



## **PUBLIC PROPERTY & HEALTH COMMITTEE**

Markesan City Hall

**September 5, 2023**

6:00 PM

### **AGENDA**

Call to Order

Roll Call

Citizen's Comments

Public Works Report

- Discussion and Action on Brush Removal Cost at the Recycling Center

Old Business

- Discussion and Action on 650 N. Margaret Street Property Maintenance Update – New Inspection by General Engineering
- Update on Parks Punch List - Items Completed/To Be Done
- Update on Public Works Punch List – Items Completed/To Be Done
- Update on Air Conditioning and Heat Zoning in the City Hall

New Business

- Discussion and Action on New Office Lease with Grand River Bookkeepers, LLC – Dawn Lainberger
- Discussion and Action on Adopting the Dog Park Rules
- Discussion and Action on the Purchase of the Dog Park Fence
- Discussion and Action on Bid to Move the Utility Pedestal in the Cemetery
- Discussion and Action on Recycling Center Agreement Between the City and the Towns of Green Lake, Manchester and Mackford
- Update on Items for Bidding on Public Works Punch List:
  - Driveway – Old Cemetery
  - Tree Stumps (Cemetery, City Hall, Kiwanis Park)
  - Repairs – Kiwanis Park Warming Shelter (roof & electric), Kiwanis other Shelter and Restrooms and Hein Park Restrooms
  - Painting – Kiwanis Park both Shelters and Restrooms
  - Repairs – Library Garage
  - Painting – City Garage
- Discussion and Action on Scout Cabin 2024 Painting Bid

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.

## Recycling Center Brush

Annual plan for disposing of the large quantity of brush accumulated at the "Recycling Center".

Equipment rental, fuel, wage, and machinery:

Modern Rental 12" chipper- 4 hour \$200 8 hours on meter \$350 5 day rental \$1050

Sunbelt Equipment Rental 12" chipper \$493 a day

Fuel Chipper 100 gallons @ \$4.29 a gallon = \$429

Fuel skid steer 100 gallons @ \$4.29 a gallon = \$429

Wages at 5 days or 40 hours Jim @ \$21 per hr + \$840 Todd @ \$28 per hr = \$1,120

Machinery Markesan skid steer (maintenance, repairs, etc) ??

Additional insurance ???

Estimated grand total on current prices = \$3870.00

TLB (contractor that performed the last chipping) can be contacted for a rough estimate.

Loads of brush deposited at the recycling center from 1-2022 to present by each municipality.

City of Markesan - 429 loads (not counting brush pick-up by the City)

Town of Green Lake - 585 loads

Town of Mackford - 54 loads

Town of Manchester - 52 loads

August 7, 2023

Connie Wilsnack  
N1612 Goose Pond Rd  
Arlington WI 53911

RE: 650 North Margaret Street Property Maintenance Update

Dear Connie:

The City of Markesan's Public Property & Health committee met on August 1, 2023, and would like to thank you for painting the house at 650 N. Margaret Street in Markesan. It looks very nice. A motion was made in regards to your property, and the Committee would like an update on the current and future status on the remainder repairs of the other buildings.

Below is a table in which you can use as a template to report to the Committee which includes contractors that have been contacted and/or plan to hire, quotes received and a timeline for the remaining repairs to be done. The Public Property committee and the Common Council would like this completed by September 1, 2023. You can email it to the City Clerk-Treasurer at [bamend@markesanwi.gov](mailto:bamend@markesanwi.gov) or mail it to PO Box 352, Markesan WI 53946.

Please use the following format to update the Committee:

	<u>Contractor</u>	<u>Date</u>	<u>Repair</u>
Building #1 – Garage:			
Building #2 – Pole Shed:			
Building #3 – Wood Framed Building with Lean-to:			
Building #5 – Wood Framed Building			
Buildings #6,7,8 – Barn with Wooden Structures attached			
Building #9 – Wooden Framed Structure			
Building #11 – Small Metal Structure			
Corn Crib –			
Farm Machinery –			

The City appreciates your cooperation.

