

**OFFICIAL NOTICE OF MEETING  
OF THE  
MAUSTON COMMON COUNCIL  
6:30PM  
TUESDAY, JANUARY 10, 2012  
MAUSTON CITY HALL COUNCIL CHAMBERS  
303 MANSION STREET**

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**
- 3. Discussion and Action Regarding Minutes of December 13, 2011, Meeting**
- 4. Citizens Address to the Council**  
When addressing the Council please state your full name and full address
- 5. Mayoral Proclamation Recognizing Robert (Bob) Schroeder for Years of Service**
- 6. Airport Commission Quarterly Report**
- 7. Plan Commission Report**
  - a. Discussion and Action Regarding Hwy 82 Corridor Plan**
- 8. Public Works Committee Report**
  - a. Discussion and Action Regarding State Hwy 82 East Sidewalk and Multiuse Path and Street Scape Project**
  - b. Discussion and Action Regarding Eagle Construction Pay Request #2 – Standby Power and Storage Building**
  - c. Discussion and Action Regarding A-1 Excavating Final Pay Request – Remington Street Project**
  - d. Discussion and Action Regarding A-1 Excavating Pay Request #2 – West Industrial Park Contract B**
  - e. Director of Public Works Report**
  - f. Any Other Business Properly Brought Before the Council**
- 9. Finance and Purchasing Committee Report**
  - a. Discussion and Action Regarding Vouchers**
  - b. Discussion and Action Regarding Unisom Agreement for Management Rights of Water Tower Telecommunication Lease Agreements**
  - c. Discussion and Action Regarding Fire Truck Purchase**
  - d. Any Other Business Properly Brought Before the Council**
- 10. Police Chief's Report**
  - a. Statistical Report**
  - b. K-9 Dog Unit Presentation**
  - c. Any Other Business Properly Brought Before the Council**
- 11. Health, Welfare and Sustainability Committee Report**
  - a. Ordinance 2011-1048 Ordinance Amending Chapter 13 of the Mauston Code of Ordinances – First Reading**
  - b. Any Other Business Properly Brought Before the Council**

**12. Mayor's Report**

- a. **Ordinance 2011-1047 – Ordinance Creating Chapter 26 of the Mauston Code of Ordinances Establishing a Municipal Court – Second Reading**
- b. **Discussion and Action Regarding Ordinance 2011-1047**
- c. **Discussion and Action Regarding Purchase of Municipal Court Software**
- d. **Discussion and Action Regarding Mayoral Appointment to Ambulance Board**
- e. **Discussion and Action Regarding Library Board Appointment**
- f. **JC AIRS Annual Meeting**

**13. Administrator's Report**

- a. **Discussion and Action Regarding 2012-2013 Election Inspectors List**
- b. **Discussion and Action Regarding Purchase of Tablet Computers and Acceptable Use Policy**
- c. **Cemetery Association Work Session Next Meeting**

**14. Closed Session Pursuant to Wisconsin State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session**

- a. **Land transactions**

**15. Reconvene In Open Session**

**16. Possible Discussion and Action as Result of Closed Session Matters**

**17. Adjourn**

**OFFICIAL MINUTES OF MEETING  
OF THE  
MAUSTON COMMON COUNCIL  
DECEMBER 13, 2011**

**Call to Order/Roll Call** The Mauston Common Council met in regular session on Tuesday, December 13, 2011, in the Council Chambers of Mauston City Hall. Mayor Brian McGuire called the meeting to order at 6:35pm. Members present were Michel Messer, Dennis Nielsen, Dan May, Francis McCoy, Paul Huebner, Rick Noe, and Floyd Babcock. Also present were City Administrator Nathan Thiel, Director of Public Works Rob Nelson, Police Chief Mark Messer, City Attorney Rebecca Richards-Bria, and Administrative Assistant Diane Kropiwka.

**Pledge of Allegiance** McGuire led the pledge of allegiance.

**Minutes McCoy/May** to approve the minutes of the November 22, 2011, meeting. Motion carried by voice vote.

**Citizens Address** None

**Public Works Committee Report**

**EDA-West Industrial Park Project Contract A Pay Request** Noe/McCoy to approve Meise Construction Pay Request #2 in the amount of \$349,242.56. Motion carried unanimously by roll call vote.

**West Industrial Park Project Contract B Pay Request** Noe/McCoy to approve A-1 Excavating Pay Request #1 in the amount of \$143,252.11. Motion carried unanimously by roll call vote.

**Standby Power and Storage Building Pay Request** Noe/McCoy to approve Eagle Construction Pay Request #1 in the amount of \$53,990.00. Motion carried unanimously by roll call vote.

**Finance and Purchasing Committee Report**

**Vouchers** Huebner/May to approve vouchers in the amount of \$538,576.87. Motion carried unanimously by roll call vote.

**Equipment Replacement Line Item** Huebner/Nielsen to commit fund balances of \$285,000 from general, \$65,000 from water and \$300,000 from sewer to the newly created budget line item Equipment Replacement, in accordance with GASB-54. Motion carried unanimously by roll call vote.

**Assessed Values and 2012 Mil Rate** Huebner reported the final assessment values from the State were received and had increased. This was unanticipated because the City's equalized value had decreased. The City had anticipated the mil rate to increase by 16-cent per \$1,000 value, but because the total assessed value increased, the result is a ten-cent decrease in the City mil rate last year. The final City mil rate is \$9.47 per \$1,000 value.

**MAPA-Channel 6 Station Manager's Report** Lingl reported on activities of the State PEG Channel Association, Wisconsin Media Centers.

**Room Tax Committee Report** Messer provided geographical information regarding visitors to the Pumpkin Bash; the information was obtained by visitors registering for a prize drawing. The

2012 Mauston Pumpkin Bash will be held October 20 and 21. The Room Tax Committee is encouraged by the increase in local community involvement and is seeking to expand sponsorship opportunities.

### **Mayor's Report**

**Ordinance 2011-1046 – Ordinance Amending Chapter 22, Article 8 of the Zoning Ordinance to allow for Interstate and Interstate Unified Business Center Signs** The second reading was accomplished.

May/ Huebner to adopt Ordinance 2011-1046.

Noe expressed concerns regarding the height of the signs allowed and the effect the ordinance amendment may have on the development and revitalization plans recently completed.

Babcock agreed.

May stated there have not been any requests to date for signage at the maximum height allowed in the new ordinance. The Plan Commission didn't want to be in a position of denying development based on the developer's request for signage.

Nielsen stated that as a former businessperson he would have liked the opportunity for the higher signage.

Motion carried by voice vote (five in favor, two [Babcock, Noe] opposed).

**Ordinance 2011-1047 Ordinance Creating Municipal Court in the City of Mauston** The first reading was accomplished.

**Proclamation recognizing 80<sup>th</sup> Birthday of Floyd Babcock** McGuire read aloud the proclamation presented to Alderperson Floyd Babcock. Those present gave a round of applause.

### **City Administrator's Report**

**JC AIRS Work Session Follow-Up** Council directed Thiel to gather information on type of facility, uses, sizes, etc. from other communities and to schedule a council work session in early 2012.

**Mauston Outdoor Recreation Plan** May/Messer to adopt the Outdoor Recreation Plan as presented. Motion carried by voice vote.

**Closed Session** Noe/Messer to go into closed session pursuant to Wisconsin State Statute 19.85(1)(e). Motion carried unanimously by roll call vote.

Council went into closed session at 7:20pm.

**Report from Closed Session** Council took action to accept a donation of property contingent on resolution of details in the developer's agreement. Council authorized the Mayor and City Administrator to execute necessary documents to complete the transaction.

**Adjourn** Huebner/McCoy to adjourn. Motion carried by voice vote. Meeting adjourned at 8:12pm.

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Nathan R. Thiel, City Administrator

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Date

COPY

*Mayoral Proclamation  
Recognizing  
Robert (Bob) Schroeder's Community Service*

*Whereas, Bob Schroeder has served the citizens of Mauston and the greater community for almost twenty years as the caretaker of the Mauston Cemetery; and*

*Whereas, Bob has preserved both the memory and the dignity of even the oldest of internments by insuring the repair, maintenance, and resetting of stones; and*

*Whereas, Bob has expressed patriotism and gratitude by insuring that every veteran interred at the Mauston Cemetery can be recognized by their military service plaque; and*

*Whereas, Bob has expressed compassion for the friends and families of those who have passed by insuring that the grounds are prepared and ready for Memorial Day services; and*

*Whereas, Bob has secured the perpetual care of the cemetery by diligently caring for the finances of the association; and*

*Whereas, Bob has made a personal contribution to the cemetery of time, dedication and even the donation of vehicles and equipment; and*

*Now, therefore, it with great honor and respect that I hereby set forth my hand, this 10<sup>th</sup> day of January 2012, to recognize the dedication of Mr. Robert Schroeder. On behalf of the Mauston Common Council, the Mauston Cemetery Association, and the Mauston Community...*

*Thank you Bob for your dedication and service.*

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Mayor Brian T. McGuire



DEPARTMENT OF THE ARMY  
ST. PAUL DISTRICT, CORPS OF ENGINEERS  
180 FIFTH STREET EAST  
ST. PAUL, MN 55101-1678

DEC 20 2011

REPLY TO  
ATTENTION OF  
Operations  
Regulatory (2009-01994-SEK)

Mr. Doug Wells  
Mauston/New Lisbon Union Airport  
226 W. State St.  
Mauston, WI 53948

Dear Mr. Wells:

We have conducted an inspection of the work performed by the Mauston-New Lisbon Airport to restore wetlands abutting a tributary of the Wisconsin River for the purpose of resolving a violation of the Clean Water Act as authorized by Department of the Army permit 2009-01994-SEK. This permit was transmitted to you on March 10, 2010. The permit required that 14 excavated pits totaling 0.52 acres to be backfilled and 21 soils piles to be removed from the wetlands. The material from the piles was to be used to backfill the pits or be hauled offsite to an upland location. Both the excavated pit and soil pile areas were to be re-graded to the previously existing elevations. Although the site was originally forested, the permittee was to restore the site to a wet meadow in order to continue to comply with safety regulations adjacent to the runway. The project site is in Sec. 28, T. 16N. R. 3E., Juneau County, Wisconsin.

