



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

STREETS, BUILDINGS & UTILITIES COMMITTEE

Markesan City Hall

September 5, 2023

Immediately Following Finance, Personnel & Safety Committee

AGENDA

Call to Order

Roll Call

Citizen's Comments

Public Works Report

- Discussion and Action on Blacktop Bids for City Hall Parking Lot Patch, Sinkhole on S. Main & John St and Grand & W Charles Corner Street Patch
- Discussion and Action on Pay Loader Tires Bid
- Discussion and Action Timeline for Sidewalk Assessments
- Discussion and Action on Safety Policy for the Public Works Department

Water & Sewer Department Report

Old Business

- Update on Raze Order for 111 S. High Street Barn

New Business

- Discussion and Action on Beautification Incentive Program – Renee Braun
- Discussion and Action on Property Maintenance Citation at 11 E Catherine Street
- Discussion and Action on Snow Plowing at Markesan Methodist Church
- Discussion and Action on Snow Plow Repair Bid
- Update on WE Energies Project Lawn Maintenance Complaints
- Discussion and Action on Property Maintenance at 651 W John Street
- Discussion and action on Property Maintenance at 75 N Main Street
- Discussion and Action on Property Maintenance at 14 W Water Street
- Discussion and Action on Revision of Citation Letters
- Update on Public Works Punch List

Review Land Use Permits

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: City Hall
ERGO Bank Post Office
www.markesanwi.gov

Dated September 1, 2023
Elizabeth Amend, Clerk-Treasurer



Proposal

Asphalt Specialists

PAVEMENT SEALERS • SEAL COATING • CRACK FILLING • STRIPING

Estimate #	19051
Date	6/1/2023

Asphalt Specialists LLC
 N4433 COUNTY K
 FOND DU LAC, WI 54937
 PHONE (920) 922-3422
 asphaltspec@gmail.com
 asphaltspec.com

Owner Name/ Address
City of Markesan Todd Zamzow 290 0636

Job Description

ASPHALT SPECIALISTS LLC (CONTRACTOR) shall furnish the materials and labor necessary for the completion of the following construction:
 Remove existing asphalt and dispose of spoils. Inspect subbase for weakness.

Grade existing gravel base. Add crushed stone as needed. Compact.

Place, shape and compact hot mix asphalt. Depth listed below.

*Undercut is not included, unless mentioned below. Soft areas that require excavation and re base are T&M. Generally concerns can be detected through the existing. However it is difficult to determine the extent of the problem prior to opening it up.

*Topsoil is recommended to shore up edges following installation. Topsoil is NOT included in this quote

* Owner is responsible for any driveway permits.

**2% slope is required to guarantee against water ponding.

***Asphalt Specialists is not responsible for any damages to unmarked private utilities.

Description	Cost
City Hall street patch 18x13 234SF. 5 ton HMA @ 3inches	1,400.00
Lot sinkhole. S. Main & John St. 11x11 remove and replace with 3 inches (add stone)	1,200.00
Grand & W Charles corner street patch 48x12, 12x12 720 SF. 15 ton HMA	4,000.00
*Temporary patches 6 to 10 years.	
	\$6,600.00

This proposal may be withdrawn by CONTRACTOR if not accepted within 10 days. Due to volatility in oil prices , asphalt prices are subject to change. a deposit of 50% is required on all paving projects for work to commence.

- All material is guaranteed to be as specified, with the above work completed in a substantial workmanlike manner.
- CONTRACTOR warrants all workmanship for a period of one (1) year from date of application. Under no circumstances shall any liability for damages ever exceed the selling price of the materials and labor.
- Upon acceptance, please sign and forward copy to our office.
- OWNER agrees to pay CONTRACTOR for said construction in two (2) installments, 50% down prior to start of work, balance due net ten (10) days upon completion of work. A Delinquency Charge of 1.5% per month (18% per annum) will be assessed on any unpaid balance following final maturity of 30 days, and at the expiration of each succeeding 30 day period thereafter. All warranties void if not paid in 30 days.
- Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. OWNER to carry fire, tornado and other necessary insurance. Workmen's Compensation and Public Liability insurance on above work are taken out by CONTRACTOR.

Signature: Chris Manninen (920) 922 3422
 (CONTRACTOR REPRESENTATIVE)

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

Date of Acceptance: _____ Signature _____
 (OWNER/AUTHORIZED SIGNATURE)



RECEIVED AUG 23 2023

800 Whitney St

PORTAGE, WI 53901-0890

(608) 742-7224 * FAX (608) 742-0398 * www.davisblacktop.com

Quality Asphalt Paving - Gravel - Crackfill - Seal Coat - Since 1971

PROPOSAL SUBMITTED TO:		PHONE:	920-290-0636
NAME:	CITY OF MARKESAN	JOB NAME:	
STREET:	P.O. BOX 352	STREET:	
CITY:	MARKESAN	CITY:	
STATE & ZIP:	WI 53946	CONTACT:	TODD ZAMZOW

WE HEREBY SUBMIT THE FOLLOWING SPECIFICATIONS AND ESTIMATES:

ESTIMATE 1: DRIVEWAY OF CITY HALL

SAW CUT. REMOVE EXISTING MATERIAL. PATCH 18X12, 3X6, AND 3X12 AREAS WITH BLACKTOP.

