



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

PUBLIC PROPERTY & HEALTH COMMITTEE OF THE WHOLE Markesan City Hall

September 27, 2018

7:00 pm

AGENDA

Call to Order

Roll Call

Citizen's Comments

New Business

- Discussion and Action on Kiwanis Park Responsibilities and Duties
- Discussion and Action on Blue-Green Algae at Soldiers and Sailors Park and Beach Area
- Discussion and Action on Outstanding and Current Lawn Bill – Markesan Lions
- Discussion and Action on Lion's Soldiers and Sailors Park Responsibilities and Duties

Adjournment

A quorum of the Markesan Common Council may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility. Under Wisconsin Open Meeting Law, this may constitute a meeting of the Common Council pursuant to the Badtke Decision, however, the Council will not take action at this meeting.

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

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

Dated September 25, 2018
Elizabeth Amend, Clerk-Treasurer

Little Green Lake Protection and Rehabilitation District (LGLPRD)

City of Markesan

September 6, 2018

Topic: Swimming Beach at Soldiers and Sailors Park

Background:

- Blue-green algae has been a major issue for many Wisconsin lakes this year. Little Green Lake has had a serious blue-green algae bloom since late July and it is still present today. It presents health issues to human and pets.
- Blue-green algae is not a new issue/threat. The summer of 2017 was the only time in many years that Little Green Lake didn't have some amount of blue-green algae bloom.
- The Green Lake County Health Department was notified of a possible blue-green algae bloom on July 31st. They came to the swimming beach to take photos and posted warning signs. The WDNR confirmed the presence of blue-green algae from the photos sent to them. Kathy Munsey (GLC Health Officer) and I officially closed the beach on August 1st.
- The beach was reopened on August 4th due to improved conditions.
- The blue-green algae got significantly worse after a few days and the beach was closed again on August 9th. The beach is still closed as of today.
- Heavy rains in late August washed out part of the beach. The swimming area floating markers also came loose and are floating on one side of the beach area. Someone from the city leveled out the sand beach area after a few days. Unfortunately, heavy rains last weekend has washed out part of the sand area again.

Discussion Topics:

1. The City of Markesan roles and responsibilities related to the closure and opening of the swimming beach need to be defined. Options include:
 - a. Informed – LGLPRD notifies the appropriate city employee when the beach is closed and opened.
 - b. Consulted – The appropriate city employee is involved during any blue-green algae blooms and is the point of contact for discussing any issues or needed support.
 - c. Decision Maker – The appropriate city employee partners with the LGLPRD and the GLC Health Department to jointly make informed decisions regarding the closure and reopening of the beach. As well as being the point of contact for needed support.
2. The WDNR has recommended that a permanent signage structure be placed near the swimming beach that will serve as an information tool for beach users. The LGLPRD and WDNR will coordinate the content to be displayed in the signage unit. A Little Green Lake property owner has already volunteered to build the signage unit. We need authorization from the City of Markesan to proceed.
3. The sand beach area needs to be fixed again. The shoreline at the beach needs to be cleaned up. Additional sand may be needed in the beach area. Who is the city contact for this work?

Harlan Barkley

Chairman, LGLPRD

chairman@littlegreenlake.com

(815) 218-0034



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May 15, 2018

Markesan Lions
Attn: Dave Brinkman
210 W Manchester St.
Markesan, WI 53946

Dear Lions:

The City of Markesan has performed an audit on their bookkeeping for the lawn mowing of Soldiers & Sailors Park for the past three years. According to our records, we do not see any record of billing the Lions for their half of the mowing, or record of the Lion's paying the City for their half of the lawn mowing expense.

We apologize for the miscommunication, but with the turnover of the Clerk-Treasurer back in 2016, our office was not aware of the procedure to bill the Lions.

In previous years, the Markesan Lion's paid the mowing contractor directly for their share.

Our records indicate that the City of Markesan has paid all of the lawn mowing expenses for 2016 and 2017. Please see the enclosed invoice for the last two years of lawn mowing.

Please pay within 30 days. If your records show that these have been paid, please supply the City with a copy of those records.