Sincerely,

Elizabeth Amend  
City Clerk-Treasurer



Betsy Amend <bamend@markesanwi.gov>

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**property update Sept 4th 2023**

1 message

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**Connie Wilsnack** <wilsnackc@yahoo.com>

Mon, Sep 4, 2023 at 10:17 PM

To: Betsy Amend <bamend@markesanwi.gov>, PATRICIA PRILL <pwprill@hotmail.com>

Betsy,

This fall I plan on installing the windows in the garage. This coming year I will be working on a plan for the farm. The barn roof will be the next project and done when funds are available.

Connie

John's Punch List  
July 6, 2023

Soldiers & Sailors Park

- Minor nailing of boards, etc.
- Painting of Boy Scout Cabin
- 2 trees to be removed (dead)

Kiwanis Park

- Repair/replace fascia - restrooms, warming shed, open shelter
- Roof replacement - restrooms
- Warming shed - circuit breaker box overheats
- Benches by shuffleboard - hazardous (either replace or remove)
- Paint chain link fence
- Paint buildings
- Dirt in area where tree was removed
- Remove dead tree

Director of Public Works

Punch List

July 2023

- Paint numerous street sign posts black
- Replace stop signs as needed - Moorland/W Caroline & Summit/Main as examples
- Paint numerous stop sign posts black
- Spray weeds in the gutter throughout city where needed
- Mow grass in ditch along W John - safety hazard
- Spray weeds - S Willow Court lift station area
- Trim shrubs - S Willow Court lift station after blossoming finished
- Mark all dead trees throughout the city for removal - notify property owners & followup if not removed within allotted time
- Remove dead tree in circle of new cemetery
- Replace "exit" and "enter" signs at cemetery with new
- Obtain quotes for replacement/repair of old cemetery driveway
- Trim/weed east bank of old cemetery & then spray to kill burning nettle - possibly save ground cover.
- Remove stump on newly cut tree at old cemetery - east side
- Pump House at Hein Park - Coordinate with Utility Dept to paint & roof building
- Secure quotes to repaint City Garage - oxidized
- Trim tall grass on banks of river
- Review what needs to be done with Kiwanis shelter - roof, paint, electric
- Paint restroom at Kiwanis Park
- Inspect old playground equipment on Kiwanis Park hill ensuring it's safe
- Replace "Riverdale Park" with new "Kiwanis Park" sign and trim shrubs so sign can be seen
- Repaint City Hall benches on south of building and east lower level
- "Wet and Forget" southwest lower corner by Food Pantry entrance
- Clean fascia of City Hall
- Pressure wash chalk graffiti off brick on south lower side of city hall. - should be determined whether permission was given to chalk building
- Lower window of daycare portion taped shut - Why??
- Lower window of daycare portion left open - Why??
- Clean weeds out of stoned area on north end of city hall building
- Paint railing on north end of city hall building
- Spray weeds in parking lot at city hall
- Replace south gutter/downspout with pvc downspout like other downspout
- Remove stump on hillside by city hall parking lot
- Trim shrubs in raised area in Hein Park
- Put house number on pump house at Hein Park - half gone

- Obtain quotes to replace front of city garage - sunk down about 6"
- Remove sagging braces on siren tower by city garage
- Repaint/install new reflective stripes on "dead end" sign on Pigtail Alley
- Inspect all sidewalks and mark those needed to be replaced/repared - follow standard procedure - notify property owners, secure contractor
- Paint railings/fences of both bridges
- Repair roof and siding of garage by library



## Grand River Bookkeepers, LLC

August 28, 2023

Re: Space to rent at the City Building

To whom it concerns,

I am Dawn Lainberger, owner of Grand River Bookkeepers, LLC. I run an accounting firm located in Markesan and Oshkosh. I would like the city council to consider renting the space previously rented by Theresa Klawitter to my business. I would like to use the space to meet with clients and conduct regular business. The specific space I would like is the bigger of the two office rooms. I am not interested in a triple net lease. I would like to rent on a year to year lease, if possible.