LUMP SUM \$ 2,700.00

ESTIMATE 2: SINK HOLE IN CITY PARKING LOT – CORNER OF S MAIN ST AND JOHN ST

SAW CUT. REMOVE EXISTING MATERIAL. PATCH 10X10 AREA WITH BLACKTOP.

LUMP SUM \$ 1,135.00

ESTIMATE 3: STREET PATCH – CORNER OF GRAND AND CHARLES ST

SAW CUT. REMOVE EXISTING MATERIAL. PATCH AVERAGE 12X48 AND 11X8 AREAS WITH BLACKTOP.

LUMP SUM \$ 6,670.00

Note: NEW BLACKTOP DRIVEWAYS/PARKING LOTS SHOULD BE SHOULDERED WITH TOPSOIL OR GRAVEL. ADDITIONAL COST WILL APPLY

Note: PRICES ARE SUBJECT TO CHANGE DUE TO FLUCTUATING OIL PRICES

Note: NO WARRANTY APPLIES TO SURFACE DRAINAGE IN AREAS THAT A MINIMUM OF 1% GRADE IS UNOBTAINABLE. IN AREAS WITH LESS THEN 1% GRADE WATER PONDING MAY OCCUR

Note: ANY PRIVATE LINES NOT MARKED BY DIGGER'S HOTLINE WILL BE OWNER'S RESPONSIBILITY

PERMITS ARE THE OWNER'S RESPONSIBILITY. DAVIS CONSTRUCTION REQUIRES A COPY OF YOUR PERMIT BEFORE WORK CAN BEGIN.

We hereby propose to furnish labor and materials in complete accordance with the above specifications for the above-indicated amount(s) with payment as follows: HALF (1/2) DOWN DEPOSIT BEFORE WORK IS STARTED and balance due upon completion of job. A 1.5% finance charge will accrue monthly thereafter. If signed proposal is cancelled, a 10% penalty charge will be assessed. If options are not accepted, they must be stricken out or all work will be completed as described above. If payment in full is not received within thirty (30) days from the date of completion of work, Davis Construction Company of Portage, Inc. will file a claim for lien on your property. We extend a one year guarantee on asphalt, sealing materials and workmanship. All materials are guaranteed as specified. All work will be completed in a workmanlike manner according to standards and practices. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Davis Construction Company of Portage, Inc. and our workers will not be held responsible for any damaged concrete or sidewalks.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN TEN (10) DAYS AUTHORIZED SIGNATURE: 

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above. It is agreed that payment will be made as specified above.

DATE: _____

Signature: _____

CREATED: August 21, 2023

Signature: _____

PLEASE SIGN AND RETURN THE WHITE COPY WITH HALF DOWN DEPOSIT. THE GRAY COPY IS YOURS TO KEEP.

PT TIRE & SERVICE CORP.
301 EAST CLARK ST.
BRANDON, WI 53919
920-346-TIRE (8473)

Estimate
28085

DATE
8-14-2023

LNAME:CITY OF MARKESAN

FNAME:

ADRES:

CY/ST:MARKESAN, WI

TECH:

NOTES:

MANAGER:

PO NUMBER:

MANUF:

TAG:

YR: MAKE:

MODEL:

MILEAGE:

MOTOR:

VIN:

HPHONE:920- -
WPHONE:920- -
ZIP:53946

PART#	DESCRIPTION	QTY	PRICE	DISC	TOTAL
SC	SERVICE CALL	1.00	125.00	0	125.00
DPTS	DISMOUNT & MOUNT PAYLOADER TIRE UP TO 20.5-25	4.00	150.00	0	600.00
MTP	ORING	4.00	22.50	0	90.00
MTP	20.5R25 F/S VERSABUILT ALL PURPOSE NET STATE PRICE IS 1974.60	4.00	1850.00	0	7400.00
SM	SHOP MATERIALS	1.00	180.00	0	180.00
FS	FUEL SURCHARGE	1.00	40.00	0	40.00

NOTES

RECAP PRICE IS 2000.00 FOR CAP & 100.00 FOR CASING THEY ARE NOT BUYING CASINGS AT THIS TIME.

ESTIMATE**ESTIMATE*****ESTIMATE*****ESTIMATE*****ESTIMATE*****ESTIMATE***

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle for the purposes of testing and inspection. An express mechanics lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. Sales and Service is subject solely of the manufacturer warranty. Signature releases any and all liability against PT TIRE & SERVICE, CORP. and shareholders after the automobile is off site and carries no additional liability after completion of the service provided. ALL USED TIRES ARE FINAL SALE AND SOLD AS IS AND HAVE NO WARRANTY OR LIABILITY. Signature releases all liability of PT TIRE & SERVICE, CORP. PAYMENT DUE UPON RECEIPT. 5% CHARGE FEE WILL APPLY AFTER 15 DAYS! 1.5% FINANCE CHARGE THEREAFTER. WARNING NOTICE! Lugnuts must be retorqued before 50 miles. Industrial or Farm see Owners Manual for specifications.