Thanks for your cooperation and understanding,

Sincerely,

Elizabeth A. Amend
City Clerk-Treasurer



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May 15, 2018

Markesan Lions
Attn: Dave Brinkman
210 W Manchester St.
Markesan, WI 53946

RE: 2016 and 2017 Soldiers & Sailors Lawn Mowing Invoice

Dear Lions:

Below please find a listing of the costs incurred for mowing Soldiers & Sailors Park for 2016 and 2017. Please contact our office with any questions.

Lawn mowing in 2016:	\$2,300.00
Lawn mowing in 2017:	\$2,250.00
City Paid Total in 2016 and 2017:	- \$4,550.00
LION SHARE (50%) TO BE PAID TO CITY:	\$2,275.00

Please remit payment to the City of Markesan within 30 days.

Sincerely,

Elizabeth Amend
City Clerk-Treasurer

City of Markesan
Vendor QuickReport
 January through December 2017

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
BUCHANAN CLARK								
Bill	06/19/2017	061917	S&S Lawn Mo...	2110000 · Vouchers P...		5520023 · Parks...		1,125.00
Bill Pmt -Check	06/28/2017	34105	S&S Lawn Mo...	1110100 · General Ch...	X	2110000 · Vouc...		1,125.00
Bill	08/02/2017	080220...	S&S Lawn Mo...	2110000 · Vouchers P...		5520023 · Parks...		562.50
Bill Pmt -Check	08/22/2017	34183	S&S Lawn Mo...	1110100 · General Ch...	X	2110000 · Vouc...		562.50
Bill	09/25/2017	092520...	S&S Lawn Mo...	2110000 · Vouchers P...		5520023 · Parks...		562.50
Bill Pmt -Check	10/02/2017	34253	S&S Lawn Mo...	1110100 · General Ch...	X	2110000 · Vouc...		562.50

City of Markesan
Vendor QuickReport
January through December 2018

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
BUCHANAN CLARK								
Bill	06/02/2018	060220...	S&S Lawn Mo...	2110000 · Vouchers P...		5520023 · Parks...		562.50
Bill Pmt -Check	06/07/2018	34708	S&S Lawn Mo...	1110100 · General Ch...	X	2110000 · Vouc...		562.50 ←
Bill	07/05/2018	070520...	S&S Lawn Mo...	2110000 · Vouchers P...		5520023 · Parks...		562.50
Bill Pmt -Check	07/24/2018	34758	S&S Lawn Mo...	1110100 · General Ch...	X	2110000 · Vouc...		562.50 ←
Bill	08/01/2018	080120...	S&S Lawn Mo...	2110000 · Vouchers P...		5520023 · Parks...		562.50
Bill Pmt -Check	08/06/2018	34781	S&S Lawn Mo...	1110100 · General Ch...	X	2110000 · Vouc...		562.50 ←



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September 7, 2018

Markesan Lion's Board of Directors
PO Box 138
Markesan, WI 53946

Dear Lion's Board of Directors:

The City of Markesan's Public Property and Finance committee's met, and have asked me to reach out to the Lion's Club to find out the status of payment for the outstanding 2016 and 2017 lawn mowing bills for Soldiers and Sailors Park.

Please advise the City Clerk in writing the intent for payment by September 25, 2018.

Enclosed is the original letter and invoice that was sent to your organization in May 2018.

Thanks for your cooperation and understanding,

Sincerely,

Elizabeth A. Amend
City Clerk-Treasurer

RECEIVED SEP 13 2018

TO: The City of Markesan

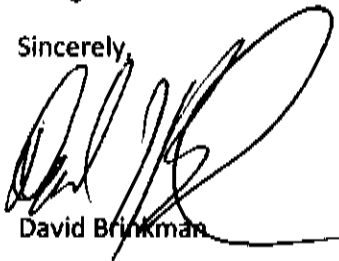
Sept 12, 2018

FROM: Markesan Lions

Reference the letter from the City of Markesan to the Markesan Lions Club dated Sept 7, 2018.

The question you are asking was already answered on August 2nd, 2018. We, the Markesan Lions disagree. We have our regularly scheduled meeting next week, so I will give the City an update if there are any changes needed. Thank you for your cooperation and understanding. We look forward to having another discussion with the Public Property Committee and hopefully be able to brief them on our views and get this issue sorted out.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Brinkman', written over a horizontal line.