I plan to keep my mailing address so no mail will need to be delivered to the address. I would like to hang a sign on the door to the office or a stand-alone sign in the hall close to the office and possibly one at the entrance to the building so clients can easily find me. I intend to have Spectrum internet installed at my expense.

Please consider this letter in your next city council meeting and contact me with any questions you may have. I do not need the space until December so if I need to address the council between now and December, I can.

Sincerely,



Dawn Lainberger, President  
Grand River Bookkeepers, LLC

Two locations to serve you.....

160 W Manchester St  
Markesan, WI 53946

920-230-6919 Office  
920-382-0626 Cell  
920-945-7470 Fax

3086-C Hwy 21  
Oshkosh, WI 54904

## 5' Galvanized Chain-link Contract Simple Solution Fencing LLC

Address: 3130 Heise Rd Omro WI 54963 Phone: 920-420-2433  
brewerbetty40@yahoo.com

CUSTOMER INFO			
Name	City Hall / Nicole Augustynowicz		
Billing Address	P.O. Box 352 Markesan WI 53946		
Install Address	461 W Manchester St Markesan WI 53946		
Phone Number	920-767-1661		
Email Address	nicholeaz4@gmail.com		
Height	5'	Style	Galvanized Chain Link
Tear Out Old Fence	No		

**Material Needed For Installation**

Installation 1066' of 5' tall galvanized chain link with three 4' wide gates and four 8' double wide gates

Customer is Responsible for BLD Permit

Cash or Check      Returned Check will cost \$50.00

**Payment Information**

PROPOSED PAYMENT: Customer / Buyer agrees to pay Simple Solution Fencing LLC

A Total Price of	<u>\$16033.60</u>
Down Payment Of	<u>\$8016.80</u>
Due on Completion Of Job	<u>\$8016.80</u>

Start Date                                      September 19th & 20th 2023

**Agreement**

By signing this agreement, you are authorizing Simple Solution Fencing Company to proceed in the project described in the above proposal, for which the undersigned agreed to pay the amount stated in said proposal and according to the terms thereof.

*updated*  
7-31-23

Contractor Name / Title: Rob Ellis - Owner                                      Rob Ellis *Rob Ellis 5-4-23*

Customer / Buyer Authorized Signature                                      \_\_\_\_\_                                      Date                                      \_\_\_\_\_