A recent inspection by the Corps indicates you have not complied with the terms and conditions of your Department of the Army permit. Specifically, the contractor working on your behalf failed to remove the entire excess fill from the spoil piles according to the permit and instead either left portions of the spoils in place or spread the spoils in wetlands. These discharges are not authorized by the permit and represent an additional violation of the Clean Water Act. Furthermore, the site was not re-graded to the previously existing elevations as the remaining piles were visibly higher in elevation from the surrounding grade. The attached map labeled, "Restoration Area Map," shows the comparison of the site before the restoration work (previously existing piles are in pale yellow with pits in red) and after the restoration work (existing piles are shown in pink). At the time of the inspection, we excavated through the existing fill piles to the buried topsoil in order to determine the distance between the existing and previously existing ground surface. A summary of these differences is provided in the attached spreadsheet labeled, "Soil Boring Data". Finally you are in violation of special condition 2, which stated "at least the top six inches over the excavated pit areas shall be native topsoil from the disturbed area." At the time of the inspection, it was clear that the majority of the existing fill piles consisted of sandy subsoil and was not covered with topsoil.

In order to ensure that the wetlands are returned to their pre-violation contours in a timely manner, we have modified your Department of the Army permit to add a condition specifying

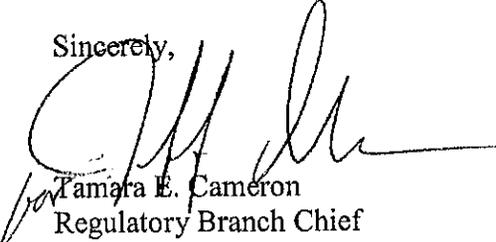
the date by which the earthwork and grading necessary to establish the pre-violation contours must be completed. I have considered the modification in accordance with Corps of Engineers regulations at 33 CFR 325.7 and find the proposed changes are not a significant change in the scope of the permitted activity and is not contrary to the public interest. Therefore, the following condition is hereby added to Permit No. 2009-01994-SEK effective December 6, 2011.

9. The permittee shall complete all earthmoving and grading activities necessary to return the site to pre-violation contours by March 15, 2012.

Please be aware that in the event the permit remains out of compliance after March 15, 2012, we may take additional action to resolve any outstanding permit violations. Among the enforcement options available are actions in Federal District Court for fines and injunctions requiring restoration. On an administrative level, the permit may be modified and administrative penalties assessed. The Corps may levy an administrative penalty in an amount not exceeding \$27,500 in a case such as this.

If you have any questions, contact Simone Kolb in our Waukesha office at (262) 717-9539. In any correspondence or inquiries, please refer to the Regulatory number shown above.

Sincerely,



Tamara E. Cameron  
Regulatory Branch Chief

Enclosures

Copy furnished to: WDNR, Will Stites  
EPA, Greg Carlson  
City of Mauston, Brian Yerges  
City of New Lisbon, Ed Kaelin  
MSA Professional Services, Michael Hinz  
Accratech, Inc., Thomas Chudy  
Juneau County, Greg Lowe



Dashed where inferred  
from Wisconsin Wetland  
Inventory Map

**Legend**

-  Soil Borings
-  Graded Areas
-  Pile Areas
-  Pit Areas
-  Inferred Wetland
-  Wetland Boundary



0      100      200      400  
Feet

**FIGURE 1A**  
**RESTORATION AREA MAP**  
Mauston-New Lisbon Union Airport  
Juneau County, WI

DRAWN BY: MEG	DATE: 04/29/2011
CHECKED BY: MH	SCALE: As Shown
JOB NO: 950609.C	

**MSA**  
More Ideas. Better solutions.

Soil Boring Data			
FeatureID	Depth to native topsoil	GPS_Date	GPS_Time
A1	27 in jpg 2301-03	4/28/2011	10:22:49am
A2	4in	4/28/2011	10:25:48am
A3	26 in	4/28/2011	10:32:33am
A4	5 in	4/28/2011	10:33:59am
A5	5 in	4/28/2011	10:35:44am
A6	21 in	4/28/2011	10:39:35am
B1	15 in jpg2306	4/28/2011	10:49:16am
B2	7in	4/28/2011	10:51:20am
B3	11 in	4/28/2011	10:57:12am
B4	25 in	4/28/2011	11:03:36am
B5	24 in	4/28/2011	11:09:55am
B6	6 in	4/28/2011	11:12:30am
B7	10 in	4/28/2011	11:17:56am
C1	27 in	4/28/2011	11:26:32am
C2	13 in jpg 2310	4/28/2011	11:33:15am
D1	11 in	4/28/2011	11:38:12am
D2	6 in	4/28/2011	11:40:36am
D3	4 in	4/28/2011	11:41:57am
D4	11 in jpg2314	4/28/2011	11:46:36am
E1	11 in	4/28/2011	11:53:35am
E2	3 in jpg2319	4/28/2011	11:55:19am
F1	23 in jpg2322	4/28/2011	12:08:51pm
G1	12 in jpg2325	4/28/2011	12:12:53pm
H1	3 in jpg2327	4/28/2011	12:16:44pm
H2	11 in	4/28/2011	12:18:18pm

# Mauston New Lisbon Airport

W7493 Ferdon Road  
New Lisbon, WI 53950

28 December 2011

Tamara E. Cameron  
Simone Kolb  
Department of the Army  
St. Paul District Corp of Engineers  
180 Fifth Street East  
St. Paul, MN 55101-1678

**SENT CERTIFIED MAIL**

RE: Operations Regulatory (2009-01994-SEK)

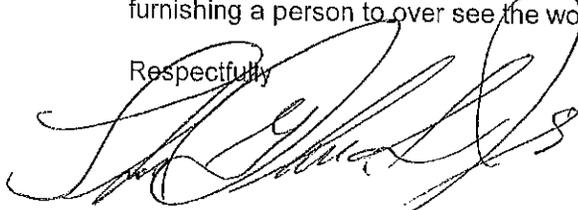
Dear Ms. Cameron:

We are in receipt of the letter dated 20 December 2011 regarding the above referenced. After meeting the Mauston New Lisbon Union Airport Commission has some questions, concerns and requests that we want to address herein.

The first concern we have is the time frame allowed for completion pending the potential for a \$27,500 fine should we not make the stated dead line. We would like to request that the dead line be reconsidered based on the following. On 28 April 2011 the Army Corp inspected the site and gathered information to determine if the restoration grading was completed to the approximate original grades as noted in special condition number 3. Preliminary indications that day by corp representatives were that the identified areas on the map were not in compliance for earth work, but the rest of the site was. At that time it was stated that corp representatives would be issuing a report and a letter to address any additional actions required. That was 8 months ago and now we are being informed that indeed the work is not in compliance and must be reworked to the approximate original grades. In addition the time frame states that the work must be completed by 15 March 2012 giving us less than three months to complete the work in a weather environment that can be very unstable causing delays that ultimately could result in the potential fine. The initial permit allows until 11 March 2013 to complete the work, therefore we ask for some latitude in completing the re-grading given the difficult working conditions within the upcoming winter months. Just like you we want to get this completed as soon as possible so we ask for your consideration in this matter.

The second concern we have is that as of 28 April 2011 we did in fact believe we had restored the area as noted above now only to be told that it has not been satisfactorily completed and portions must now be redone. With that being said we would like to further request a representative of the Corp be physically present during the actual work taking place of the restoration process thereby eliminating any chance for future error and/or rejection when completed. Currently we do have a contractor that is willing to complete the restoration as specified in your December letter within the time frame specified assuming current favorable weather conditions continue under one stipulation which is that they are not held responsible if the work once completed is again rejected. We feel that if the Army Corp honors our request by furnishing a person to over see the work being completed rejection should not be an issue.