David Brinkman

President, Markesan Lions

Chairperson, Soldiers and Sailors Park

RE: Public Property and Health Committee of the Whole Meeting
September 27, 2018

Dear Council and Lion's members,

There is no disputing the Lion's members have been instrumental in the development and maintenance of Soldiers and Sailors Park, building on what the local Boy Scout Troop started many years ago. I for one am very appreciative to the Lions and Kiwanis for helping maintain and improve the parks. I am unable to attend the meeting, so included is information that I gathered concerning the lawn mowing and a breakdown of the duties for the Lion's park.

For the record, although the Lions originally started with the responsibility of bidding, hiring and billing for lawn mowing for the park, the process changed when the City and the Lions went through personnel changes in key positions. I hope at the meeting, the City and the Lions can both move past any actual or perceived wrongs of the past and on to moving the park forward.

Sincerely,

Rich Slate,
Mayor of Markesan

Mowing Information

1960's-1988	Jerome Jahnke's dad	\$800	Paid by Lions/reimbursed ½ by City
1989-1993	Jerome Jahnke's dad	\$1,600	Paid by Lions/reimbursed ½ by City
1994-2004	Wally (Lion's member)	\$1,600	Paid by Lions/reimbursed ½ by City
2005-2007	Tim Bier	\$1,700	Paid ½ by Lions and paid ½ by City, each paid contractor directly
2008	Jeff Laper	\$1,700	Paid ½ by Lions and paid ½ by City, each paid contractor directly
2009	Jeff Laper	\$1,750	Paid ½ by Lions and paid ½ by City, each paid contractor directly
2010	Jeff Laper	\$2,000	Paid ½ by Lions and paid ½ by City, each paid contractor directly
2011-2015	Jeff Laper	\$3,000	Paid ½ by Lions and paid ½ by City, each paid contractor directly
May 2015	City discussed lawn mowing and requested a bid for information only (Exhibit 1)		
May 2015	City wrote Lions asking them to reexamine the lawn mowing costs based on bid (Exhibit 2)		
February 2016	City bid out mowing for park (Exhibit 3)		
March 2016	City accepted bid from R&R Mowing (Exhibit 4 and 5)		
March 8, 2016	City notified Lions via letter of the cost and contractor for new lawn mowing bid (Exhibit 6)		
2016	R&R Enterprises	\$2,300	The City received a bill from contractor and paid contractor directly
2017-2018	Clark Buchanan	\$2,250	The City received a bill from contractor and paid contractor directly
May 2018	City realized Lions were not billed directly by contractor and City paid 100%; sent request to Lions (Exhibit 7 and 8)		
September 2018	City received reply letter from Lion's questioning the billing (Exhibit 9)		

* Billing information provided by City Clerk and verified by those who received payments

Exhibit 1

Public Property & Health Committee
Markesan City Hall

May 7, 2015
7:30 p.m.

Call to order at 7:30 p.m.

Roll call was by sign - in.

Citizen comments - none.

Public Works Report - Martin received a lower bid for lawn mowing at Solder's & Sailor's Park. Motion by Ald. Henke 2nd by Ald. Abendroth to send letter to Lion's asking them to review their current service provider's costs. Motion passed. Martin sent out request for waste & recycling proposal to Waste Management and Advanced Disposal to be received back by 5-29-2015. The council door lock was replaced and some re-keying of some offices at city hall.

Old Business - After lengthy discussion regarding cost sharing with the library It was determined that we research state statues to determine which entity is responsible. The shared post office box with the building renters, Marie Dulas had just reordered business cards and letterhead stationary which would last her 2 years. Lavonne will contact her with the committee's decision to allow her 18 month's with a 6 month grace.

New Business - The chamber of commerce requested use of the lower level of City hall for a craft fair. Motion by Ald. Thiem & 2nd by Ald Henke to allow use if all exits remain accessible and the stairs and hallways are kept clear. Motion passed. Motion by Ald. Henke 2nd by Ald. Thiem to approve the revised Reservation form for use of city facilities. Motion passed.