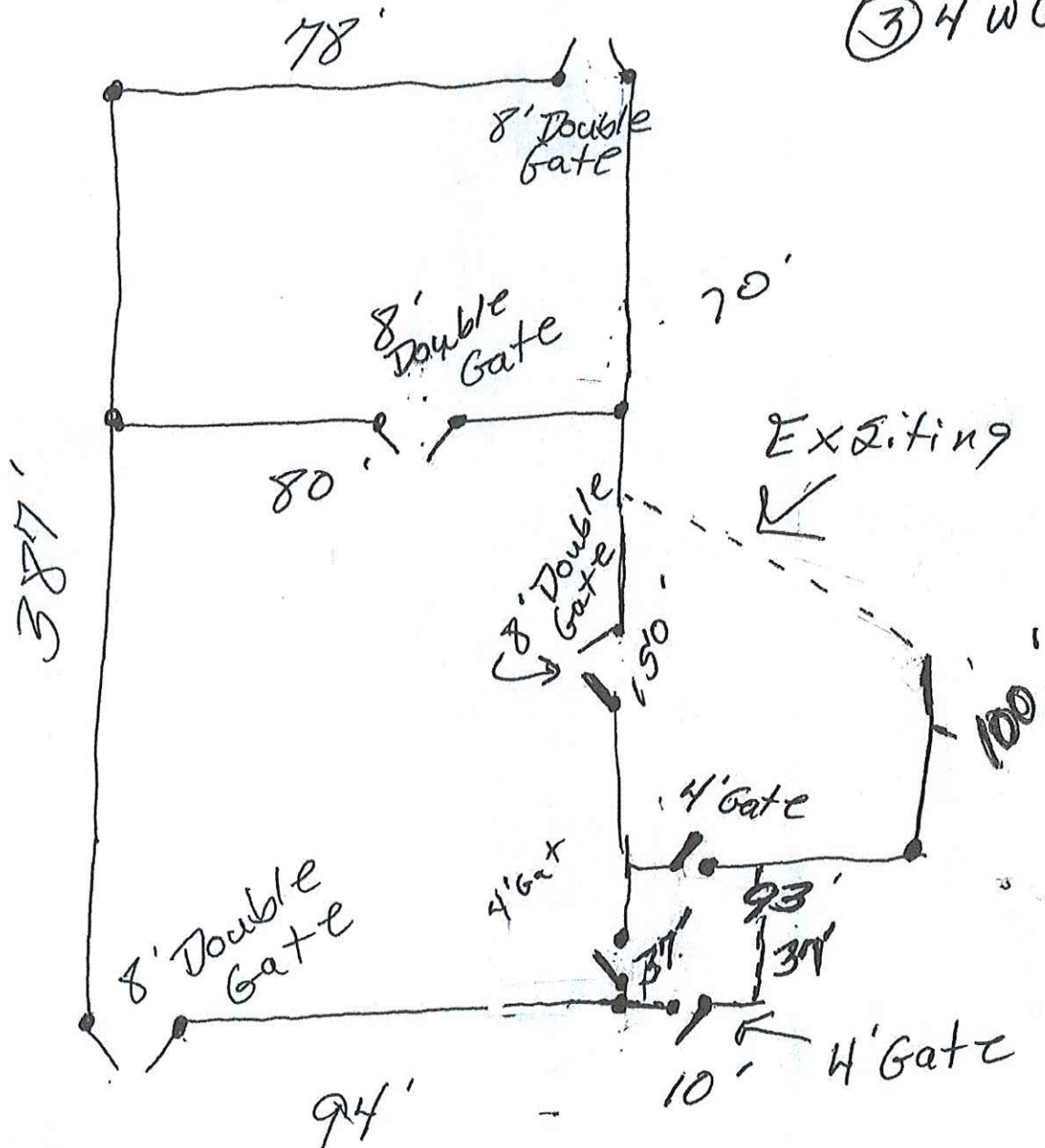
## Quote Sheet

Date	Vinyl
Name <i>Nichole Augustynowicz</i>	Wood
Address <i>461 W Manchester St. Markesan WI 53946</i>	Chainlink <i>5' Galvanized</i>
	Montage
Phone <i>920-767-1661</i>	Commercial
Email <i>nicholeaz4@gmail.com</i>	Repair

Total Footage 1066'

Going with the 5' tall galvanized chain link

- ④ 8' DBI Gates
- ③ 4' W Gates



RECEIVED AUG 08 2023



Wisconsin Power and Light Company  
CUSTOMER CONVENIENCE WORK

August 08, 2023

Payment of estimate is required prior to construction. Estimate is valid for 90 days. Winter construction charges apply between 12/01 and 03/31. Actual construction costs may result in a refund or additional billing.

Questions regarding bill details: 1-920-748-4013 - Reference Work Request: 4325448

Visit [www.alliantenergy.com/paymybill](http://www.alliantenergy.com/paymybill) for payment options.