Respectfully



Thomas G. Chudy, Jr. - Secretary Treasurer Mauston New Lisbon Union Airport Commission

CC: WDNR, Will Stites  
EPA, Greg Carlson  
City of Mauston, Nathan Thiel  
City of New Lisbon, Ed Kaelin  
MSA Professional Services, Mike Hinz  
Juneau County, Greg Lowe

Mauston Police Department

Arrests & Citations by Officer (Type)

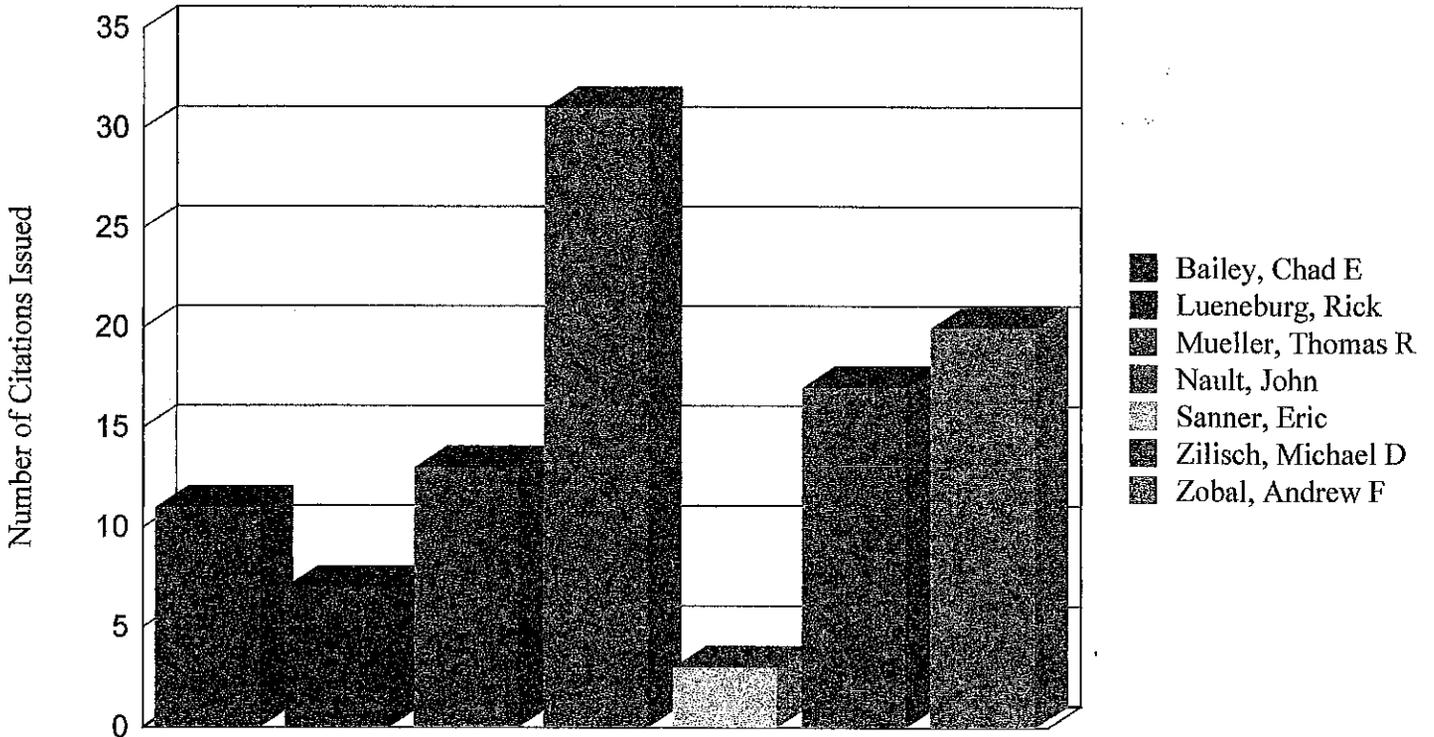
Arrest/Issue Date: 11/01/2011 through 11/30/2011

Officer: All

Officer	Type	Offense Code	Offense Description	Total
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*NOV.*

Arrests and Citations (by Officer)



**Mauston Police Department**  
**Arrests & Citations by Officer (Type)**

Arrest/Issue Date: 11/01/2011 through 11/30/2011

Officer: All

Officer	Type	Offense Code	Offense Description	Total
<b>Bailey, Chad E</b>				
	Arrest - State			
		51.15(12)	Emergency Detention	1
		947.01(1)	Domestic/D.C.	2
				<u>3</u>
	Citation - Municipal			
		11-947.01	Disorderly Conduct	1
				<u>1</u>
	Citation - Traffic			
		343.44(1)(a)	Operating After Suspension (2nd)	1
		343.44(1)(am)	Knowingly Operating While Suspended Cause Property Damage	1
		344.62(1)	Operate Motor Vehicle w/o Insurance	1
		346.18(3)	Fail/Yield Right/Way From Stop Sign	1
		346.63(1)(a)	Operating While Intox. (2nd)	1
		346.63(1)(b)	Operating W/PAC (2nd)	1
		346.67(1)	Hit And Run Causing Injury	1
				<u>7</u>
<b>Lueneburg, Rick</b>				
	Arrest - State			
		51.15(12)	Emergency Detention	1
		Warrant	Arrested On Warrant	1
				<u>2</u>
	Citation - Municipal			
		13.31(3)	Failure to maintain property-yard debris	1
		943.24(1)	ISSUE WORTHLESS CHECKS	1
				<u>2</u>
	Citation - Traffic			
		344.62(2)	Operate Motor Vehicle w/o Proof of Insurance	1
		346.57(4)(f)	Speeding In Outlying District (20-24 Mph)	1
		347.48(2m)(b)	Vehicle Operator Fail/Wear Seat Belt	1
				<u>3</u>
<b>Mueller, Thomas R</b>				
	Arrest - State			
		51.15(12)	Emergency Detention	1
		943.01(2)(d)	Crim Damage Prop >\$1000	4
		948.31(2)	Interference With Child Custody	1
		961.41(3g)(e)	Possess Thc (Marijuana)	1
		Warrant	Arrested On Warrant	2
				<u>9</u>
	Arrest - Traffic			
		943.23(3)	Drive Or Operate Vehicle W/O Consent	1
				<u>1</u>
	Citation - Municipal			
		11-943.61	Theft of Library Material	1
				<u>1</u>
	Citation - Traffic			
		344.62(2)	Operate Motor Vehicle w/o Proof of Insurance	2
				<u>2</u>

**Mauston Police Department**  
**Arrests & Citations by Officer (Type)**

Arrest/Issue Date: 11/01/2011 through 11/30/2011

Officer: All

Officer	Type	Offense Code	Offense Description	Total
<b>Nault, John</b>				
	Arrest - State			
		51.15(12)	Emergency Detention	1
		940.19(1)	Battery	1
		943.24 (1)	Issue Worthless Checks	2
		961.41(1)(d)	Manufacture, Distribute, Deliver Heroin	2
		961.41(1)(e)1	Manuf, Distrib, Deliver Methamphetamine, 3 Grams or Less	4
		961.41(3g)(e)	Possess Thc (Marijuana)	1
		961.42	Maintain a Drug House	3
		961.49 (1m) (b) (6)	Intent to Deliver Controlled Substance School	1
		Probation/Hold	Probation Hold	1
				<u>16</u>
	Arrest - Traffic			
		943.23(2)	Take And Drive Vehicle W/O Consent	1
				<u>1</u>
	Citation - Municipal			
		11-943.61	Theft of Library Material	3
		943.24(1)	ISSUE WORTHLESS CHECKS	11
				<u>14</u>
<b>Sanner, Eric</b>				
	Arrest - State			
		51.15(12)	Emergency Detention	1
		940.19(4)	Domestic/Battery	1
				<u>2</u>
	Citation - Municipal			
		11-943.01	Damage To Property	1
				<u>1</u>
<b>Zilisch, Michael D</b>				
	Arrest - State			
		943.20(1)(a)	Theft	1
		943.24 (1)	Issue Worthless Checks	1
		947.01	Disorderly Conduct	1
				<u>3</u>
	Citation - Municipal			
		11-254.92	POSSESSION OR PURCHASE OF TOBACCO BY MINOR	1
		11-943.61	Theft of Library Material	1
		11-947.01	Disorderly Conduct	5
		11-961.41	POSSESSION OF THC	1
		11-961.573	Possess Drug Paraphernalia	1
		943.24(1)	ISSUE WORTHLESS CHECKS	5
				<u>14</u>
<b>Zobal, Andrew F</b>				
	Citation - Municipal			
		11-118.16	SCHOOL ATTENDANCE ENFORCEMENT CHILD	10
		11-118.163	SCHOOL ATTENDANCE ENFORCEMENT PARENT	8
		11-254.92	POSSESSION OR PURCHASE OF TOBACCO BY MINOR	1
		11-947.01	Disorderly Conduct	1
				<u>20</u>