Motion by Ald. Thiem & 2nd by Ald. Henke to adjourn at 8:30 pm. Motion passed.

Respectfully submitted
Ald. Abendroth

Exhibit 2

May 11, 2015

Markesan Lions Club
Tom Simons, President

Dear Mr. Simons:

Due to rising maintenance costs in various areas, the City recently requested quotes for lawn mowing services. In regards to lawn mowing at Soldier's & Sailor's Park, we received a bid for the 2015 season of \$2000. This included mowing throughout the season, and leaf pickup at the end of the season.

Following a review of the bids, the Public Property Committee would ask that you reexamine the costs of the current provider of mowing services at the Park. You may continue to contract with whomever you prefer for mowing services, however, the City is only willing to pay half of the \$2000 bid we received toward those services.

Please contact Martin Hansen at 398-3290 if you would like more information about the bid we received, or if you have any questions.

Sincerely,

Lavonne Athorp
City Clerk-Treasurer

Public Property & Health Committee
Markesan City Hall

February 4, 2016

Call to order at 6:32 pm at city hall.

Roll call was by sign-in.

Citizen's comments: None

Public Works report; Martin reported the police department carpet was in need of replacement. After discussion motion by Ald. Henke & 2nd by Ald. Thiem to have Martin obtain bids for the project. Motion passed.

Old Business; Lawn Mowing at Solders & Sailors Park. Motion by Ald Henke & 2nd by Ald Abendroth to have Martin get bids for mowing the park. Motion passed.

New Business; Motion by Ald.Thiem & 2nd by Ald. Henke to take no action on the request for lease buyout for the SBA cell tower and send to council. Motion passed.

Police department security cameras are needed in the 2 evidence rooms at a cost of \$861.00. Motion by Ald. Thiem & 2nd by Ald. Henke to purchase the cameras & send to council. Motion passed.

Motion by Ald. Henke & 2nd by Ald. Abendroth to adjourn at 6:50 pm. Motion passed.

Respectfully submitted;
Ald. Abendroth

Exhibit 4

Public Property & Health Committee
Markesan City Hall

March 1, 2016

Call to order at 7:00 pm by Ald Abendroth.

Roll was by sign-in.

Citizen's comments; Dave Brinkman spoke about putting marked snowmobile trail thru Soldiers & Sailors Park. This will be put on next month agenda. The snowmobile club will be contacted to provide a representative.

Old Business:

Martin sent out bids for lawn mowing at Soldiers & Sailors Park. Motion by Ald. Thiem & 2nd by Mayor Slate to accept bid of \$2300.00 from R&R Mowing for mowing and fall leaf pick-up. Motion passed.

Martin received 2 bids for carpet replacement for the Police Dept. Motion by Mayor Slate & 2nd by Ald Thiem to accept low bid from McCartney Carpet of \$6676.00. Motion passed.

New Business;

Best Way Driving Academy requested use of the Community Room from Sept. 26 thru Oct. 19, 2016. Motion by Ald. Thiem & 2nd by Mayor Slate to offer discounted rate. Motion failed. After discussion, send to Finance for review.

Motion by Mayor Slate & 2nd by Ald. Zastrow to advertise office space availability in City Hall. Motion passed.

Motion by Mayor Slate & 2nd by Ald. Thiem to adjourn at 7:25 pm. Motion passed.

Respectfully submitted;
Ald. Abendroth

CITY OF MARKESAN COMMON COUNCIL

MARCH 7, 2016

MINUTES

1. Preliminaries

- 1.1 Meeting was called to order by Mayor Rich Slate at 7:10pm.
- 1.2 Present were Ald. Abendroth, Mayor Slate, Ald. Thiem, Ald. Triemstra, Ald. Zastrow and Clerk-Treasurer Athorp. Ald. Henke and Ald. Bieszki were absent. Also present were Scott Mundro, Will Pflum and one additional resident.
- 1.3 No citizen's comments.