Questions regarding payment : 1-800-ALLIANT (255-4268) - Reference Acct# **2044173685**

TODD ZAMZOW  
CITY OF MARKESAN  
STATE ROAD 44 CEMETERY  
MARKESAN WI

*Relocate Power  
on North Cemetery*

**Job Address:** TODD ZAMZOW  
CITY OF MARKESAN  
STATE ROAD 44 CEMETERY  
MARKESAN WI

QTY	DESCRIPTION	UNIT COST	COST	SALES TAX
1	AE ELEC DISCONNECT/RECONNECT	\$260.00	\$260.00	0.0%
1	DIG CREW SETUP CHARGE (N-RFND)	\$405.00	\$405.00	0.0%
<b>SUB TOTAL:</b>			\$665.00	
<b>TAX:</b>			\$0.00	

**Comments:** **TOTAL BILLABLE, AMOUNT DUE: \$665.00**

INVOICE TO RELOCATE UG ELE SRV. THANKS!

Please return this portion with your payment



**AMOUNT DUE: \$665.00**

Amount Enclosed: \$

Take care of it online:

Pay this bill in PAY BILL at [www.alliantenergy.com/paymybill](http://www.alliantenergy.com/paymybill)

Account Number **2044173685**

Work Request Number: **4325448**

-----manifest line-----

TODD ZAMZOW  
STATE ROAD 44 CEMETERY  
MARKESAN WI

Alliant Energy/WPL  
PO Box 3062  
Cedar Rapids, IA 52406-3062

## **AGREEMENT FOR RECYCLING AND COMPOSTING SERVICES**

This agreement entered into this 1<sup>st</sup> day of January, 2004 by and between the City of Markesan, the Town of Green Lake, the Town of Mackford, and the Town of Manchester.

WHEREAS, the State of Wisconsin has by Act 335, 1989, established rules and regulations that are implemented to potentially reduce the amount of municipal solid waste disposed of in landfills and burned without energy recovery in the State of Wisconsin, and;

WHEREAS, a recycling program administered by the City of Markesan with the Town of Green Lake, the Town of Mackford, and the Town of Manchester participating can assist in accomplishing the goals set by the State of Wisconsin, and;

WHEREAS, the City of Markesan's Public Property & Health Committee has recommended that the City enter into this Agreement for the purpose of providing a collection program for recyclable materials from household waste, and;

WHEREAS, the Town of Green Lake, the Town of Mackford, and the Town of Manchester deem it to be in the best interest of its citizens to contract, under the authority of section 66.30 of the Wisconsin Statutes, with the City of Markesan to administer a collection program for recyclable materials from household waste.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, the parties agree as follows:

### **SECTION ONE – TERM**

The term of this agreement shall be for one (1) year from the date first above written, provided, however, that this agreement shall automatically be renewed for a one (1) year period commencing on the anniversary of the effective date given above unless any party to this agreement gives written notice of termination by certified mail to the other parties of this agreement at least sixty (60) days prior to such anniversary date.

## **SECTION TWO – SERVICE PROVIDED**

- 2.1 The City of Markesan agrees to administer a collection program for the Town of Green Lake, the Town of Mackford, and the Town of Manchester for recyclable materials from household waste, including paper, cardboard, glass of all colors, metal containers, Number 1 and 2 plastic containers, waste oil and light bulbs.
- 2.2 Pursuant to 1989 Wisconsin Act 335, the City of Markesan is responsible for recycling in the City of Markesan, the Town of Green Lake is responsible for the area encompassed by the boundaries of the Town of Green Lake; the Town of Mackford is responsible for the area encompassed by the boundaries of the Town of Mackford, and the Town of Manchester is responsible for the area encompassed by the boundaries of the Town of Manchester. Each municipality should be the responsible party for its respective municipality.
- 2.3 An Operating Guidelines document has been developed to assist the recycling attendants in the proper operation of the Recycling and Composting Center. A copy of said Guidelines will be supplied to the City of Markesan, Town of Green Lake, Town of Mackford, and Town of Manchester.
- 2.4 Recyclable materials shall be delivered by residents of the Town of Green Lake, the Town of Mackford, and the Town of Manchester to the former landfill site on County Highway A, located in Section 3, T14N, R13E, known as the Markesan-Mackford Landfill Site. All recyclable materials will be deposited in the designated dumpsters.
- 2.5 The site for recyclable materials shall be open for collection each Saturday except on holidays. The hours of operation shall be 8:00 A.M. to 2:00 P.M.
- 2.6 Upon showing proof of residency, residents of the Town of Green Lake, the Town of Mackford, and the Town of Manchester shall be allowed to deposit their properly prepared recyclable materials in the collection dumpster free of charge.