Parts	7670.00
Labor	765.00
Subtotal	8435.00
Tax Exempt	0.00
Total	8435.00

Signature X

This estimate may not reflect the actual cost at the time of purchase

Cliff's Tire & Battery Inc.

1049 W Fond du Lac

P.O. Box 478

Ripon, WI 54971

Phone: 920-748-6432 ~ Fax: 920-748-5861

www.autorepairripon.com

Authorization

Bill To City Of Markesan
PO Box 352
Markesan, WI 53946
USA

Plate WI 1
Description 2021 Loose Tire
VIN
Odometer 0

Home (920) 229-1387
Email tzamzow@markesanwi.gov

Work Order # 304899
Service Advisor Jeff Radloff
Technician NA

Appointment 1/17/2023 11:36 AM
Promised 1/17/2023 4:00 PM

Service

Service Call--Regular Hours

Labor \$110.00 *S
Sub \$110.00

Mount & Install 4 Tires - OTR

Install tire and new valve stem where applicable, clean and seal tire to wheel seat, set tire pressure to proper inflation. Mount and torque wheel lug nuts to manufacturers torque specifications. Perform final road test as required.

Labor \$400.00 *S
205R25 Firestone Versabuilt AP E3/L3 4 Unit \$2,055.00 / Unit \$8,220.00 ST4
O-Ring 4 Unit \$15.00 / Unit \$60.00 S
Sub \$8,680.00

Please Note

Some wheels require lug nut re-torque. Ask your Service Consultant for details.
Keeping your tires properly inflated and rotated will assist in maximizing tire wear life and vehicle handling.

Total Parts	\$8,280.00
Total Labor	<u>\$510.00</u>
Total Before Taxes & Miscellaneous Charges	\$8,790.00
(*) Job Supplies*	\$10.00 S
(T4) Tire Disposal – Large Farm / OTR*	\$0.00 S
(S) State Sales Tax*	\$0.00
Exemption #: 1234	
Grand Total	<u>\$8,800.00</u>

I hereby authorize the repairs to be done along with the required materials and agree that you are not responsible for loss or damage to the vehicle or contents in the case of fire or theft or causes beyond your control. I hereby grant you and your employees' permission to operate the vehicle on the streets and highways or elsewhere for the purpose of testing and or inspection. I acknowledge my indebtedness for the amount of this invoice and acknowledge and agree that in the event of non-payment that the repairer is entitled to liens under any available Repair Liens or Storage Liens Legislation. This information and any other information we have in our data base is restricted to authorized personnel only. This information will be used solely for the current and future service of your vehicle, warranty registration, and any other use required by law. You have a right to a written estimate. A repairer may not charge an amount that is more than ten (10) per cent above that estimate. If you waived your right to an estimate, the repairer must have your authorization of the maximum amount that you will pay for the repairs. The repairer may not charge more than the maximum amount you authorized. In either case, the repairer may not charge for any work you did not authorize.

Customer Signature: _____



POMP'S TIRE SERVICE, INC.

REMITTANCE ADDRESS:
POMP'S TIRE SERVICE INC.
P.O. BOX 88697
MILWAUKEE WI 53288-8697
CREDIT DEPT 800-535-2640

POMP'S TIRE-FOND DU LAC
516 S SEYMOUR ST

FOND DU LAC, WI 54935

920/921-4690

** NEW REMIT TO: **
** PO BOX 88697 **
** MILWAUKEE, WI **
** 53288-8697 **

WORK ORDER #: 520122024

PAGE: 1

CUSTOMER: CITY OF MARKESAN
150 S BRIDGE ST

3983031

MARKESAN, WI

54946

CREATED BY ST

BUSINESS: 920/398-3031

0

VEHICLE: LOADER ALL TIRES

SALESMAN: JIM CHESTER

WRK ORD DATE: 01/17/23

TERMS: 1 PMT DUE 10TH OF MON AFTR INV

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
REGULAR HOURS ROAD SERVICE-OTR ORS	_____	1.50	225.00		337.50
*MANDATORY (2 TO EDIT) PLEASE UPDATE SERVICE LOCATION					
OTR FUEL SURCHARGE (01/10/23)	_____	1.00	35.00		35.00
20.5R25/186A2 NOK L-2 LOADER N445591	_____	4	2255.00		9020.00
OTR DSMNT/MNT ON VEH 20.5-25-RD ODM205D	_____	4.00	155.00		620.00
O-RING HEMTT, PLS/HET, MTRV ORING	_____	4	23.00		92.00
OTR (20.5X25) SCRAP DISPOSAL FEE ODISP205	_____	4	87.00		348.00
TIRE LIFE PER GALLON BLUE TIRXLIFE	_____	12	38.00		456.00
OTR VALVE STEM OVALV	_____	4	31.00		124.00
COMMERCIAL SHOP/SERVICE SUPPLIES SUPL	_____		67.03		67.03
				MERCHANDISE:	9692.00
				LABOR:	957.50
				OTHER:	450.03
OFFICE COPY				WORK ORDER TOTAL:	11099.53
Printed Name _____		Signature _____			
DRIVER MUST CONFIRM LUG NUTS REMAIN TORQUED TO SPECS AFTER 50-100 MILES.					
*** DO NOT PAY FROM THIS WORK ORDER *** THIS IS NOT AN INVOICE ***					