2. Approval & Review of Minutes, Reports & Correspondence

- 2.1 After review, motion Abendroth/Thiem to approve the Feb. 9, 2016, Common Council minutes as presented; carried 4-0.
- 2.2 - 2.6 After review of all items, motion Triemstra/Zastrow to approve the February Police Report & March Schedule, Finance, Personnel & Safety Committee minutes of Mar. 3, 2016; Public Property & Health minutes of Mar. 1, 2016; and Streets, Building & Utilities minutes of Mar. 1, 2016, as presented; and to accept the Markesan Library Board minutes of Jan. 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 Triemstra/Thiem to approve the following vouchers as presented: City Checks #33271-33318, electronic payments #W217-W239, and direct deposits #255-256 in the amount of \$700,484.98, and Utility Checks #11595-11608 in the amount of \$32,811.59; carried 4-0 on a roll call vote.
- 3.2 After review, by consensus the February 2016 Treasurer's Report was filed for audit.

4. Old Business.

- 4.1 Following discussion, motion Abendroth/Triemstra to approve updated Police Department operating procedure policies; carried 4-0 on a roll call vote.

5. New Business.

- 5.1 Following discussion, motion Abendroth/Zastrow to approve the bid of \$6,676 for carpet replacement in the Police Department from McCartney Carpet; carried 4-0 on a roll call vote.
- 5.2 Following discussion, motion Abendroth/Thiem to approve the bid of \$2,300 from R&R Enterprises for lawn mowing and leaf pickup at Soldier's & Sailor's Park for the 2016 season, with half the cost paid by the Lions Club; carried 3-0, with Triemstra abstaining.
- 5.3 Following discussion, motion Thiem/Zastrow to approve \$4,135.45 payment to Packer City International for wing truck axel repair; carried 4-0 on a roll call vote.
- 5.4 Following discussion, motion Thiemstra/Abendroth to waive the reading and approve Res. 02-2016: CDBG Citizen Participation Plan, for the 2017 Street/Utility project; carried 4-0.
- 5.5 Following discussion, motion Triemstra/Abendroth to approve \$2,000 payment to March's Pumping for sludge hauling; carried 4-0 on a roll call vote.
- 5.6 Following discussion, motion Abendroth/Zastrow to approve engineering for the Water/Wastewater facilities plan, not to exceed \$5,000; carried 4-0 on a roll call vote.
- 5.7 Following discussion, motion Zastrow/Abendroth to approve the Child Safety Zone Appeal Application; carried 4-0.

- 5.8 Following discussion, motion Abendroth/Triemstra to approve the Police Department's IT Support Specialist Job Description; carried 4-0. Motion Abendroth/Zastrow to approve a conditional offer of part-time employment as the Police Department IT Support Specialist for Jerry Chisnell at a wage of \$50/hour, up to 5 hours per month; carried 4-0 on a roll call vote.
- 5.9 Upon review and confirmation of appropriate background check, motion Zastrow/Triemstra to grant an operator's license to Richard Lainberger for the period ending June 30, 2016; carried 4-0.

6. **Schedule Future Committee Meetings and Agenda Items.** The following meetings were scheduled: Public Property & Health – Apr. 4, 2016, 7:00pm; Streets, Building & Utilities – Apr. 4, 2016, immediately following Public Property; Finance, Personnel & Safety Committee, Apr. 7, 2016, at 7:00pm. The Council requested the following items be placed on a future agenda: Fire truck purchase on the next Finance agenda.

7. **Adjournment.** Motion Triemstra/Zastrow to adjourn; carried 4-0. The meeting adjourned at 7:24pm.

Respectfully submitted,

Lavonne Athorp, City Clerk-Treasurer

Exhibit 6

March 8, 2016

Markesan Lions Club
Attn: Tom Symons
PO Box 138
Markesan, WI 53946

Dear Mr. Symons:

The City of Markesan has accepted a bid of \$2,300.00 from R&R Enterprises, for the mowing and fall leaf pick-up at Soldiers & Sailors Park. The City understands that the Lions Club will continue to cover half of the total cost, which comes to \$1,150.00.

Please contact our office at 920-398-3031, with any questions you may have regarding this matter.

Sincerely,

Rachel Heiling
Deputy Clerk-Treasurer



Exhibit 7

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May 15, 2018

Markesan Lions
Attn: Dave Brinkman
210 W Manchester St.
Markesan, WI 53946

Dear Lions:

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We apologize for the miscommunication, but with the turnover of the Clerk-Treasurer back in 2016, our office was not aware of the procedure to bill the Lions.

