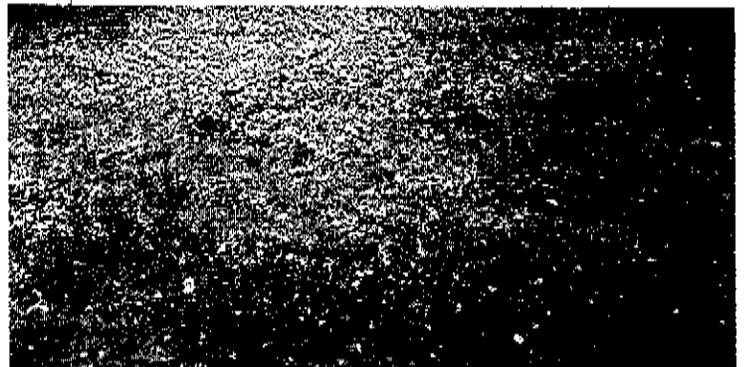
Openings (Holes, Wide Cracks, Concrete Separations)

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.



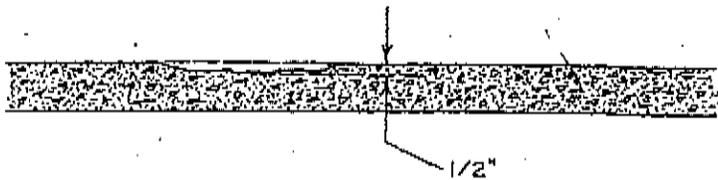
Spalled Concrete

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.



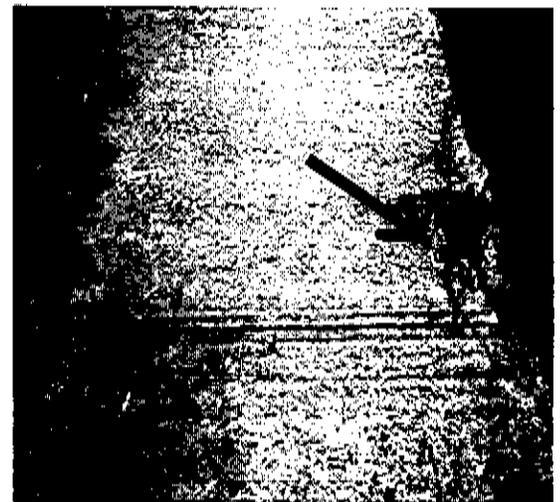
Chipped Concrete

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.



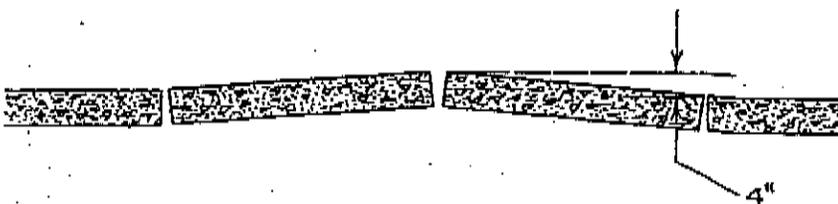
Chunks or Slabs that Move

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



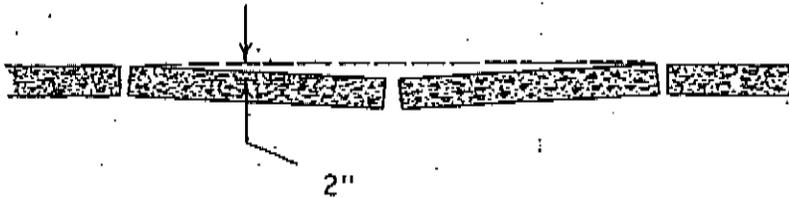
Raised Areas

Raised sidewalks 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
- Maintaining Restoration
- The City will black dirt and seed

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)