SECTION 8: EMPLOYEE SAFETY & WELLNESS

General Safety

It is the policy of the City to provide and maintain safe and healthful working conditions. Municipal employees must recognize that their well-being is as important as the activity being performed. To support this policy, all employees shall follow practices that will safeguard employees and visitors, resulting in safe and efficient working conditions. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their Department Head, or with a Council member. All reports can be made without fear of reprisal.

Employees shall be responsible for the proper care and use of City vehicles, equipment, supplies, and tools. Employees shall wear all safety equipment required for the job they are performing. Under no circumstances should you start or operate machinery, equipment or vehicles you deem unsafe, nor should you adjust or modify any safeguards provided. It is imperative that all employees abide by the rules of safety and courtesy, and comply with all state laws, when operating vehicles or equipment on public roads. Employees involved in an accident while operating City vehicles on public roads shall immediately notify the appropriate law enforcement agency and their Department Head. Vehicles should not be moved until authorized by law enforcement.

All accidents, breakdowns or malfunction of any equipment shall be reported within 24 hours to a Department Head, or the Mayor or the Clerk-Treasurer if the Department Head is unavailable, so that repairs may be made. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their Department Head. The Department Head shall complete an incident report prior to the end of the shift at which he or she is informed of the incident. Such reports are necessary to comply with state laws and initiate insurance and workers' compensation benefit procedures.

Employees who violate safety standards, who cause hazardous or dangerous situation, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, as defined in this handbook.

Driver's License/Motor Vehicle Record

Employees who drive City vehicles as part of their regular job duties shall be subject to an annual driving record review conducted by the City's Police Department. In addition, such employees shall notify their Department Head within 24 hours, or upon return to work, of any moving traffic citation, violation, conviction or accident, that they are a party to. Failure to report any such incidents, whether or not they are work related, may result in disciplinary action as defined in this handbook. Depending on the severity of the violation or accident, the City may require remedial action, such as a driver refresher course, or the employee may be subject to disciplinary action as defined in this handbook.

If an employee loses their driving rights with the State, either personal or Commercial Driver's License (CDL), he/she must notify the City immediately. If an occupational license is not subsequently granted, the employee may be assigned duties and tasks that would not require possession of the license. Such assignment of duties and tasks shall be at the sole discretion of management.

Workplace Injury Reporting

If you have a work-related accident, illness, or injury on the job, no matter how slight the injury/illness, you must report it immediately to your Department Head, if physically able to do so. The Department Head should complete an Accident/Incident Report Form on the shift that the accident or incident occurred. The Department Head shall conduct an immediate investigation of the accident or incident. The Department Head shall file all reports within 24 hours with the City Clerk-Treasurer. Such notifications are necessary in order to comply with existing laws and to initiate insurance and worker's compensation benefits.

When dealing with workplace accidents or injuries, please consider the following:

1. If you are able, you may administer your own first aid. All employees should be aware of the location of first aid supplies in their work area. If you are unsure, ask your Department Head.
2. If an injury/illness is an emergency, local emergency responders should be contacted.
3. If the victim is an employee of the City and needs to see a physician directly following the incident, when they are still on their shift, the employee will be paid for the time they are at the physician's office.

Return to Work from Illness-Injury

Employees who are absent from work due to an injury caused by the performance of City related work are entitled to apply for benefits under the Worker's Compensation Law. In the event of a compensable injury, or any other injury or illness for which the employee is absent from work for more than three (3) consecutive work days, before the employee is allowed to resume normal or modified duty work, a medical provider's "return to work" authorization must be placed in his/her personnel file, verifying the employee's ability to return to work, and identifying any restrictions. No employee shall be allowed to return to work without a properly signed authorization from a medical provider.

It is in the best interest of the City and its employees to have injured or ill employees return to work as soon as they are physically capable. Therefore, following the occurrence of an on-the-job injury or illness, an employee who is determined to be capable of working at some level and capacity other than his or her normal capacity may be assigned such work and conditions as may be beneficial to the City.

Smoking & Tobacco Use

All City facilities and City-owned vehicles are smoke, tobacco, and electronic delivery device free. There are no designated smoking areas within any building. Employees are not allowed to smoke, use tobacco, or use any electronic smoking device outside of the main entrances to any building. Employees leaving a building to smoke, use tobacco, or use an electronic smoking device should do so only during regular break or meal periods.

For the purposes of this policy, an electronic smoking device is defined as any device or product designed to deliver any substance for human consumption through inhalation of vapor or aerosol that may be used to simulate smoking.