Properly prepared recyclable materials mean:

1. All plastic caps and neck rings shall be removed from all containers (glass and plastic).
2. All food containers shall be rinsed.
3. Metal cans and plastic containers shall be flattened to reduce volume.
4. No food wastes, garbage, light bulbs, window glass, ceramic or clay pottery items or other non-recyclable items shall be included in these materials.

If recyclable materials are not properly prepared, they will not be accepted and deposited.

2.7 As available, each Town shall provide a list of recycling guidelines to each household to ensure correct and cost efficient use of the collection facility. Each Town shall be responsible for the cost of providing said guidelines. Further, each Town shall send a copy of said guidelines to the City of Markesan for review.

2.8 City of Markesan residents shall not deposit recyclable materials at said County Highway A site. City of Markesan residents shall place recyclable materials at their curbs for pick-up by a contractor hired by the City.

### **SECTION THREE – COMPOST PILE AND BRUSH COLLECTION**

This agreement does not affect in any way the City of Markesan's compost and brush collection operations.

The City of Markesan will continue to operate a compost pile and brush collection site which will be open the same hours as the recycling center from April 1<sup>st</sup> through October 31<sup>st</sup>.

The costs of maintenance of these operations shall be the responsibility of the City of Markesan.

### **SECTION FOUR – WHITE GOODS**

Residents disposing of accepted white goods will pay the fee to the attendant. Fees and accepted items are outlined in the Operating Guidelines.

## SECTION FIVE - COSTS

5.1 The costs projected to be incurred during one year of operation for the collection facility for recyclable materials from household waste and each party's respective share are as follows:

<u>Item/Desc.</u>	<u>Projected Annual Cost</u>	<u>Markesan %</u>	<u>Mackford %</u>	<u>Green Lake %</u>	<u>Manchester %</u>
Labor	3800.00	25	25	25	25
Dumpster Rent	1800.00	0	25	50	25
DNR Fees	200.00	25	25	25	25
Phone/Electric	500.00	25	25	25	25
Heat	400.00	25	25	25	25
Snowplowing	300.00	25	25	25	25
License	<u>200.00</u>	25	25	25	25
<b>TOTAL</b>	<b>7200.00</b>				

5.2 It is projected that seven 30 yard dumpsters will be removed from the site in a 12 month time period.

5.3 Any costs of maintaining the County A collection site to implement the recycling program shall be split equally between the City of Markesan, the Town of Green Lake, the Town of Mackford, and the Town of Manchester. This includes maintenance of the premises such as road care, etc.

5.4 The City of Markesan shall be responsible to maintain and pay for insurance at the County A collection site.

5.5 Billing for all shared costs shall be sent from the City of Markesan to each Township on a yearly basis. Each Township shall promptly pay the City of Markesan for said costs.

5.6 Any costs which exceeds the projections in paragraph 5.1 above will be assessed against each party based on the percentage as indicated in paragraph 5.1 above.



5.7 If for any reason the recycling program at the County A site is closed, the parties to this agreement shall equally split all shut down and closing expenses and costs.

