



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

## **PUBLIC PROPERTY & HEALTH COMMITTEE**

Markesan City Hall

**June 2, 2020**  
6:30 PM

### **AGENDA**

Call to Order

Roll Call

Citizen's Comments

Public Works Report

- Safety Guidelines for Pay Loader
- Pressure Wash Walls and Roof of Big Building at Soldiers & Sailors Park

New Business

- Discussion and Action on Use of City Industrial Park for June Dairy Days
- Discussion and Action of Recommendations for City Rental Properties During COVID-19 Pandemic
- Discussion and Approval of TID Annual Report
- Discussion and Action on Complaints about 1775 North Margaret Street Property

Old Business

- Discussion and Action on Chicken Ordinance

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: Horicon Bank City Hall  
ERGO Bank Post Office  
[www.markesanwi.gov](http://www.markesanwi.gov)

Dated June 1, 2020  
Elizabeth Amend, Clerk-Treasurer



Betsy Amend &lt;bamend@markesanwi.gov&gt;

## June Dairy Days

1 message

mayors18@aol.com <mayors18@aol.com>  
Reply-To: mayors18@aol.com  
To: "bamend@markesanwi.gov" <bamend@markesanwi.gov>

Thu, May 28, 2020 at 1:00 PM

Dear Betsy,

Here is my proposal for June Dairy Days 2020. Please put this in the information packets.

Sincerely,

Rich

### June Dairy Days Proposal

Dairy and agricultural roots run deep in our area. Family dairy farms provided a strong foundation for the economic engines that still drive our communities today.

June is the time to showcase our dairy heritage and to properly thank our farming industry for making this area a great place to live, work, and raise a family.

This year is a little different, but we can step-up to the social-distancing challenge. I am asking the City to support the following plan for to celebrate June Dairy Days 2020.

The main event is the "Drive." Vehicles will cruise around the City on a specific route. I am working with the Chief and Markesan's Emergency Management to design a safe and controlled route within the City.

Along the route, groups and citizens can display signs, decorations or themed dairy displays (live displays) showcasing our dairy heritage.

Service organizations and businesses can use this as a fund raising or advertising opportunity by setting up curbside delivery service to sell or distribute items. Another simple idea to raise money is hold an hourly 50/50 raffle.

Keeping social distancing in mind, I am working to obtain an FM transmitter that will broadcast up to 5 miles, so people can listen to the event in their cars on the FM radio.

A live DJ, or multiple guest DJ's can host the event and provide the ability to communicate with everyone at once at a safe distance.

During the Cruise, the Flag (Sunday is Flag Day), the Farm Family and the Graduating Class of 2020 will all get special recognition ceremonies.

The cruise will take place from 6-9pm.

The crowning moment of the evening is a large firework display in the industrial park. Most of the property around the industrial park is private, so good communication must take place to avoid trespassing issues.

To date I gathered unofficial pledges for about 50% of the cost for the firework show. The goal is \$6,000, but we can scale it down, if needed. Other than that, costs are minimal and should not exceed \$7,000.

Other events scheduled is the Lion's chicken BBQ on Sunday and hope to see other groups have smaller promotional events taking place over the three day weekend.

I received approval from the City's insurance company for the City to take on the liability for the event.

### Saturday Itinerary

6pm	Opening Ceremony
7pm	Honor the Farm Family
8pm	Honor the Class of 2020
9pm	Closing Ceremony
9:30	Firework Display

City of Markesan Rental recommendations on best practices during COVID-19 Pandemic

All event attendees are encouraged to wash hands frequently

Attendees should follow 6 foot social distancing when possible

Attendees wear masks when in public if you are uncomfortable or experiencing symptoms

Attendees should stay home if you are feeling ill or have possible exposure to COVID-19

The event coordinator at the rented venue should attempt to keep attendees under 50 people and if over 50 people it should be staggered to allow attendees to come and go without a large gathering of more than 50 people in one space.

If food is going to be served at the event it is highly recommended that the food be served cafeteria style so that the event coordinator for the event lines up people to work as servers for the food line. Thus the food is only be served by a couple of people versus everyone at the event touching the utensils to put the food on their plate. Having food servers wear a mask and gloves if possible.

That the event coordinator frequently sanitizes commonly touched surfaces with an EPA approved product for COVID-19.

These recommendations for best practices are based off of the Green Lake County Health Department recommendations.

The City of Markesan cannot give legal advice to anyone regarding these recommendations; therefore all subjects renting these facilities should consult with their legal counsel and insurance carriers for further advice.