Drug Free Workplace

As the abuse of alcohol and drugs can constitute a real threat to those who abuse them, and to those who work with such individuals, it is the policy of the City to maintain a work place that is free from the effects of drug and alcohol abuse. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol.

THIS POLICY IS SUBJECT TO CHANGE WITHOUT FURTHER NOTICE FOR COMPLIANCE WITH FEDERAL REGULATIONS.

Employees are prohibited from the use, sale, dispensing, distribution, possession or manufacture of illegal drugs, narcotics, alcoholic beverages (except the use of alcoholic beverages legally available during public or private events being held on City Property), or any substance which can affect a person's perceptions or motor functions on City property, or while conducting business-related activities off City premises. Under no circumstances is an employee of the City to report to work or perform any work related function while under the influence of drugs or alcohol.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting with prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g. call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe work place practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action, as defined in this handbook, will be taken if job performance deterioration and/or other accidents occur.

The City has established the following drug and alcohol testing policies:

- All employees are subject to post-offer, reasonable suspicion, and post-accident testing. Follow-up testing is required for any employee who tests positive.
- Employees subject to Wisconsin Department of Transportation regulations are subject to post-offer, periodic, random, reasonable suspicion and post-accident testing.
- Any employee involved in an accident while operating a vehicle or equipment owned by the City that resulted in serious injury and/or property damage, or death, will be subject to drug/alcohol testing.

Police Department employees should see Police Department Policy 3.20 for additional information regarding drug testing and policies.

Employees failing any of the alcohol or drug tests, or who refuse to submit to a test as requested, will be considered to be medically unqualified to drive and/or perform any other safety sensitive function or essential function of their job and may be subject to disciplinary action as defined in this handbook, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Test Procedures and confidentiality: To ensure the integrity and accuracy of each test, all specimen collections, analysis and laboratory procedures will be performed in accordance with DOT protocols and safeguards as set forth in Part 40 of Title 49 of the Federal Code of Regulations.

Questions concerning this drug-free workplace policy or its administration should be directed to the City Clerk-Treasurer.

Weapons Policy

The safety of employees, residents, suppliers and visitors to the City of Markesan offices is of the utmost importance. It is the City's policy that all employees shall comply with all federal, state and local laws relating to firearms and other weapons. This policy shall not be construed to create any duty or obligation on the part of the City of Markesan to take any actions beyond those required of an employer by existing law.



Betsy Amend <bamend@markesanwi.gov>

Fwd: Garage Demo

1 message

Todd Zamzow <tzamzow@markesanwi.gov>
To: Betsy Amend <bamend@markesanwi.gov>

Thu, Aug 31, 2023 at 1:20 PM

----- Forwarded message -----

From: **ALYCIA ROEHL** <egbertexc@centurytel.net>
Date: Thu, Aug 31, 2023, 12:36 PM
Subject: Garage Demo
To: <tzamzow@markesanwi.gov>

Good Afternoon ~~Tom~~ *Todd* :
Per nick the garage demo is under contract and paid in full.
Planned to start work the 1st or 2nd week of November.

Thank you,
Alycia Roehl
Egbert Excavating, Inc.

Dear Markesan City Council,

The Beautification Group has worked year-round to make downtown inviting and beautiful. We plant and maintain flowers from May to November. In the fall and winter, we decorate the streets with cute scarecrows, straw bales, pumpkins, and Christmas trees with ornaments, hearts, and shamrocks and Easter eggs, as the holidays change. We donate hundreds of hours making downtown a welcoming place for commerce and community as well as the commuters driving through.

Do you know that at a minimum we save the City of Markesan \$5,000 a year with our volunteer hours? Do you also know that we have over 30 people involved in beautifying downtown Markesan. Many of them do not even live in the city limits.

We are asking the City Council to be as vested in downtown aesthetics as we are. We suggest that you offer an incentive to owners of streetside buildings to paint the front of them. Several business owners have taken it upon themselves to update their buildings already. And they look great.

We know that a council member would not qualify for an incentive program. They should take it upon themselves to paint and clean up their buildings because, after all, the look of the City is a direct reflection of every Council member.

We offer you some suggestions on how to incentivize street side beautification:

Use economic incentives such as tax abatements, tax revenue sharing, grants, infrastructure assistance, or low-interest financing, tax credits and other financial resources like paying for half of the paint. Just to name a few.

Ask service groups to help paint or upgrade the front of the buildings.

Cover unused store front windows with fresh, updated, clean items.

The money you save through our volunteer group should help the city incentivize the project. We truly care about the beautification of downtown. We hope you do too.

Sincerely,

Renee Braun

The Beautification Group

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



608-745-4070 (Office)
608-745-5763 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

August 23, 2023

Linette Jacobson
11 E Cathrine St
Markesan, WI 53946

RE: Property Maintenance Violation
11 E Cathrine St
City of Markesan

Dear Linette Jacobson;

The Markesan Building Inspection Department has observed that sections of your second-floor exterior wall have been without siding and the front door has had no landing and stairs to grade for many months.