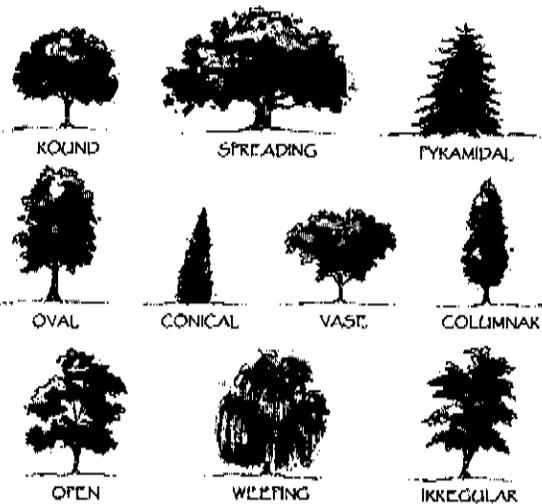
- Property owners must contract for work to be done.
- Failure to complete work by deadline (no extensions will be granted past Sept. 1st) will result in the City completing the repairs, and an invoice being issued. The full amount will be due upon receipt, and if unpaid, will be added to the property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

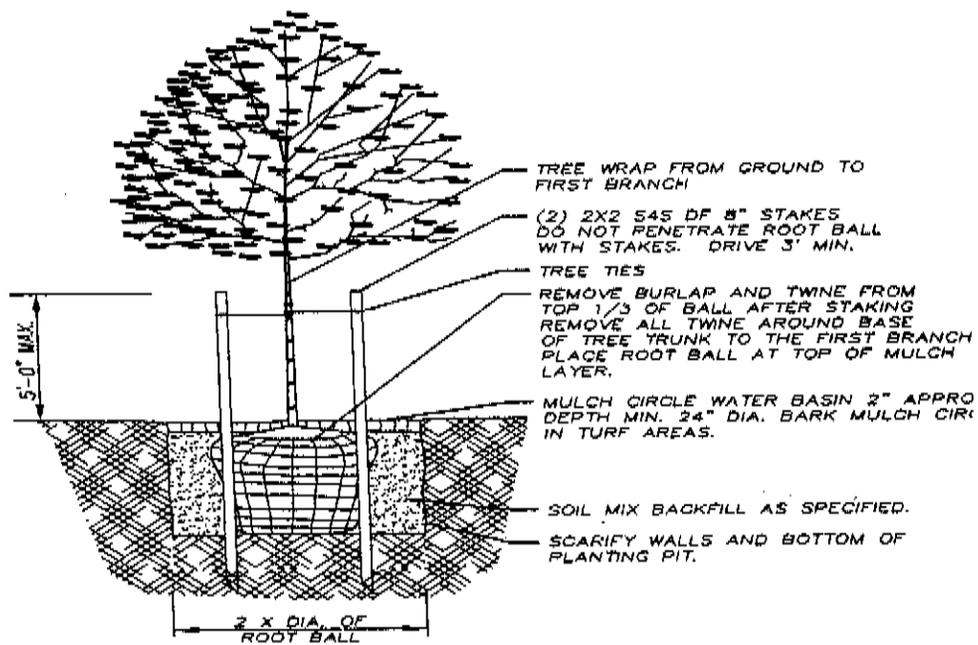
Call Before You Dig. Utility lines may be buried in the desired tree planting area. For your safety and the safety of others, be sure to check for underground utilities.

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



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, South, 2 hours, 24 hours a day, From a point 60 feet east of the South Bridge Street curb to a point 110 feet east of the curb”

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 11th day of October, 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

	Hawkins Ash CPAs		Huberty CPAs & Trusted Advisors	
	2016	2017	2016	2017
City Audit & TIF	\$ 6,500.00	\$ 6,700.00	\$ 7,790.00	\$ 9,065.00
Form C	\$ 500.00	\$ 520.00	\$ 840.00	\$ 870.00
Utilities Audit	\$ 4,500.00	\$ 4,640.00	\$ 6,790.00	\$ 6,965.00
PSC Annual Report	\$ 500.00	\$ 520.00	\$ 1,500.00	\$ 1,600.00
Library Audit	\$ 500.00	\$ 520.00	\$ 1,000.00	\$ 1,100.00
Discount			\$ (1,420.00)	\$ (1,500.00)
Total	\$ 12,500.00	\$ 12,900.00	\$ 16,500.00	\$ 18,100.00
CDBG Grant Assistance		not mentioned		\$1000-2000
W&S Depreciation setup included?		not mentioned		
Consultation included?		Yes, for routine, brief questions		Yes, for routine, brief questions
Fee Schedule for Consultation				
Staff			\$120	
Associate	\$60-150		\$140	
Manager	\$150-200		\$150-175	
Partner/Shareholder	\$285-300		\$270	