**Mauston Police Department**

**Arrests & Citations by Officer (Type)**

Arrest/Issue Date: 11/01/2011 through 11/30/2011

Officer: All

<b>Officer</b>	<b>Type</b>	<b>Offense Code</b>	<b>Offense Description</b>	<b>Total</b>
<b>GRAND TOTAL:</b>				<u><u>102</u></u>

**Mauston Police Department**  
**Arrests & Citations (by Offense)**

Arrest/Issue Date: 11/01/2011 through 11/30/2011

Offense Code	Both Offense Description	Total
11-118.163	SCHOOL ATTENDANCE ENFORCE	8
11-118.16	SCHOOL ATTENDANCE ENFORCE	10
11-254.92	POSSESSION OR PURCHASE OF TC	2
11-943.01	Damage To Property	1
11-943.61	Theft of Library Material	5
11-947.01	Disorderly Conduct	7
11-961.41	POSSESSION OF THC	1
11-961.573	Possess Drug Paraphernalia	1
13.31(3)	Failure to maintain property-yard debris	1
343.44(1)(a)	Operating After Suspension (2nd)	1
343.44(1)(am)	Knowingly Operating While Suspended	1
344.62(1)	Operate Motor Vehicle w/o Insurance	1
344.62(2)	Operate Motor Vehicle w/o Proof of In	3
346.18(3)	Fail/Yield Right/Way From Stop Sign	1
346.57(4)(f)	Speeding In Outlying District (20-24 M	1
346.63(1)(a)	Operating While Intox. (2nd)	1
346.63(1)(b)	Operating W/PAC (2nd)	1
346.67(1)	Hit And Run Causing Injury	1
347.48(2m)(b)	Vehicle Operator Fail/Wear Seat Belt	1
51.15(12)	Emergency Detention	5
940.19(1)	Battery	1
940.19(4)	Domestic/Battery	1
943.01(2)(d)	Crim Damage Prop >\$1000	4
943.20(1)(a)	Theft	1
943.23(2)	Take And Drive Vehicle W/O Consent	1
943.23(3)	Drive Or Operate Vehicle W/O Consen	1
943.24 (1)	Issue Worthless Checks	3
943.24(1)	ISSUE WORTHLESS CHECKS	17
947.01(1)	Domestic/D.C.	2
947.01	Disorderly Conduct	1
948.31(2)	Interference With Child Custody	1
961.41(1)(d)	Manufacture, Distribute, Deliver Heroin	2
961.41(1)(e)1	Manuf, Distrib, Deliver Methamphetamine	4
961.41(3g)(e)	Possess Thc (Marijuana)	2
961.42	Maintain a Drug House	3
961.49 (1m) (b) (6)	Intent to Deliver Controlled Substance	1
Probation/Hold	Probation Hold	1

**Mauston Police Department**

**Arrests & Citations (by Offense)**

Arrest/Issue Date: 11/01/2011 through 11/30/2011

<b>Offense Code</b>	<b>Both Offense Description</b>	<b>Total</b>
Warrant	Arrested On Warrant	3
<b>GRAND TOTAL:</b>		<u><u>102</u></u>

**Maunston Police Department**  
**Arrests & Citations & Warnings by Day of Week**  
Arrest/Issue Date: 11/01/2011 through 11/30/2011

Officer:

ARRESTS		Total	Sun	Mon	Tue	Wed	Thur	Sat
51.15(12)	Emergency Detention	5	0	0	1	2	1	1
940.19(1)	Battery	1	0	0	1	0	0	0
940.19(4)	Domestic/Battery	1	0	1	0	0	0	0
943.01(2)(d)	Crim Damage Prop >\$1000	4	4	0	0	0	0	0
943.20(1)(a)	Theft	1	0	0	0	0	1	0
943.23(2)	Take And Drive Vehicle W/O Consent	1	0	0	0	1	0	0
943.23(3)	Drive Or Operate Vehicle W/O Consent	1	0	1	0	0	0	0
943.24 (1)	Issue Worthless Checks	3	0	1	1	1	0	0
947.01	Disorderly Conduct	1	0	0	1	0	0	0
947.01(1)	Domestic/D.C.	2	0	0	0	0	2	0
948.31(2)	Interference With Child Custody	1	0	0	0	0	0	1
961.41(1)(d)	Manufacture, Distribute, Deliver Heroin	2	0	0	2	0	0	0
961.41(1)(e)1	Manuf, Distrib, Deliver Methamphetamine	4	0	0	2	2	0	0
961.41(3g)(e)	Possess The (Marijuana)	2	0	0	0	2	0	0
961.42	Maintain a Drug House	3	0	3	0	0	0	0
961.49 (1m) (b) (6)	Intent to Deliver Controlled Substance Sch	1	0	0	0	1	0	0
Probation/Hold	Probation Hold	1	0	0	0	0	1	0
Warrant	Arrested On Warrant	3	3	0	0	0	0	0
<b>Total:</b>		<b>37</b>	<b>7</b>	<b>6</b>	<b>8</b>	<b>9</b>	<b>5</b>	<b>2</b>

**Mauston Police Department**  
**Arrests & Citations & Warnings by Day of Week**  
Arrest/Issue Date: 11/01/2011 through 11/30/2011

Officer:

CITATIONS	Total	Sun	Mon	Tue	Wed	Thur	Fri	Sat
11-118.16	10	0	0	0	0	10	0	0
11-118.163	8	0	0	0	0	8	0	0
11-254.92	2	1	0	0	1	0	0	0
11-943.01	1	1	0	0	0	0	0	0
11-943.61	5	0	2	3	0	0	0	0
11-947.01	7	2	0	0	0	1	3	1
11-961.41	1	1	0	0	0	0	0	0
11-961.573	1	1	0	0	0	0	0	0
13.31(3)	1	0	0	0	1	0	0	0
343.44(1)(a)	1	0	0	0	0	0	1	0
343.44(1)(am)	1	0	0	0	0	0	0	1
344.62(1)	1	0	0	0	0	0	0	1
344.62(2)	3	0	0	0	0	1	0	2
346.18(3)	1	0	0	0	0	0	0	1
346.57(4)(f)	1	0	0	0	0	1	0	0
346.63(1)(a)	1	1	0	0	0	0	0	0
346.63(1)(b)	1	0	0	0	0	0	0	1
346.67(1)	1	1	0	0	0	0	0	0
347.48(2m)(b)	1	0	0	0	0	1	0	0

**Mauston Police Department**  
**Arrests & Citations & Warnings by Day of Week**

Arrest/Issue Date: 11/01/2011 through 11/30/2011

Officer:

	Total	Sun	Mon	Tue	Wed	Thur	Fri	Sat
943.24(1)	17	0	1	8	1	4	3	0
<b>ISSUE WORTHLESS CHECKS</b>								
<b>Total:</b>	<b>65</b>	<b>8</b>	<b>3</b>	<b>11</b>	<b>3</b>	<b>26</b>	<b>7</b>	<b>7</b>

**WARNINGS**

	Total	Sun	Mon	Thur	Fri
346.46	1	0	0	0	1
346.57(4)(e)	2	2	0	0	0
346.57(4)(f)	1	0	0	1	0
	1	0	0	1	0
347.06(1)	1	0	0	0	1
TR305.11(2)(a)	1	0	1	0	0
<b>Total</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>

**Mauston Police Department**

**Officer Arrests\Citations\Other Contacts**  
Arrest/Issue Date: 11/01/2011 through 11/30/2011  
Arresting Officer:

	Grand Total	Arrests		Citations		Warnings
		Adult	Juvenile	Adult	Juvenile	Adult
Bailey, Chad E	11	2	1	8	0	0
Einwich, Jason P	2	0	0	0	0	2
Lueneburg, Rick	9	2	0	5	0	2
Mueller, Thomas R	14	5	5	3	0	1
Nault, John	31	15	2	14	0	0
Sanner, Eric	4	2	0	0	1	1
Zilisch, Michael D	18	3	0	10	4	1
Zobal, Andrew F	20	0	0	8	12	0
<b>Total</b>	<b>109</b>	<b>29</b>	<b>8</b>	<b>48</b>	<b>17</b>	<b>7</b>

Notes: The 'Adult' column for Other Contacts includes Adults & Juveniles

Mauston Police Department

Incident Offenses (by Officer)