This letter is to notify you that this condition is a violation of the City's Property Maintenance Ordinances. The lack of landing and exit stairs for the front door is a violation of Section 273-5 C. The lack of siding is a violation of Ordinance Section 273-5 D, K, & L.

This letter provides documentation that the violation will begin to be counted from the date of this letter, August 23, 2023. Per the Ordinances, you have 30 calendar days to resolve the violations by complying with Ordinance Chapter 273. The 30-day period for corrections will end September 22, 2023. You have the right to request a hearing before the Common Council or Committee. This hearing must be requested within 5 days of receipt of this letter. If a hearing is not requested, this letter becomes an order to correct the violations.

Per Ordinances Chapter 1-3 and 273-12, "Each day a violation exists after the notice of violation has been received and which becomes an order of the Building Inspector shall constitute a separate violation of this chapter."

Please contact the City of Markesan Building Inspector at 608.617.6873 or ttripp@generalengineering.net with any questions you may have regarding the violations. Please contact the City Clerk to request a hearing before the Common Council or Committee.

Thank you in advance for your cooperation in this matter.

Sincerely,

GENERAL ENGINEERING COMPANY

Timothy Tripp

Timothy Tripp #1330733
Building Inspection Department
City of Markesan

Portage

Black River Falls

La Crosse



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services
Grant Procurement & Administration • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



D&E Diesel Services LLC
 375 Enterprise Dr.
 Markesan, WI 53946
 (920) 398-1490
 de.dieselservices@gmail.com
 www.dedieselservices.com



Estimate

ADDRESS

John
 Markesan Public Works
 150 S. Bridge St.
 Markesan, WI 53946

ESTIMATE # 1027
DATE 08/17/2023

	DESCRIPTION	QTY	RATE	AMOUNT
Labor	OIL LEAKS: REPLACE OIL PAN, GASKET, OIL AND FILTER. RUN AND TEST UNIT	3	115.00	345.00T
15W-40 Engine Oil	PER QUART	30	6.24	187.20T
Brake Parts Cleaner		1	4.84	4.84T
Parts	LF3883FLG OIL FILTER	1	31.72	31.72T
Parts	441171E OIL PAN (OEM 1082.26)	1	247.77	247.77T
Parts	AFTERMARKET SHIPPING	1	40.00	40.00T
Parts	1826587C1 OIL PAN GASKET	1	101.09	101.09T

PLOW TRUCK OIL LEAK REPAIR

SUBTOTAL
 TAX
 TOTAL

957.62
~~52.67~~

\$1,010.29

Accepted By

Accepted Date

Snapplow

We impose a 3% surcharge for all credit card transactions. Please make checks payable to D&E Diesel Services.
 Invoice(s) must be paid in full prior to or at time of pick up.
 Unit must be picked up within 30 days of project completion to avoid storage fees.
 D&E Diesel Services reserves the right to charge interest fees for unpaid invoices exceeding 30 days.

August 29, 2023

Markesan City Council

Dear Members:

I feel the need to bring a grievance/complaint to the Council's attention. My husband and I have lived in our fair city for over 50 years, and I continue to live here alone, and have worked hard to keep our property at 531 Sunrise Lane looking good. While I welcomed Markesan's efforts to improve the street and update the gas lines to said property, I am quite upset/unhappy about the awful mess my yard in the areas of that work has been left in. I recall a few years back when Markesan (although I don't remember who was mayor then) told citizens they had to clean up their properties and enforced it for some time. It helped make Markesan a nicer looking city to live in.

Which leads into the current situation. Repaving the street and updating the gas lines. I did speak to both crews working on those projects and was told that they would haul in dirt and reseed the areas affected. I inquired as to why my property seemed to be affected over a larger area than most on my street, and I was told it was because my gas connection was a focal point where lines went various directions. Big heavy machines not only worked all across my curb street area but said machines were parked there quite often and moved around and tore up the lawn over the entire front.

Not seeing much improvement after a while, I decided to take pictures of affected area and went to speak to Mayor Slate in person about my complaint, Mayor Slate said he had had at least 10 other complaints, and he took down my name and address and said he would take complaint to the Council. A few days later a young man did come to my house and I expressed my complaint and its history to him. He told me that they had the phone number of the gas line crew and would make a call.

Again I waited hoping the matter would be taken care of. A couple days later as I walked out to get my mail out front, I saw that some dirt had been spread, but couldn't figure out why it was only a strip the size/shape of a doorway that had any dirt on it. Upon looking closer there didn't seem to be any seed and no straw on the area. I also wondered if the person(s) putting the little area of dirt tried to contact me before or after as, even though I was home, I was in the basement working. No one called to say they were coming.

So what now? I feel that the gas line crew should be responsible for repairing my lawn, as must have been in their contract. Lastly I would ask this: if your lawns had been affected and left in the ugly mess that my lawn is in, would you be ok with it? I have pictures of the way the lawn was left, (including the tall weeds that are growing) and the small strip of just dirt that was put down a day ago.