#### **SECTION SIX – TERMINATION**

A party to this Agreement may be released from this Agreement for any reason upon 90 days (computed from the date of mailing) written notice given by U.S. Mail to the other parties. However, if the Town of Green Lake, the Town of Mackford, or the Town of Manchester wishes to terminate or to be released from this Agreement and one Town and the City of Markesan wish to continue the recycling services as provided in this Agreement, the Town which desires to be released from this Agreement shall continue to be liable for and responsible for all or any share of its costs as provided in Section 5 of this Agreement. Said Town shall be responsible for all costs as specified in all paragraphs of Section 5 as if it never had been released from the terms of this Agreement. The City of Markesan shall continue to bill said Town as provided in Section 5.5 of the Agreement.

#### **SECTION SEVEN – TOTALITY OF THE AGREEMENT**

This Agreement shall constitute the entire Agreement between the parties and supersedes any and all oral or written promises, prior to the signing of this Agreement.

#### **SECTION EIGHT – SEVERABILITY**

The provisions of the Agreement shall be deemed severable and should any clause of the Agreement be held invalid by any court, the remaining clauses shall be given full force without limitation of effect by such invalid clause or clauses.

#### **SECTION NINE – MODIFICATION**

Any modification to this Lease Agreement shall be in writing and executed by the parties.

#### **SECTION TEN – RENEGOTIATION**

This Agreement, or any part thereof, shall be renegotiated in the event of a substantial increase or decrease in the services to be provided; changes required by Federal or State law, rules, and/or regulations; changes required by court actions; or changes available in funding which affects the substance of this Agreement. Further, this Agreement shall be null and void, if a State or Federal department or agency, or any State or Federal court make a determination which has a material effect on the Agreement between the parties. In addition, this Agreement, or any part hereof, shall be subject to renegotiation at the option of the City of Markesan if Green Lake County implements

recycling services which have an impact on the service provided pursuant to this Agreement.

ATTEST:

Patricia A. Prill  
Patricia A. Prill, City Clerk  
City of Markesan

FOR THE CITY OF MARKESAN  
SIGNED BY:

Rich Slate  
Rich Slate, Mayor  
City of Markesan

ATTEST:

Nancy J. Zastrow  
Nancy J. Zastrow, Town Clerk  
Town of Green Lake

FOR THE TOWN OF GREEN LAKE  
SIGNED BY:

James Fox  
James Fox, Chairman  
Town of Green Lake

ATTEST:

Delores Van Doren  
Delores Van Doren, Town Clerk  
Town of Mackford

FOR THE TOWN OF MACKFORD  
SIGNED BY:

Orville Biesenthal  
Orville Biesenthal, Chairman  
Town of Mackford

ATTEST:

Corrine Krueger  
Corrine Krueger, Town Clerk  
Town of Manchester

FOR THE TOWN OF MANCHESTER  
SIGNED BY:

Wallace Williams  
Wallace Williams, Chairman  
Town of Manchester

Monte Drape  
 New Beginnings Custom Painting  
 41840 Manchester St.  
 Maekeson Wc 53946 Cell ph (608) 547-3393

RECEIVED AUG 04 2023

Proposal

PROPOSAL NO. 4125  
 SHEET NO.  
 DATE 7/31/23

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME City of Maekeson	ADDRESS Scout Cabin
ADDRESS PO Box 352	DATE OF PLANS Summer of 24'
PHONE NO. Maekeson Wc 53946	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of Powerwashing & Painting Scout Cabin

- 1) First I would powerwash the Building
- 2) I would prime all new wood areas also I will do some caulking where needed
- 3) Then I would paint the Building white (2 coats of paint) using a very high quality latex paint
- 4) Then I will paint the trim of the windows & doors black to match what is there now.
- 5) All work is expected to take about a week depending on weather
- 6) All work can get done the summer of 2024
- 7) I didn't figure either warden dock, but they should get some sort of stain or sealer on them ASAP

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

Dollars (\$ 6000.00 ) with payments to be made as follows.  
 100% upon completion

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Monte Drape  
 Per New Beginnings  
 Note — this proposal may be withdrawn by us if not accepted within (15) days.

New Beginnings

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_