Reported Date: 11/01/2011 through 11/30/2011

Offense Type: All

REPORTS

Officer	Offense Code	Offense Description	Total
<b>Bailey, Chad E</b>	ACC/TRF/PI	Accident-Traffic PI	1
	943.10(1)	Burglary - Steal/Commit Felony	1
	11-947.01	Disorderly Conduct	1
	947.01(1)	Domestic/D.C.	1
	51.15(12)	Emergency Detention	1
	HIT & RUN	Hit & Run	1
	MENTAL SUBJECT	Mental Subject	1
	948.21(1)	Neglect A Child Eath	1
	948.02(1)	Sex Assault Child -First Degre	1
			<b>Bailey, Chad E</b>
<b>Jackson, Michael L</b>	ACC/TRF/PDO	Accident-Traffic Pdo	3
		<b>Jackson, Michael L</b>	3
<b>Lueneburg, Rick</b>	ACC/TRF/PDO	Accident-Traffic Pdo	1
	Warrant	Arrested On Warrant	1
	943.01(1)	Criminal Damage To Property	2
	DEATH	Death Investigation	1
	51.15(12)	Emergency Detention	1
	13.31(3)	Failure to maintain property-yard debris	1
	INF/ONLY	Information Only	2
	943.24(1)	ISSUE WORTHLESS CHECKS	1
	943.20(1)(a)	Theft	1
		<b>Lueneburg, Rick</b>	11
<b>Mueller, Thomas R</b>	ABANDONED PROP	Abandoned Property	1
	ACC/TRF/PDO	Accident-Traffic Pdo	2
	ANIMAL BITE-CAT	Animal Bite, Cat	1
	ANIMAL BITE-DOG	Animal Bite, Dog	1
	Warrant	Arrested On Warrant	2
	943.10(1)	Burglary - Steal/Commit Felony	1
	948.07(1)	Child Enticement Ontac	1
	943.01(2)(d)	Crim Damage Prop >\$1000	1
	943.01(1)	Criminal Damage To Property	1
	943.13	Criminal Trespass Land	1
	943.23(3)	Drive Or Operate Vehicle W/O Consent	1
	51.15(12)	Emergency Detention	1
	SEARCH WARRANT	Execute Search Warrant	1
	HIT & RUN	Hit & Run	1
	INF/ONLY	Information Only	1
	948.31(2)	Interference With Child Custody	1
	JUV/PROBLEM	Juvenile Problem	1
	961.41(3g)(e)	Possess Thc (Marijuana)	1
	943.20(1)(a)	Theft	2
	11-943.61	THEFT OF LIBRARY MATERIAL (<=\$2500)	1
		<b>Mueller, Thomas R</b>	23
<b>Nault, John</b>	ACC/TRF/PDO	Accident-Traffic Pdo	2

**Mauston Police Department**  
**Incident Offenses (by Officer)**

Reported Date: 11/01/2011 through 11/30/2011

Offense Type: All

Officer	Offense Code	Offense Description	Total
<b>Nault, John</b>	943.01(1)	Criminal Damage To Property	1
	961.41 (1)	Deliver of Controlled Substance	1
	947.01	Disorderly Conduct	1
	51.15(12)	Emergency Detention	1
	SEARCH WARRANT	Execute Search Warrant	2
	INF/ONLY	Information Only	3
	943.24 (1)	Issue Worthless Checks	3
	943.24(1)	ISSUE WORTHLESS CHECKS	4
	961.41(3g)(e)	Possess Thc (Marijuana)	1
	Probation/Hold	Probation Hold	1
	943.20(1)(a)	Theft	2
	11-943.61	THEFT OF LIBRARY MATERIAL (<=\$2500)	3
		<b>Nault, John</b>	<u>25</u>
<b>Sanner, Eric</b>	943.10(1)	Burglary - Steal/Commit Felony	1
	940.19(4)	Domestic/Battery	1
	51.15(12)	Emergency Detention	1
	INF/ONLY	Information Only	1
		<b>Sanner, Eric</b>	<u>4</u>
<b>Tremain, Kristi J</b>	INF/ONLY	Information Only	1
		<b>Tremain, Kristi J</b>	<u>1</u>
<b>Zilisch, Michael D</b>	943.10(1)	Burglary - Steal/Commit Felony	1
	943.01(1)	Criminal Damage To Property	1
	947.01	Disorderly Conduct	3
	HARASSMENT	Harassment	1
	943.201	Identity Theft	1
	INF/ONLY	Information Only	3
	943.24 (1)	Issue Worthless Checks	3
	RUNAWAY	Juvenile Runaway	1
	POSSIBLE/CHILD	Possible Child Abuse	1
	GAS DRIVE-OFF	Theft/Gas Drive-Off	2
		<b>Zilisch, Michael D</b>	<u>17</u>
<b>Zobal, Andrew F</b>	961.41(1m)(h)(l)	Poss W/Intent Thc <= 200g	1
		<b>Zobal, Andrew F</b>	<u>1</u>
		<b>GRAND TOTAL:</b>	<u><u>94</u></u>

Mauston Police Department  
Ticket Totals (by Officer)

Issue Date: 11/01/2011 through 11/30/2011

**PARKING**

Officer	Violation Code	Violation Description	Total
Raquel G,	MEALS	MEAL SITE	2
		By Officer:	<u>2</u>
		Total Tickets:	<u><u>2</u></u>

P.F.C.  
P. 107

12.6-11

NICE JOB!!

TO: 1) P.F.C.  
2) PERS  
FILE



Officer Zelisch,  
Thank you so much for  
helping me and my brother  
out of that situation.  
You are a good man  
and I pray you, Good Health,  
Luck and Happiness

Thank you  
Angel and Gabe  
Bryan



We now live with  
our Dad + Heather  
in Illinois since  
Sept. 10th. 11

Proposed Timeline:  
H, W & S Committee - 12/15/11  
Council-1<sup>st</sup> reading - 1/10/12  
2<sup>nd</sup> reading & adopt- 1/24/12

Ordinance No. 2011- 1048

**ORDINANCE AMENDING CHAPTER 13 OF THE MAUSTON CODE OF ORDINANCES**

**WHEREAS**, the Health, Welfare and Sustainability Committee recognizes a need for an organized inspection program of residential rental units within the City in order to upgrade and maintain the condition of rental units so they meet and comply with all provisions of the City of Mauston Code of Ordinances as well as all applicable safety, health, fire, building and construction requirements by the State of Wisconsin; and

**WHEREAS**, the City of Mauston desires to provide a more efficient system for compelling both absentee and local landlords to correct violations and to maintain, in proper condition, rental property within the City; and

**WHEREAS**, the purpose of this Ordinance is to preserve and improve the City of Mauston's rental properties and its neighborhoods; and

**WHEREAS**, the Health, Welfare and Sustainability Committee has recommended to repeal and recreate Chapter 13 of the Mauston Code of Ordinances as attached hereto;

**NOW, THEREFORE**, on a motion duly made and seconded, the Common Council of the City of Mauston does hereby ordain that the existing "Building Maintenance and Public Nuisance Code" found in Chapter 13 of the Mauston Code of Ordinances is hereby repealed, and the new "Building Maintenance and Public Nuisance Code" (attachment A) is hereby adopted and enacted.

Introduced and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

**APPROVED:**

**ATTESTED:**

\_\_\_\_\_  
Brian T. McGuire, Mayor

\_\_\_\_\_  
Nathan Thiel, City Administrator

- Date of Recommendation by Health, Welfare and Sustainability Committee \_\_\_\_\_
- Date of Readings \_\_\_\_\_ and \_\_\_\_\_
- Date of Adoption \_\_\_\_\_
- Votes: \_\_\_\_\_ ayes \_\_\_\_\_ nays \_\_\_\_\_ abstentions
- Date of Publication \_\_\_\_\_

**CHAPTER 13**  
**BUILDING MAINTENANCE AND PUBLIC NUISANCE CODE**

**Subchapter I: General Provisions**

- 13.01 **Statutory Authority:** This Chapter is adopted pursuant to Sections 62.11(5) and 823.01 Wis. Stats., and the Police powers granted to all Wisconsin Municipalities.
- 13.02 **Purpose:** The purpose of this Chapter is to promote, preserve and protect the peace, health, safety, property and general welfare of the community; to protect, maintain and preserve property values; to abate and prevent blighted areas; and to recognize the private and public benefits resulting from the safe, sanitary and attractive maintenance of buildings, yards, and vacant areas.
- 13.03 **Definitions:** The following definitions shall apply in the interpretation and enforcement of this chapter:
- (1) **Basement:** A space of full story height below the first floor which is not designed or used primarily for year around living accommodations. Space partly below grade, which is designed and finished as habitable space is not defined as basement space.
  - (2) **Dwelling:** Any building or structure and attached appurtenances wholly or partly used or intended to be used by humans for living or sleeping.
  - (3) **Dwelling Unit:** Any habitable room or group of adjoining habitable rooms located within a dwelling and forming a single unit for not more than one (1) family, with facilities which are used or intended to be used for living, sleeping, cooking and eating meals.
  - (4) **Gang Graffiti:** Any structure or marking determined by the Police Department to be a gang-related symbol or sign.
  - (5) **Garbage:** Solid wastes from the domestic and commercial preparation, cooking and dispensing of food and from the handling, storage and sale of meat, fish, fowl, fruits, vegetables and condemned food and other vegetable and animal matter.
  - (6) **Infestation:** The presence within or around a dwelling of any insects, rodents or other pests.
  - (7) **Noxious Weeds:** Canada thistle, leafy spurge, field bindweed (creeping Jenny), in any part of the City, and all plants growing in sidewalk cracks or cracks next to buildings in any area zoned commercial or industrial.