I would appreciate whatever effort you can put into helping me with this complaint and fixing the mess the gas line crew left. Thanks.

Shirley Kuphal



Betsy Amend <bamend@markesanwi.gov>

Intercon restoration

1 message

Todd Zamzow <tzamzow@markesanwi.gov>

Fri, Aug 25, 2023 at 9:34 AM

To: Betsy Amend <bamend@markesanwi.gov>, Rachel Heiling <rheiling@markesanwi.gov>

I just spoke with Intercon and their foreman will be going to the 3 addresses of the property owners that had complaints and speaking with them.

Also if you receive any phone calls on sidewalks from that same project, they will be in sometime in the next 2-3 weeks to pour sidewalks. Thought I would pass this along to make it easier for everyone.

Have a good weekend
Todd



Betsy Amend <bamend@markesanwi.gov>

Shirley

1 message

Todd Zamzow <tzamzow@markesanwi.gov>
To: Betsy Amend <bamend@markesanwi.gov>

Wed, Aug 30, 2023 at 9:58 AM

I spoke with Intercon and someone will be around to speak with her and hopefully they will fix the issue.

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



608-745-4070 (Office)
608-745-5763 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

SECOND NOTICE

August 3, 2023

Andrea Krueger
651 W John St
Markesan, WI 53946

RE: Property Maintenance Violation
651 W John St
City of Markesan

Dear Andrea Krueger:

The Markesan Building Inspection Department and the Keep Markesan Great Committee are writing regarding the condition of the house and property located at the above referenced address.

This letter is to provide notice that your property is in violation of the City of Markesan's Ordinance Chapter 273-5 A through D, K, & L regarding property maintenance. The exterior paint is peeling. There are areas of the exterior wood siding that are missing paint and exposed to the elements causing deterioration. The front porch roof is delaminating, and the front fascia is deteriorating.

This letter provides documentation that the violations will begin to be counted from the date of this letter, August 3, 2023. Per the Ordinances, you have 30 calendar days to resolve the violations by complying with Ordinance Chapter 273. The 30-day period for corrections will end September 3, 2023. You have the right to request a hearing before the Common Council or Committee. This hearing must be requested within 5 days of receipt of this letter. If a hearing is not requested, this letter becomes an order to correct the violations.

Per Ordinances Chapter 1-3 and 273-12, "Each day a violation exists after the notice of violation has been received and which becomes an order of the Building Inspector shall constitute a separate violation of this chapter."

Please contact the City of Markesan Building Inspector at 608.617.6873 or ttripp@generalengineering.net with any questions you may have regarding the violations. Please contact the City Clerk to request a hearing before the Common Council or Committee.

Thank you in advance for your cooperation in this matter.

Sincerely,

GENERAL ENGINEERING COMPANY

Timothy Tripp

Timothy Tripp #1330733
Building Inspection Department
City of Markesan

Portage

Black River Falls

La Crosse



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services
Grant Procurement & Administration • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services





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

August 3, 2023

Andrea Krueger
651 W John Street
Markesan, WI 53946

Dear Ms. Krueger:

The City of Markesan and the Police Department have been advised that you may be keeping chickens and goats on your property. Enclosed you will find the Ordinance No. 260 and Chapter 107 "Animals" of the City Code. If this is indeed the case, please review the ordinance and code. If you will be keeping chickens, please obtain an application form to City Hall. Please note that goats are not allowed to be kept in the City. You must remove the animal immediately.

If you have any questions, please contact City Hall at 920-398-3031 or the Police Department at 920-398-2121.

Sincerely,

Elizabeth Amend
Clerk-Treasurer

RECEIVED AUG 07 2023

August 7, 2023

To whom it may concern:

I am writing in response to the letter I received dated the third of August, 2023 regarding the letter concerning property maintenance violations. It states I must respond within five days if I would like to request a hearing. I am hereby requesting to be heard in response to the letter. I have a medical condition inabling me to appear before a Council and/or Committee. In addition, I cannot properly research and prepare a fair response and/or defense on my behalf in five days. I am requesting a minimum of thirty days to prepare a written response ^{and} or hire Council to speak on my behalf.

Sincerely,
Andrea Kueger



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

August 3, 2023

Representative of the Sherry Trappen Estate
c/o Mark Lieske
W6353 County Road FF
Dalton, WI 53926

RE: Property Maintenance Violation
75 N Main St
City of Markesan

Dear Mr. Lieske:

The Streets, Buildings & Utilities Committee met on Tuesday, June 6, 2023. At the meeting, your letter in regards to 75 N Main Street in Markesan was reviewed.

Following discussion, the committee had extended the time for the maintenance violations to be addressed by August 2023.

To date, the City has not seen any progress at 75 N. Main Street in Markesan. This will be addressed again at the Committee meeting on Tuesday, September 5, 2023. Please provide an update for the committee to the City Clerk by September 1, 2023 to include in the agenda packet.

Appreciate your cooperation in this matter.