	Johnson Block & Co		Schenck		Nenahlo 2015
	2016	2017	2016	2017	
City Audit & TIF Form C	\$ 5,500.00	\$ 5,700.00	\$ 5,550.00	\$ 5,675.00	\$ 5,800.00
Utilities Audit	\$ 975.00	\$ 1,000.00	\$ 600.00	\$ 620.00	\$ 640.00
PSC Annual Report	\$ 4,500.00	\$ 4,650.00	\$ 5,500.00	\$ 5,600.00	\$ 5,700.00
Library Audit	\$ 975.00	\$ 1,000.00	\$ 1,200.00	\$ 1,250.00	\$ 1,300.00
Discount	incl w/City	incl w/City	\$ 600.00	\$ 625.00	n/a
Total	\$ 11,950.00	\$ 12,350.00	\$ 13,450.00	\$ 13,770.00	\$ 14,090.00
CDBG Grant Assistance	not mentioned				
W&S Depreciation setup Included?	Additional fees, \$200-900				
Consultation Included?	Yes, for routine, brief questions requiring less than 30 minutes of time		Yes, for most questions by our auditor Staff time will be charged if over 30 min		
Fee Schedule for Consultation	\$85		\$105		QuickBooks: \$90
Staff	\$100		\$125-140		
Associate	\$140		\$150		
Manager	\$225		\$175		
Partner/Shareholder					n/a

City Audit & TIF

Form C

Utilities Audit

PSC Annual Report

Library Audit

Discount

Total

CDBG Grant Assistance

W&S Depreciation setup Included?

Consultation Included?

Fee Schedule for Consultation

Staff

Associate

Manager

Partner/Shareholder

City of Markesan 2017 Budget Summary

NOTICE is hereby given that, pursuant to Sec. 65.90, Wis. Stats., a **PUBLIC HEARING** on the proposed City of Markesan 2017 Budget is scheduled for 7:00pm on Monday, Nov. 14, 2016, at the Markesan City Hall, 150 S. Bridge Street, Markesan, WI. Following the Public Hearing, the Common Council will consider the adoption of the 2017 Budget & Tax Levy. The budget in detail is available for inspection in the City Clerk-Treasurer's office during regular business hours, Monday-Friday, 8:00 am-4:00 pm. The summary of the proposed 2017 budget follows:

GENERAL FUND			2016 BUDGET	2017 PROPOSED BUDGET	% CHG
REVENUES:					
Property Taxes	2016	2017	756,814	756,414	-0.05%
Tax Levy	639,714	639,714			0.00%
Other Taxes	117,100	116,700			-0.34%
Special Assessments			0	0	
Intergovernmental Revenues			504,719	504,356	-0.07%
Licenses and Permits			10,870	8,890	-18.22%
Fines, Forfeitures & Penalties			5,500	6,800	23.64%
Public Charges for Services			6,350	7,000	10.24%
Intergovernmental Charges			19,925	16,500	-17.19%
Miscellaneous Revenues			36,810	32,662	-11.27%
Other Financing Sources (including Loan/Bond Proceeds)			20,190	1,017,609	4940.16%
TOTAL REVENUES			1,361,178	2,350,231	72.66%
Fund Balance Applied			0	0	#DIV/0!
TOTAL REVENUES AND FUND BALANCE APPLIED			1,361,178	2,350,231	72.66%
EXPENDITURES:					
General Government			332,443	352,921	6.16%
Public Safety			339,338	345,764	1.89%
Public Works			232,228	230,341	-0.81%
Health & Human Services			9,655	8,100	-16.11%
Culture, Recreation & Education			90,200	89,200	-1.11%
Conservation & Development			2,300	2,000	-13.04%
Capital Outlay			135,300	1,103,300	715.45%
Debt Service			219,714	218,605	-0.50%
Other Financing Uses			0	0	
TOTAL EXPENDITURES			1,361,178	2,350,231	72.66%