A THRESHOLD CITY

- (8) Occupant: Any person living, sleeping or eating in, or having actual possession of, a dwelling unit or rooming unit.
- (9) Operator: Any person, not an owner, who has charge or care of any premises, dwelling or part thereof.
- (10) Owner: Any person who shall be the legal record holder of title of a premises or dwelling, including the legal record holder of a land contract vendee's interest.
- (11) Premises: Any lot, plot or parcel of land and the buildings thereon.
- (12) Recyclable Waste: Waste material that can be remanufactured into useable products and shall include by way of enumeration, but not limitation, glass, plastics, newspapers, cardboard, metals (aluminum, steel, tin, brass, etc.).
- (13) Refuse: All waste material, except garbage, rubbish and recyclable waste, and shall by way of enumeration, but not limitation, include grass, leaves, sticks, tree branches and logs, stumps, cement, boards, furniture or household appliances, garden debris.
- (14) Rubbish: Waste material, except garbage, that is incidental to the operation of a building and shall include by way of enumeration, but not limitation, tin cans, bottles, rags, paper, cardboard, sweepings.

COPY

# ATTACHMENT A

## Subchapter II: Public Nuisances

13.20 Public Nuisance Prohibited: No occupant, operator or owner shall erect, cause, continue, maintain or permit to exist any public nuisance within the City.

13.21 Public Nuisance Defined: The following acts, omissions, places, conditions and things are hereby declared to be public nuisances:

- (1) Common Law: Any public nuisance known at common law or in equity jurisprudence.
- (2) In General: Any act, occupation, condition or use of property which shall continue for such length of time as to:
  - (a) Substantially annoy, injure or endanger the comfort, health, repose or safety of the public;
  - (b) In any way render the public insecure in life or in the use of property;
  - (c) Greatly offend the public morals or decency;
  - (d) Unlawfully and substantially interfere with, obstruct or tend to obstruct, or render dangerous for passage, any street, alley, highway, navigable body of water or other public way, or the use of public property.
- (3) Code Violations: Any place or premises within the City where City ordinances or state laws relating to the public health, safety, peace, morals or welfare are openly, continuously, repeatedly and intentionally violated.
- (4) Blighted Premises: Any structure, building, improvement or premises which is a menace to public health, safety, morals or welfare in its present condition, or which endangers life or property by threat of fire or other hazard, due to any of the following reasons:
  - (a) Faulty design or construction,
  - (b) Failure to maintain the premises, or
  - (c) The accumulation thereon of junk, garbage, or rubbish.
- (5) Attractive Nuisance: Any artificial condition existing on land which presents an unreasonable risk of harm to children, who, because of their youth, may not discover the condition or realize the risk of intermeddling or coming within the area of danger, and the utility to the possessor of maintaining the condition and the burden of eliminating the danger are slight as compared to the risk to children. Attractive nuisances shall include, but are not limited to, the following:

- (a) Vacant buildings or structures which possess unsecured doors or windows;
  - (b) Abandoned wells or shafts which are not securely sealed or covered;
  - (c) Basements and excavations which are unprotected or unfenced;
  - (d) Abandoned refrigerators or freezers which do not have the doors removed therefrom;
  - (e) Structurally unsound fences and structures;
  - (f) Abandoned, untitled or unlicensed motor vehicles which possess unsecured doors, windows or trunks.
- (6) Public Health: The following acts, omissions, places, conditions and things are hereby specifically declared to be public nuisances, affecting public health, but such enumeration shall not be construed to exclude other health nuisances:
- (a) Adulterated Food: All decayed, harmfully adulterated or unwholesome food or drink sold or offered to the public for human consumption.
  - (b) Unburied Carcasses: Carcasses of animals, birds or fowl not intended for human consumption or food which are not buried or otherwise disposed of in a sanitary manner within 24 hours after death.
  - (c) Breeding Places for Vermin, etc.: Accumulation of decayed animal or vegetable matter, garbage, refuse, rubbish, rotting lumber, bedding, packing materials, scrap metal or any materials whatsoever in which flies, mosquitoes, disease-carrying insects, rats or other vermin may breed.
  - (d) Stagnant Water: All stagnant water in which mosquitoes, flies or other insects can breed.
  - (e) Privy Vaults and Garbage Cans: Privy vaults and garbage cans which are not fly-tight.
  - (f) Noxious Weeds: All noxious weeds.

- (g) Air Pollution: The emission or escape into the open air of such quantities of smoke, ash, dust, soot, cinders, acid or other fumes, dirt or other material of noxious gases in such place or manner that causes or is likely to cause injury, detriment or nuisance to any appreciable number of persons within the City.
  - (h) Water Pollution: The pollution of any public well or cistern, stream, lake, canal or other body of water.
  - (i) Noxious Odors, Etc.: Any use of property, substances or things within the City emitting or causing any foul, offensive, noisome, nauseous, noxious or disagreeable odors, gases, effluvia or stenches extremely repulsive to ordinary persons, or which annoy, discomfort, injure or inconvenience the health of any appreciable number of persons within the City.
  - (j) Street Pollution: Any use of property which shall cause any nauseous or unwholesome liquid or substance to flow into or upon any street, gutter, alley, sidewalk or public place within the City.
  - (k) Animals at Large: All animals running at large. An animal is considered to be "running at large" if it is off the premises of its owner and not under the control of the owner or some other person.
  - (l) Accumulations of Waste: Accumulations of garbage, refuse, rubbish or recyclable waste, which exists for more than 10 consecutive days and which is not stored completely in an enclosed structure.
- (7) Public Peace and Safety: The following acts, omissions, places, conditions and things are hereby declared to be public nuisances affecting peace and/or safety, but such enumeration shall not be construed to exclude other nuisances:
- (a) Signs, Billboards, Etc.: All signs, billboards, awnings and other similar structures over or near streets, sidewalks, public grounds or places frequented by the public, which are so situated or which because of color, location, brilliance or manner of operation can be construed as to endanger the public safety.
    - (1) Gang Graffiti: The display of gang graffiti.
  - (b) Unauthorized Traffic Signs: All unauthorized signs, signals, markings or devices placed or maintained upon or in view of any public highway or railway crossing which purport to be or may be mistaken as an official traffic control device, railroad sign or signal, or which because of their color, location, brilliance or manner of operation, interfere with the effectiveness of any official device, sign or signal.

- (c) Obstructions of Streets and Excavations: All obstructions of streets, alleys, sidewalks or crosswalks and all excavations in or under the same, except as permitted by this Code, or which, although made in accordance with this Code, are kept or maintained for an unreasonable or illegal length of time after the purpose thereof has been accomplished or do not conform to the permit issued.
- (d) Flammable Liquids: Repeated or continuous violations of this Code or State law relating to the storage of flammable liquids.
- (e) Open Cisterns, Wells, Basements or Other Dangerous Excavations: Any open cisterns, cesspools, wells, unused basements, excavations, swimming pools or other dangerous openings, unless such places are filled, securely covered or fenced in such manner as to prevent injury, provided any cover shall be of a design, size and weight that the same cannot be removed by small children.
- (f) Abandoned Refrigerators: Any abandoned, unattended or discarded ice box, refrigerator or other container which has an airtight door or lid, snap lock or other locking device which may not be released from the inside.
- (g) Tree Limbs: All limbs of trees which project over a public sidewalk less than ten (10) feet above the surface thereof and all limbs which project over a public street less than fourteen (14) feet above the surface thereof.
- (h) Dead Trees: All dead or dying trees and tree limbs, which are so situated that the tree or limb could fall on a public or private street, alley, sidewalk, parking lot, house, garage, playground equipment or other structure. A tree or limb shall be presumed to be dead or dying if 50% or more of the tree or limb does not have leaves on it during the growing season.
- (i) Fireworks: All use or display of fireworks, except as provided by the laws of the State of Wisconsin.
- (j) Wires Over Streets: All wires over streets, alleys or public grounds which are strung less than fifteen (15) feet above the surface thereof.
- (k) Noisy Animals or Fowl: The keeping or harboring of any animal or fowl which, by frequent or habitual howling, yelping, barking, crowing or other noise, shall greatly annoy or disturb a person of ordinary sensibilities or any considerable number of persons within the City.
- (l) Gang Graffiti: The display of gang graffiti.

- (8) Public Morals and Decency: The following acts, omissions, places, conditions and things are hereby specifically declared to be public nuisances offending public morals and decency, but such enumeration shall not be construed to exclude other nuisances which may offend public morals and decency:
- (a) Disorderly Houses: All disorderly houses, bawdy houses, houses of ill fame, gambling houses and buildings or structures kept or resorted to for the purposes of prostitution, promiscuous sexual intercourse or gambling.
  - (b) Gambling Devices: All gambling machines and gambling places as defined in Chapter 945 Wis. Stats.
  - (c) Unlicensed Sale of Liquor or Beer: All places where intoxicating liquor or fermented malt beverages are sold, possessed, stored, brewed, bottled, manufactured or rectified without a permit or license as required by this Code, or otherwise contrary to State law.
  - (d) Illegal Drinking or Drugs: Any place or premises resorted to for the purpose of drinking intoxicating liquor or fermented malt beverages, or for the purpose of consuming drugs or other illegal substances, in violation of State law.
- (9) Buildings, Structures and Premises: The following acts, omissions, places, conditions and things are hereby declared to be public nuisances affecting buildings, structures and premises but such enumeration shall not be construed to exclude other nuisances regarding buildings and structures:
- (a) Illegal Buildings: All buildings erected, repaired or altered in violation of the provisions of this Code or state law.
  - (b) Dilapidated Structures: All buildings or structures so old, dilapidated or out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human use or occupancy.
  - (c) Rodents: Every foundation, exterior wall, roof, window, exterior door, basement hatchway and every other entrance to a structure which is not maintained to prevent the entrance and harborage of rats, mice or other vermin.
  - (d) Fences: Every fence which is not kept in a reasonably good state of repair.
  - (e) Motor Vehicles: Abandoned, untitled or unlicensed motor vehicles which are not stored in a completely enclosed structure.