Sincerely,

Streets, Buildings & Utilities Committee
City of Markesan

RECEIVED AUG 28 2023

Sherry Trappen Estate
PO Box 211
75 N. Main St
Markesan, WI 53946

August 25, 2023

Streets, Building and Utilities Committee
City of Markesan
PO Box 352
150 S Bridge St
Markesan, WI 53946

To Whom it Concerns:

We would like to present to you an update on our progress regarding the above property. We have been working on going through a lifetime of personal belongings of late Sherry Trappen and have made significant progress by preparing and completing a 4 day/2 weekend Estate Sale.

While we have been at the property and working inside, we have also done several upkeeping repairs to make the appearance of the property more acceptable. Items include: repairs made to the foundation, filling in dirt to areas where erosion has happened close to the house, seeded the areas for new grass to grow, pressure washed siding on the garage, made repairs to siding of house and replaced boards, began scapping of paint and applying new paint.

We plan to continue to improve the appearance of the property while we still own it and are very close to contacting appropriate people in regard to selling the property as soon as possible, still with December 2023 the goal to close the estate!

Thanks,

Mark & Sharon Lieske, Amanda Wendt, Amber Stoll, Amaris Odyia

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



608-745-4070 (Office)
608-745-5763 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

June 29, 2023

Anthony Hooyman and Elizabeth Dietzen
714 Depot St
Little Chute, WI 54140

RE: Property Maintenance Violation
14 W Water St
City of Markesan

Dear Anthony Hooyman and Elizabeth Dietzen:

As you likely know, the building permit for this property expired on June 14, 2023. No substantial work was completed prior to the expiration of the building permit.

This letter is to provide notice that your property is in violation of the City of Markesan's Ordinance Chapter 273-5 D, I, and K regarding property maintenance. The exterior paint is excessively peeling, and the porch roof is structurally unsound. The hole in the south side gable and the garage overhead door that does not sufficiently close allows for vermin to enter and reside in the house. The grass has been left untended in violation to the City's mowing ordinance repeatedly.

This letter provides documentation that the violations will begin to be counted from the date of this letter, June 29, 2023. Per the Ordinances, you have 30 calendar days to resolve the violations by complying with Ordinance Chapter 273. The 30-day period for corrections will end July 31st, 2023. You have the right to request a hearing before the Common Council or Committee. This hearing must be requested within 5 days of receipt of this letter. If a hearing is not requested, this letter becomes an order to correct the violations.

Per Ordinances Chapter 1-3 and 273-12, "Each day a violation exists after the notice of violation has been received and which becomes an order of the Building Inspector shall constitute a separate violation of this chapter."

Please contact the City of Markesan Building Inspector at 608.617.6873 with any questions you may have regarding the violations. Please contact the City Clerk to request a hearing before the Common Council or Committee.

Thank you in advance for your cooperation in this matter.

Sincerely,

Timothy Tripp

Timothy Tripp #1330733
Building Inspection Department
City of Markesan

Cc: City of Markesan Clerk

Portage

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Grant Procurement & Administration • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



Citation letter
Sample

July 26, 2023

Markesan, WI 53946

Dear Property Owner:

It has come to the City's attention that your property at _____, Markesan, is currently in violation of Section 273-5: Property Maintenance of the City of Markesan Code. Per Section 273-5(F), grass upon private premises shall not be longer than 6 inches, and/or Section 273-5(B), the exterior of the premises and surrounding yard shall be kept free of hazards such as weeds. **Please bring the property into compliance by 7:00am, Friday, August 4, 2023.**

Failure to correct the violation will result in the City taking action to have the grass cut and/or weeds trimmed, the expense of which, including an administrative fee, will be billed to you. Calculated fees are \$55 per hour, with a minimum of two hours. Fees for any second and subsequent violations are doubled. Failure to pay such invoice upon receipt will result in the full amount, plus interest and penalties being added to the next property tax bill.

According to the update of Section 252-8(c), the City of Markesan will only serve notice once per calendar year as to this fact. **(This will be your only notice for the 2023 summer season)**

Please disregard this notice if you have resolved this issue since the date of this letter.

Sincerely,

Elizabeth Amend
Clerk-Treasurer

Citation Letter Sample

July 20, 2023

100 250th St
Markesan, WI 53946

It has come to the City's attention that the property at [redacted] Markesan, is currently in violation of Section 252-10: Nuisances of the City of Markesan Code. Per Section 252-10(A), the owner/occupant shall not permit any tree branches to overhang onto a public street at a height of less than 14 feet over the street, nor any branches to overhang any public sidewalk at a height of less than 10 feet. **Please bring the property into compliance by July 31, 2023.**

Please note that failure to correct the violation will result in the City taking action to have the tree trimmed, the expense of which, including an administrative fee, will be billed to you. Failure to pay such invoice upon receipt will result in the full amount, plus interest and penalties being added to the next property tax bill.

Your prompt attention to this matter would be appreciated. Thank you in advance for your cooperation.

Sincerely,

Rachel Heiling
Deputy Clerk-Treasurer

Enclosure

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