In previous years, the Markesan Lion's paid the mowing contractor directly for their share.

Our records indicate that the City of Markesan has paid all of the lawn mowing expenses for 2016 and 2017. Please see the enclosed invoice for the last two years of lawn mowing.

Please pay within 30 days. If your records show that these have been paid, please supply the City with a copy of those records.

Thanks for your cooperation and understanding,

Sincerely,

Elizabeth A. Amend
City Clerk-Treasurer



Exhibit 8

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May 15, 2018

Markesan Lions
Attn: Dave Brinkman
210 W Manchester St.
Markesan, WI 53946

RE: 2016 and 2017 Soldiers & Sailors Lawn Mowing Invoice

Dear Lions:

Below please find a listing of the costs incurred for mowing Soldiers & Sailors Park for 2016 and 2017. Please contact our office with any questions.

Lawn mowing in 2016:	\$2,300.00
Lawn mowing in 2017:	\$2,250.00
City Paid Total in 2016 and 2017:	- \$4,550.00

LION SHARE (50%) TO BE PAID TO CITY: \$2,275.00

Please remit payment to the City of Markesan within 30 days.

Sincerely,

Elizabeth Amend
City Clerk-Treasurer

Exhibit 9

RECEIVED SEP 13 2018

TO: The City of Markesan

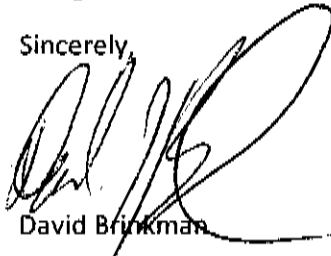
Sept 12, 2018

FROM: Markesan Lions

Reference the letter from the City of Markesan to the Markesan Lions Club dated Sept 7, 2018.

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Sincerely,

A handwritten signature in black ink, appearing to read 'David Brinkman', written over a horizontal line.

David Brinkman

President, Markesan Lions

Chairperson, Soldiers and Sailors Park

Minutes from Public Property, Health and Industrial Park Committee Meeting

Meeting called to order on December 6, 2007, at 6:04 p.m. in the Council Chambers. Roll call by sign-in. Motion by Ald. TerBeest/Ald. Lager to approve the agenda moving Park Concerns after Citizen's Comments. Motion carried.

Citizen's Comments: No comments.

Park Concerns: A number of Lion's Club members attended the meeting to discuss responsibilities for the Park regarding upgrades and maintenance. Discussion was held about the existing responsibilities and who handles them. A list follows:

- Cutting the grass (now shared with the city 50/50)
- Maintain restroom facilities (Lions)
- Policed the Park (Lions)
- Emptied the garbage cans, put in liners (Lions)
- Checked after park rentals (Lions)
- Utility costs (City)
- Scout Cabin appliances (Lions finds replacements as needed)
- Maintenance on picnic tables, put away in fall (Lions)
- Brush pickup (Lions)
- Beach sand, float buoys, flag on flagpole (Lions)
- Tree and Branch Trimming (City)
- Liability (City)
- Maintenance on posts (Lions)
- Power wash big building in the spring (as needed) (Lions)
- Kitchen (Lions)
- Water System (City)
- Electrical work (typically shared depending on situation, city materials, Lions do work)
- Plumbing for hookup to Scout cabin (City)
- Blacktopping (City)
- Playground equipment (City has done some maintenance using extra equipment)
- Winterize bathrooms and water system (City)
- Change the well pump (City)

Some items the Lions are concerned with are: Blacktop under canopy, building posts, border posts, and tables in cabin (replace existing picnic tables), roll up doors, kitchen floor, and some picnic tables in the park do need to be replaced. Also, there are some posts that are rotting at the ground level, especially around the kitchen and bar level. Also, rollup fiberglass doors are deteriorated and need to be replaced.

The Lions would like the city to look at the blacktop under the canopy. It may be a safety issue with uneven pavement. Perhaps grants might be available to the city, particularly with the DNR to provide handicapped parking with a walkway to bathrooms, canopy area, beach, etc. The city is looking into the amount of revenue generated by park rentals. Ald. Bouwkamp will look into the DNR grant possibilities. Members of the Lions will attend the February meeting to discuss possible park projects and prioritize the list.