All Governmental and Proprietary Funds Summary	Anticipated Balance 1/1/2014	Anticipated Increases	Anticipated Decreases	Anticipated Balance 12/31/2014	2013 Property Tax Contribution
Governmental Funds					
General Fund				-	
Capital Project Funds				-	
TOTAL GOVERNMENTAL FUNDS	-	-	-	-	-
Proprietary/Enterprise Funds					
Water/Wastewater Utility				-	0
TOTAL ALL FUNDS	-	-	-	-	

Rachel Heiling, Deputy Clerk-Treasurer

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

Date Rec'd 10/10/16
Recpt# 21478
Date Apprv'd _____
Lic# _____

PLEASE PRINT CLEARLY

NAME (First - Middle - Last) Amanda Joan Drager Circle: Male / Female

OTHER NAMES (maiden or nicknames; if none, so state) _____ BIRTHDATE _____

DRIVERS LICENSE # _____ PHONE (best # to reach you) _____

ADDRESS 100 West St Fairwater WI 53931
Street Apt. No. City State Zip

X New/Renewal (1-year) - ~~\$100~~ \$20 _____ Provisional - \$15

List the name of the alcohol beverage premises that will employ you: Gordy's Pub + Grub

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 Fairwater
2. As required by Wisconsin Statutes, Section 125.17(6), have you completed the alcohol beverage server course? YES X NO _____ If yes, where? online
(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 X 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 X 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 X NO _____
6. Have you ever been convicted of a felony? YES _____ NO X
7. Do you have any criminal charges presently pending against you? YES _____ NO X

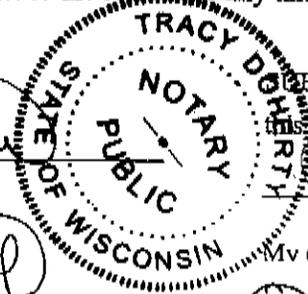
****If you answered 'Yes' to any of the questions 4-7, please explain (use back or additional sheets).**

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:

Amanda Joan Drager
Date 9/21/16



SUBSCRIBED AND SWORN TO BEFORE ME
this _____ day of September, 2016
Tracy Doherty
(Clerk/Notary Public)
Mv commission expires 2-18

WP

O.K

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

Date Rec'd 9/19/16
Recp# 21450
Date Apprv'd _____
Lic# _____

PLEASE PRINT CLEARLY

NAME (First - Middle - Last) Jennifer Lynne Jahnske Circle: Male / Female

OTHER NAMES (maiden or nicknames; if none, so state) _____ BIRTHDATE _____

DRIVERS LICENSE # _____ PHONE (best # to reach you, _____

ADDRESS N2313 Tichora Rd Markesan WI 53946
Street Apt. No. City State Zip

New/Renewal (1-year) - \$~~10~~20 Provisional - \$15 Goody's Bar & Grill LLC

List the name of the alcohol beverage premises that will employ you: Goody's Bar & Grill LLC

ANSWER THE FOLLOWING QUESTIONS FULLY AND COMPLETELY:

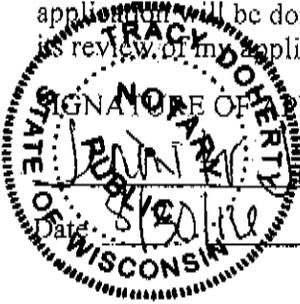
All questions on this application must be answered completely and accurately before it can be processed. Failure to do so could result in a delay or rejection of the application.

- 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 Markesan
- As required by Wisconsin Statutes, Section 125.17(6), have you completed the alcohol beverage server course? YES NO _____ If yes, where? Manville High School
(If this is a new application, proof of completion must be submitted with the application)
- Do you understand your responsibilities as an alcohol beverage license holder? YES NO _____
- 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
- 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
- Have you ever been convicted of a felony? YES _____ NO
- 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: Jennifer Jahnske
STATE OF WISCONSIN


SUBSCRIBED AND SWORN TO BEFORE ME
this 30th day of August, 2016
Tracy Dondel
(Clerk/Notary Public)
My commission expires 2/28/2018

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

Date Rec'd 10/10/16
Recp# 21478
Date Apprv'd _____
Lic# _____

PLEASE PRINT CLEARLY

NAME (First - Middle - Last) Jennifer Lynn Schmuhl Circle: Male / Female
OTHER NAMES (maiden or nicknames; if none, so state) Mond ^{Wishard} _{married} BIRTHDATE _____
DRIVERS LICENSE # _____ PHONE (best # to reach you) _____
ADDRESS W54742 City Rd E Brandon WI 53919
Street Apt. No. City State Zip

New/Renewal (1-year) - \$18.20 Provisional - \$15

List the name of the alcohol beverage premises that will employ you: _____

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.