### Subchapter III: Maintenance Code

- 13.30 Building Maintenance Required: No person, partnership or corporation shall own or occupy any dwelling, premises or building which fails to meet the minimum maintenance standards imposed by this Chapter. Furthermore, no owner, operator or occupant shall cause any service, facility, equipment or utility which is required under this Ordinance to be removed from or shut off from or discontinued for any occupied dwelling or building, except for such temporary interruption as may be necessary while actual repairs are in process, or during temporary emergencies when discontinuance of service is approved by a City Official.
- 13.31 Minimum Maintenance Standards: All dwellings, buildings and premises shall comply with the following minimum maintenance standards:
- (1) Water Control: All courts, yards, or other areas on the premises shall be properly graded to divert water away from the building, and to prevent stagnant water from accumulating thereon.
  - (2) Weed Control: All property areas shall be kept free from noxious weeds.
  - (3) Yard Debris: All yard areas shall be properly maintained in a clean and sanitary condition, free from debris, rubbish or garbage, physical hazards, rodent harborage and infestation, and animal feces. All animal feces shall be removed within twenty-four (24) hours. Yards shall not be used to store appliances, furnaces, water heaters, water softeners, unused or untitled motor vehicles, building materials not used with 15 days, or any unsightly bulk items.
  - (4) Minor Structures: Fences and other minor structures shall be properly maintained in a safe and sanitary condition.
  - (5) Exterior Surfaces/Paint Maintenance: Exterior surfaces of buildings and structures not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative which will provide adequate resistance to weathering and maintain an attractive appearance. Any exterior surface treated with paint or other preservative shall be reasonably maintained so as to prevent chipping, cracking or other deterioration of the exterior surface or the surface treatment and to present an attractive appearance. All paint or other preservative shall be applied in a workmanlike fashion.
  - (6) Lawns and Plantings: Lawns shall be maintained at a height not to exceed eight (8) inches. Plantings shall be maintained so as not to present hazards to adjoining properties or to persons or vehicles traveling on public ways, and dead or diseased plantings and trees shall be removed.

- (7) Safe Interior Structures: Every interior floor, wall and ceiling, including door and window assemblies, shall be kept in good repair, and shall be capable of affording privacy. Any hazardous sagging or bulging shall be properly repaired.
- (8) Safe Exterior Structures: Every foundation, exterior wall, and floor and roof shall be reasonably weathertight, watertight and rodent proof, and shall be kept in proper repair and shall be capable of affording privacy. Any hazardous sagging or bulging shall be properly repaired. All chimneys and breeching shall be so constructed and maintained so as to insure that it safely and properly removes the products of combustion from the building.
- (9) Exterior Doors and Windows: Every window, exterior door and basement hatchway shall be reasonably weathertight, watertight, and rodent proof and kept in proper repair. All exterior door and window hardware shall be installed and maintained in proper working condition. The panes and glazing on windows shall be reasonably maintained.
- (10) Rental Unit Entrance Doors: Each dwelling entrance door into a non-owner occupied dwelling unit shall contain an approved door viewer, except where a window in the door, or a window immediately adjacent to the doorway, provides a clear view of the entrance.
- (11) Exterior Door Hinges: All doors into each dwelling unit shall be equipped with door hinges so arranged as to be inside the dwelling unit or with approved locking or captive pin hinges.
- (12) Window Sash Fasteners: All basement, first and second story windows and all other windows accessible by balconies, fire escapes, trees or other existing means shall be provided with sash fasteners.
- (13) Stairs and Porches: Every inside and outside stair, every porch, and every appurtenance thereto shall be so constructed and maintained as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon.
- (14) Rented Facilities: Every rented facility and piece of equipment or utility thereon, shall be constructed, installed and maintained in proper working condition. The owner of any dwelling or apartment in which a cooking stove and/or refrigerator are furnished for the use of the tenants as part of rental agreement shall keep such cooking stove and/or refrigerator in good working condition.
- (15) Dust Control on Driveways: All unpaved driveways and parking areas shall be reasonably maintained to control dust.

- (16) Fire Wood: Fire wood shall be stored in straight, orderly piles, which are not more than six (6) feet in height and which are not in the "front yard" as defined in the Zoning Ordinance.
- (17) Signs: The maintenance requirements of section 22.45 are incorporated herein by reference.
- (18) Antennas: All antennas (as defined in Chapter 22) shall be maintained to comply with the provisions of Subchapter VI of Chapter 22).
- (19) Accessory Buildings: All accessory buildings (as defined in Chapter 22) shall be reasonably weathertight, watertight and rodent proof, and shall be maintained to be structurally sound and fit for their intended purpose. All doors and windows shall be maintained in proper working condition.
- (20) Gang Graffiti: Property owners shall remove or cover all gang graffiti within 72 hours of written notification of said graffiti by the City.

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## Subchapter IV: Rental Inspection Program

### Registration and Inspection of Property Containing Residential Rental Units

- 13.401 Purpose: The City of Mauston recognizes a need for an organized inspection program of residential rental units within the City in order to upgrade and maintain the condition of such residential rental units so that they meet and comply with all provisions of the City of Mauston Code of Ordinances as well as all applicable safety, health, fire, building and construction requirements promulgated by the State of Wisconsin. The City of Mauston also desires to provide a more efficient system for compelling both absentee and local landlords to correct violations and to maintain, in proper condition, rental property within the City. The City recognizes that the most efficient system to provide for rental inspections is the creation of a program requiring the registration of all residential rental units within the City so that orderly inspection schedules can be made by City officials.
- 13.402 Scope: The provision of this section shall apply to all buildings or portions thereof used, designed or intended to be leased, let, farmed out, demised or rented for human habitation as well as any garages or outbuildings included within such rental arrangement.
- 13.403 Fixing the Responsibility of Owners, Operators and Occupants: The purpose of this section is to fix the responsibility of owners, operators, and occupants of residential buildings. The responsibilities of the owners, operators, and occupants of residential buildings are as follows:
- (a) Owners and/or Operators:
- i. Every owner of a residential building containing two (2) or more dwelling units shall be responsible for maintaining the shared or public areas of the building in a clean, proper, and sanitary condition.
  - ii. Every owner shall be responsible for hanging, installation, and maintenance of all screens and double or storm doors and windows, whenever the same are required under provisions of the ordinance.
  - iii. Every owner shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises. In all residential buildings, except for single-family dwellings and owner occupied two (2) family dwellings, extermination services shall be performed by a licensed exterminator.
  - iv. Every owner of a lodging house shall make available to the occupants the names of two (2) or more persons that may be called to arrange for emergency work. The names with the telephone numbers all be posted in a conspicuous place readily accessible to the occupants. The names with the telephone numbers shall be revised periodically to maintain accurate information at all times.
  - v. Every owner or operator shall not occupy or let to another for occupancy any space in a residential building unless it is clean, sanitary, fit for human occupancy, complies with the requirements of this Chapter and the occupancy is limited to the maximum permitted thereby.

- vi. The operator of every lodging house shall change supplied linen and towels therein at least once each week and prior to the letting of any room to any occupant. The operator shall be responsible for the maintenance of all supplied bedding in a clean and sanitary condition.

(b) Occupants:

- i. Every occupant of a residential building shall keep in a clean, proper, and sanitary condition that part of the residential building and premises thereof which he occupies and controls, except the operator of every lodging house shall be responsible for the sanitary maintenance of all walls, floors, ceilings, and every other part of the lodging house. Every occupant of a residential building shall dispose of all his refuse and garbage.
- ii. Every occupant of a dwelling unit shall keep all plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.

13.404 Registration Requirements: No person shall hereafter occupy, allow to be occupied or let to another person for occupancy any property within the City for which a registration statement has not been properly made and filed with the Building Inspector or Zoning Administrator in accordance with the provisions of this ordinance. Registration shall be made upon forms furnished by the Building Inspector or Zoning Administrator of the City for such purpose and shall specifically require the following minimum information:

- (a) Name, address, social security number or driver's license number and phone number of the property;
- (b) Name, address and phone number of the designated local property manager if the property owner or owners live outside the City of Mauston;
- (c) The street address of the property;
- (d) The number and types of Residential Rental Units within the Property;
- (e) The name, phone number and address of the Person authorized to make, order or direct repairs or services for the property, if in violation of city or state codes, if the Person is different than the owner, owners or local manager;

13.405 Manner of Registering: Registration shall begin on January 1, 2012. All owners of rental property are required to submit a Registration Statement for Residential Property form by December 31, 2012. All owners of rental property after the above date shall be required to submit a Registration Statement within 30 days of occupancy.