Motion by Ald. Lager/Ald. Bouwkamp to recess to closed session per WI Stats 19.85(1)(c) to negotiate the sale of public property after which they will reconvene for the remainder of the meeting. Motion carried with 4 ayes, 0 nays.

Motion by Ald. Bouwkamp/Ald. TerBeest to adjourn closed session and reconvene for the remainder of the meeting. Motion carried. The committee requests that Industrial Park Proposed Sale of Property be placed on December Council agenda.

Following the closed session, the meeting reconvened with the Public Works Report

- Recycling Center: Currently both Recycling Center employees are not available to work. Motion by Mayor Slate/Ald. TerBeest to offer the work to any city employees. Motion carried.

Motion by Mayor Slate/Ald. TerBeest to adjourn at 8:17 p.m. Motion carried.

Current Park Duties

	City	Lions
Bid, Hire & Bill Lawn Mower	X_____	_____
Cost of Lawn Mowing	X_____	X_____
Brush Pick-up	_____	X_____
Brush Removal	X_____	_____
Maintain Restrooms	_____	X_____
Police Park	_____	X_____
Trash Removal	_____	_____
Bathroom and Cleanup Supplies	X_____	_____
Rental Registrations/Collection of Fees/Checkout	X_____	_____
Park Rental Cleaning Next Day	_____	X_____
Utility Bills	X_____	_____
Scout Cabin Maintenance	X_____	X_____
Scout Cabin Capital Improvements	X_____	X_____
Beach/Float Buoys	_____	X_____
Sand (bring to beach)	_____	X_____
Sand (spread on beach)	X_____	_____
US Flag Maintenance/Replacement at Park	_____	X_____
Tree Trimming	X_____	_____
Insurance Liability	X_____	_____
Maintenance on Posts	X_____	X_____
Maintenance on Buildings	X_____	X_____
Capital Improvements on Buildings	X_____	_____
Control/Maintenance of Kitchen	_____	X_____
Water/Sewer System Maintenance	X_____	_____
Water/Sewer System Repairs	X_____	_____
Winterizing Water/Sewer System	X_____	_____
Maintenance to Tables	X_____	_____
Put Away Picnic Tables (Fall)	_____	X_____
Camera System	X_____	_____
Electrical Work	X_____	X_____
Blacktopping	X_____	_____
Playground Equipment	X_____	_____
Plumbing Scout Cabin	X_____	_____
Dumpster Maintenance and Cost	X_____	_____

New Park Duties 2018

	City	Lions
Bid, Hire & Bill Lawn Mower	_____	_____
Cost of Lawn Mowing	_____	_____
Brush Pick-up	_____	_____
Brush Removal	_____	_____
Maintain Restrooms	_____	_____
Police Park	_____	_____
Trash Removal	_____	_____
Bathroom and Cleanup Supplies	_____	_____
Rental Registrations/Collection of Fees/Checkout	_____	_____
Park Rental Cleaning Next Day	_____	_____
Utility Bills	_____	_____
Scout Cabin Maintenance	_____	_____
Scout Cabin Capital Improvements	_____	_____
Beach/Float Buoys	_____	_____
Sand (bring to beach)	_____	_____
Sand (spread on beach)	_____	_____
US Flag Maintenance/Replacement at Park	_____	_____
Tree Trimming	_____	_____
Insurance Liability	_____	_____
Maintenance on Posts	_____	_____
Maintenance on Buildings	_____	_____
Capital Improvements on Buildings	_____	_____
Control/Maintenance of Kitchen	_____	_____
Water/Sewer System Maintenance	_____	_____
Water/Sewer System Repairs	_____	_____
Winterizing Water/Sewer System	_____	_____
Maintenance to Tables	_____	_____
Put Away Picnic Tables (Fall)	_____	_____
Camera System	_____	_____
Electrical Work	_____	_____
Blacktopping	_____	_____
Playground Equipment	_____	_____
Plumbing Scout Cabin	_____	_____
Dumpster Maintenance and Cost	_____	_____