Further information on guidelines and recommendations can be found at: WEDC reopen guidelines at <https://wedc.org/reopen-guidelines>



JOHNSON BLOCK  
CPAs

## ACCOUNTANT'S COMPILATION REPORT

To the City Council  
City of Markesan  
Markesan, Wisconsin

Management is responsible for the accompanying Tax Incremental District No. 1 annual report form PE-300 prepared as of December 31, 2019, and included in the accompanying prescribed form. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements included in the accompanying prescribed form nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

### Other Matter

The financial statements included in the accompanying prescribed form are intended to comply with the requirements of the Wisconsin Department of Revenue, and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

*Johnson Block & Company, Inc.*

**JOHNSON BLOCK AND COMPANY, INC.**  
Mineral Point, WI

Form PE-300	<b>TID Annual Report</b>	<b>2019</b> WI Dept of Revenue
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Section 1 - Municipality and TID					
Co-muni code <b>24251</b>	Municipality <b>MARKESAN</b>	County <b>GREEN LAKE</b>	Due date <b>July 1, 2020</b>	Report type <b>ORIGINAL</b>	
TID number <b>001</b>	TID type <b>1</b>	TID name <b>N/A</b>	Creation date <b>01/16/1995</b>	Mandatory termination date <b>01/16/2025</b>	Expected termination date <b>N/A</b>

Section 2 - Beginning Balance	Amount
TID fund balance at beginning of year	\$-544,536

Section 3 - Revenue	Amount
Tax increment	\$95,262
Investment income	\$136
Debt proceeds	
Special assessments	
Exempt computer aid	\$372
Sale of property	
Allocation from another TID	
Developer guarantees name	
Transfer from other funds source	
Other grants sources	
Source            Personal Property Aid payment	\$565
Other revenue sources	
<b>Total Revenue (deposits)</b>	<b>\$96,335</b>

Section 4 - Expenditures	Amount
Capital expenditures	
Administration	\$520
Professional services	\$2,945
Interest and fiscal charges	\$13,613
DOR fees	\$150
Discount on long-term debt	
Debt issuance costs	
Principal on long-term debt	
Environmental costs	
Real property assembly costs	
Allocation to another TID	
Developer grants name	
Developer name None	\$0
Transfer to other funds source	
Other expenditures source	
<b>Total Expenditures</b>	<b>\$17,228</b>

Section 5 - Ending Balance	Amount
TID fund balance at end of year	\$-465,429
Future costs	\$51,130
Future revenue	\$580,848
Surplus or deficit	\$64,289

Section 6 - Preparer/Contact Information	
Preparer name Brent Nelson	Preparer title Audit Partner CPA
Preparer email bnelson@johnsonblock.com	Preparer phone (608) 987-2206
Contact name Elizabeth Amend	Contact title City Clerk-Treasurer
Contact email bamend@markesanwi.gov	Contact phone (920) 398-3031

<b>Form PE-300</b>	<b>TID Annual Report</b>	<b>2019</b> WI Dept of Revenue
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<b>Submission Information</b>	
Co-muni code	24251
TID number	001
Submission date	05-28-2020 02:52 PM
Confirmation	TIDAR20190686O1590596715111
Submission type	ORIGINAL

**ORDINANCE NO. [REDACTED]**

**AN ORDINANCE OF THE CITY OF MARKESAN  
REGARDING KEEPING OF CHICKENS**

The City Council of the City of Markesan do ordain as follows:

**§ [REDACTED]. Keeping of Chickens.**

- A. Definitions. As used in this section, the following terms shall have the meanings indicated:

CHICKEN – Shall mean a female hen or pullet.

CHICKEN TRACTOR – A movable chicken coop lacking a floor.

HENHOUSE/COOP – A structure where chickens are kept.

ROOSTER – Shall mean a male domestic fowl older than 3 months.

- B. No person shall keep chickens or establish or maintain any henhouse upon any premises within the City limits without a valid permit approved by the City Clerk or her/his designee.

- C. Permit.

- (1) A permit shall be issued only to the primary owner(s) of record of a single family residence located in a residential district. The property owner/permittee shall reside on the premises regulated by the permit. No chicken may be kept at mobile homes, condominiums, apartment complexes, duplexes, or any other multiple family properties. The propagation of chickens for commercial purposes or for any activity or purpose not related to the personal purpose of the permit holder, including fertilizer production and/or the sale of eggs, shall be prohibited.
- (2) The permit application shall include proof of registration with the Wisconsin Department of Agriculture, Trade and Consumer Protection pursuant to Section 95.51, Wis. Stats.
- (3) The permit application shall include a diagram describing the location of the henhouse in relationship to lot boundaries. The City Clerk or her/his designee shall review the plan with staff before issuing the permit.