- 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 Fairwater
- As required by Wisconsin Statutes, Section 125.17(6), have you completed the alcohol beverage server course? YES NO _____ If yes, where? _____
(If this is a new application, proof of completion must be submitted with the application)
- Do you understand your responsibilities as an alcohol beverage license holder? YES NO _____
- 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
- 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
- Have you ever been convicted of a felony? YES _____ NO
- 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).**

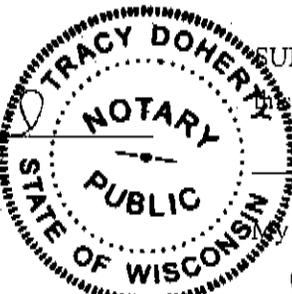
CERTIFICATION AND INFORMATION RELEASE

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SIGNATURE OF APPLICANT:

Jennifer L. Schmuhl
Date 9/16/16

WJF



SUBSCRIBED AND SWORN TO BEFORE ME

16 day of September, 2016
Tracy Doherty
(Clerk/Notary Public)

commission expires 2/18

O.K

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

Date Rec'd 10/10/16
Recp# 21479
Date Apprv'd _____
Lic# _____

PLEASE PRINT CLEARLY

NAME (First - Middle - Last) JANESSA EDITH WELLHOUSE Circle: Male / (Female)
OTHER NAMES (maiden or nicknames; if none, so state) _____ BIRTHDATE _____
DRIVERS LICENSE # _____ PHONE (best # to reach you) _____
ADDRESS 100 Elm Street Fairwater WI 53913
Street Apt. No. City State Zip

New/Renewal (1-year) - \$~~10~~120 Provisional - \$15

List the name of the alcohol beverage premises that will employ you: _____

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 Brandon, Fairwater
2. As required by Wisconsin Statutes, Section 125.17(6), have you completed the alcohol beverage server course? YES NO _____ If yes, where? online
(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:

JANESSA E WELLHOUSE
Date 9/21/16

WJ

SUBSCRIBED AND SWORN TO BEFORE ME
this 21st day of September, 2016
Tracy Doherty
Notary Public
Commission expires 2-18
O.K.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 10/20 2016 ending 6/30 2017

TO THE GOVERNING BODY of the: Town of Village of City of Markesan

County of Green Lake Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): _____

Applicant's WI Seller's Permit No.:		FEIN Number:	
LICENSE REQUESTED			
TYPE	FEE		
<input type="checkbox"/> Class A beer	\$		
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00 + 75</u>		
<input type="checkbox"/> Class C wine	\$		
<input type="checkbox"/> Class A liquor	\$		
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A		
<input checked="" type="checkbox"/> Class B liquor	\$ <u>400.00 + 300</u>		
<input type="checkbox"/> Reserve Class B liquor	\$		
<input type="checkbox"/> Class B (wine only) winery	\$		
Publication fee	\$ <u>56.40 + 10.00 + 2145</u>		
TOTAL FEE	\$		

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

President/Member Terry Schorschmidt Title President Name Terry Schorschmidt Home Address 371 S Margard Post Office & Zip Code Markesan 53946
 Vice President/Member _____
 Secretary/Member _____
 Treasurer/Member _____
 Agent Terry Schorschmidt
 Directors/Managers _____

3. Trade Name Geordy's Pub & Grill LLC Business Phone Number _____
 4. Address of Premises 58 E John St Post Office & Zip Code Markesan, WI

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

10. Legal description (omit if street address is given above): First Floor Basement & Back Patio

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? Up The Street
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME
 this 19th day of Sept, 2016
Catherine Jackowski
 (Clerk/Notary Public)
 My commission expires 12/3/2017

Terry Schorschmidt
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>9/19/16</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk <u>Shelley</u>
Date license granted	Date license issued	License number issued	