- (4) The applicant for a permit must notify all abutting property owners of their intention to keep chickens prior to applying for a permit, and the permit application must certify that all such property owners have been notified. A list of all abutting property owners and their addresses must be included with the permit application.
- (5) All permits shall be issued for a term of one year, commencing with the first day of January of each year and terminating as of 12:00 midnight on the last day of the permit period. Application for permits may be made from January 1 through March 31<sup>st</sup> of each year without a late fee. A permit that is not renewed shall be considered expired.
- (6) The permit information shall be attached to the henhouse, which shall include a name, permit number and an emergency contact telephone number.
- (7) Permit, late fee and renewal fees shall be paid in accordance with the fee schedule set by resolution of the City Council.
- (8) A permit shall expire at such time as the permittee no longer maintains chickens at the permitted address.
- (9) Inspection. The City shall have the power, whenever it may deem reasonably necessary, to enter a building, structure or property where chickens are kept to ascertain whether the keeper is in compliance with this ordinance.
- (10) Enforcement. Any City officer so designated by the Markesan Common Council may issue compliance orders and citations pursuant to the provisions of this ordinance and state law. A permit may be revoked by the Markesan Common Council for the following reasons:
  - (a) Failure to comply with any of the provisions of this ordinance.
  - (b) Where the keeping of chickens is determined to create a nuisance as defined by Chapter of the Code.
  - (c) Where it is determined that the keeping of chickens is detrimental to the life or health of an adjacent property owner. A written physician's report of a medical condition is

proof that it would be detrimental.

- (d) Failing to notify all adjacent property owners regarding the keeping of chickens.
  - (e) Once revoked, a permit shall not be reissued for a two-year period.
- (12) Any applicant whose permit application has been denied or revoked under the provisions of this Ordinance shall have the right to appeal said denial.
- (13) Any permit holder who has his/her permit revoked must properly remove the chickens and henhouse from such property in a timely manner.

D. Standards.

- (1) A total of four hens and/or pullets per lot shall be permitted; roosters and crowing hens shall be prohibited.
- (2) The minimum size requirements for a hen house (a hen house is required) is not less than three (3) cubic feet of space per bird and the hen house must connect to a secure and fully ventilated pen (also required) which contains not less than seven (7) cubic feet of space per bird. All henhouses and pens shall be enclosed with wire netting or equivalent material that will prevent chickens from escaping. An appropriately sized nesting box (also required) shall be provided at the rate of not less than one box per every two birds. Pens shall be properly sized as will permit full spread of the kept birds(s) wingspan and allow the bird(s) to walk/run.
- (3) Chickens shall be housed within a detached stationary structure used exclusively to keep hens. One henhouse shall be permitted per lot. Temporary and/or moveable devices and structures, including chicken tractors, shall be prohibited.
- (4) All enclosures for the keeping of chickens must provide adequate ventilation as well as sun protection, and be sanitary, insulated, weatherproof and impermeable to rodents, wild birds, and predators, including dogs and cats.
- (5) No chickens may be kept within a principal residence or garage.
- (6) Chicken feed shall be stored in containers which make the feed

inaccessible to rodents, vermin, wild birds and other predators.

- (7) No person shall keep chickens in any location on the property other than in the backyard. Hen houses and chicken pens shall not be located closer than 75 feet from the ordinary high water mark of any lake, river, or stream.
- (8) Chickens may not roam free outside of a hen house or enclosed run, or roam off of the permitted property. No dog or cat or other domesticated animal that kills a chicken off of the permitted property will, for that reason alone, be considered a dangerous or aggressive animal.
- (9) The slaughter of chickens shall be prohibited.
- (10) If a chicken appears ill or on occasion of a sudden death, a veterinarian must be consulted. If a disease that would be contagious to humans is diagnosed, recommendations to ensure prevention of transmission of the disease must be followed as recommended by the veterinarian.
- (11) No henhouse or henhouse and outdoor run shall be located within 20 feet of any side and/or rear lot line, and/or be sited to obstruct an existing drainage course or create a drainage problem for the property on which it is situated or for any neighboring property.
- (12) Noise from chickens may not be loud enough at the property boundaries to disturb a person of ordinary sensitivity. The hen house and pen system shall be properly designed, laid out on/ over a hard surface and maintained as will provide safe and healthy living conditions for the chickens.
- (13) Enclosures must be kept in a sanitary condition at all times, and exist in a manner that will not disturb the use or enjoyment of neighboring lots due to noise, odor, or other adverse impact.
- (14) The hen house shall be enclosed on all sides and have a roof and doors. Access doors must be able to be shut at night. Opening windows and vents must be covered with predator and bird-proof wire or fence of no more than one inch openings
- (15) Provisions must be made for the routine removal and lawful disposal of chicken manure in order to prevent any adverse effects related to odor or unsanitary conditions.

**ADOPTED:**

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Attest:

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Elizabeth A Amend, City Clerk

City Attorney:  
Reviewed