13.406 Transfer of Property: Every new owner(s) of property (whether as fee owner or land contract purchaser or upon conveyance or transfer of any interest in the property) shall be required to furnish to the Building Inspector or Zoning Administrator the name, address, driver's license and telephone number of the new owner or owners, as well as the name, address and telephone number of the local manager, duly designated by the new owner or owners

before closing or taking possession of the property. The new owner of the property shall be required to pay a registration fee.

13.407 Registration Fees: A one-time registration fee per owner, independent of number of properties owned, of \$25 shall be charged for registrations required under this ordinance.

3.408 Inspection Required:

These inspection requirements are not intended to conflict with licensing and inspection requirements promulgated by the State of Wisconsin.

- (a) All Single and Multi-Family Residential Rental Units, Boardinghouses, and Dormitories or Hotels that rent to permanent residents shall be inspected systematically in a manner and upon a schedule prescribed by the Building Inspector or Zoning Administrator, in compliance with this ordinance and all other applicable laws;
- (b) Where a nonresidential business or activity, or a state licensed and inspected use occupies a portion of a building and premises, which would be otherwise subject to this ordinance, the provisions of this ordinance shall be applicable to the residential and common or public areas of such building and premises.
- (c) For new construction containing Residential Units, the Building Inspector or Zoning Administrator may conduct an inspection in accordance with this ordinance in conjunction with or simultaneously with any inspections relating to the issuance of an occupancy permit pursuant to City codes. Upon satisfactory completion of such inspections, the Building Inspector or Zoning Administrator shall issue a certificate of inspection. In such instances there shall be no inspection fee required.
- (d) The provisions of this section shall not apply to:
  - i. Dwellings, buildings, structures and uses owned and/or operated by a governmental agency
  - ii. Boardinghouses, Dormitories, and Hotels that do not rent to Permanent Residents;
  - iii. Nursing homes.

13.409 Frequencies of Inspections:

- (a) All property subject to inspection shall be inspected on a three (3) year schedule, although random inspections may also be performed.
  - i. If a unit passes inspection on the first inspection of each three (3) year cycle, the unit may not be inspected until the next three (3) year cycle or until: a complaint is received, until probable cause of substandard building or unit exists, or an inspection is requested by the owner, owner's agent or manager of such unit.
  - ii. If a rental unit fails inspection for any reason, the unit shall be brought into compliance, re-inspected and shall pass re-inspection. If a rental unit does not pass inspection that rental unit may be inspected during the following calendar year and each subsequent year until it passes on a single inspection.

- (b) Neither the common areas nor the Residential Rental Units or Rooming Units in newly constructed structures shall be further inspected after the completion and issuance of a certificate of occupancy for a period of three (3) years from the date of said certificate unless a complaint is made thereof. Thereafter said areas and units shall be inspected in accordance with the requirements of this ordinance.

13.410 Inspection Certificate Required: No person shall rent, let or let for occupancy any Residential Rental Unit, without having a valid, current Certificate of Inspection for that Residential Rental Unit. The Building Inspector or Zoning Administrator may authorize temporary occupancy without a Certificate of Inspection for the period of time between registration on January 1, 2012 through the date of the first inspection as scheduled by the Building Inspector or Zoning Administrator.

13.411 Inspection Procedure:

- (a) If, upon completion of an inspection, a property is found to be in compliance with all applicable provisions of the City of Mauston Code of Ordinances, and the appropriate fee(s) has been paid, the City shall issue a Certificate of Inspection for the property;
- (b) If, upon completion of an inspection, a property is found to be in violation of one or more provisions of any applicable provisions of the City of Mauston Code of Ordinances, the City shall provide the property owner or his designated local property manager with written notice of such violations and shall set a re-inspection date before which such violation(s) shall be corrected. If such violation(s) has been corrected within that period, the City shall issue a Certificate of Inspection for the property. If such violation(s) has not been corrected within that period, the City shall not issue the Certificate of Inspection and may take any action necessary to enforce compliance with all applicable provisions of this ordinance and the City of Mauston Code of Ordinances. If such uncorrected violation(s) does not pose an immediate threat to the health, safety, and welfare of the occupants or other residents of the City, the Building Inspector or Zoning Administrator or the Building Inspector or Zoning Administrator's designee may, at his or her sole discretion, authorize the temporary occupancy of the property for a period not to exceed 60 days while corrective action is undertaken by the property owner.

13.412 Requests for Inspection: The owner(s) of any property subject to this ordinance may request inspections of said property at any time, subject to the Inspection Fees provisions of Section 13.416.

13.413 Certificate Expiration Date:

- (a) A Certificate of Inspection issued pursuant to this ordinance shall expire three (3) years from the date of its issuance;

(b) The Certificate of Inspection shall have the expiration date prominently displayed on its face.

13.414 Certificate Transferability: A Certificate of Inspection issued pursuant to this ordinance shall be transferable to succeeding owners; provided, however, that the transferor shall provide written notice of said transfer to the Building Inspector or Zoning Administrator or the Building Inspector or Zoning Administrator's designee no later than five (5) days prior to the transfer closing. Such notice shall contain the name and address of all succeeding owners as provided in Section 2 herein. The failure to provide such notice may result in the suspension or revocation of the Certificate of Inspection.

13.415 Certificate Availability: Upon the request of an existing or prospective tenant, the owner(s) or the duly designated agent or local manager shall produce the Certificate of Inspection for review.

13.416 Suspension or Revocation of Certificate: If the Building Inspector or Zoning Administrator determines that any owner(s) has failed to comply with this ordinance or any applicable provision of the City of Mauston Code of Ordinances, after having given that person written notice of said violation(s) and a reasonable opportunity to correct said violation(s), the Building Inspector or Zoning Administrator may suspend or revoke the Certificate of Inspection held by such owner(s) for the property in violation.

13.417 Inspection Fees: There is hereby established the following fee schedule for each inspection required by this ordinance.

	<u>Fee</u>
First Residential Rental Unit (Per Building or Dwelling)	\$ 0.00
There is hereby established the following fee schedule for re-inspection required by this ordinance which is necessitated by the existence of a violation(s) of this ordinance ascertained during an inspection:	
Any passing re-inspection	\$ 0.00 ea.
All failed re-inspections	\$75.00 ea.

Plus any additional costs for fees of the building inspector, engineers, attorney or other professional consultants used to inspect and evaluate the premises as deemed necessary by the Zoning Administrator, City Administrator, Health, Welfare and Sustainability Committee members, or any other City official.

The units enumerated above shall not include the Dwelling units used or occupied by the owner, but shall apply to the owner's local property manager;

Where a property does not have a current Certificate of Inspection, then for purposes of calculating the fee therefore, the first required inspection date for the property shall be deemed the first inspection.

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Subchapter V: (Reserved for Future Use)

Subchapter VI: (Reserved for Future Use)

Subchapter VII: (Reserved for Future Use)

Subchapter VIII: (Reserved for Future Use)

Subchapter IX: Enforcement and Penalties

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## Subchapter IX: Enforcement and Penalties

### 13.90 Enforcement and Penalties:

- (1) Enforcement: The Police Department, Director of Public Works, Building Inspector, Zoning Inspector, Health Commissioner and Fire Inspector (hereinafter "City Officials") are hereby authorized and directed to enforce the provisions of this Chapter, and in so doing, are empowered to make the determination of whether a violation exists. They may make periodic inspections, with or without receiving a complaint, to ensure that this Chapter is not violated. No action shall be taken by the City under this Chapter to abate a violation unless a City Official shall have inspected the premises where the violation is alleged to exist and is satisfied that a nuisance does exist.
- (2) Right to Inspect: The foregoing City Officials shall have the power and authority to enter upon any public or private premises, dwellings, dwelling units and premises located within the City, at reasonable hours, upon 24 hours' notice, for the purpose of inspecting, examining and surveying the premises to determine whether a violation of this Chapter exists. Where entry is denied, the City may obtain a special inspection warrant or other legal process to obtain entry as provided by law.
- (3) Non-hazardous Conditions: If the City Official determines that a violation exists, the City Official shall cause the issuance of written notice to the responsible person(s), directing him to correct and abate the violation on or before a specified date, but not sooner than 24 hours following the service of said notice.
- (4) Hazardous Conditions: If the City Official determines that a violation creates a substantial and immediate danger to public safety, the City Official may cause the issuance of a written notice to the responsible person(s) directing him to correct and abate the violation within two (2) hours from the service of the notice. In the event the responsible person(s) is unavailable to receive such written notice or cannot be served within a reasonable time, the City may immediately cause the abatement of the violation and thereafter shall serve written notice on the responsible person(s) explaining that a hazardous condition existed which required immediate abatement.
- (5) Notice Provisions: The written notice required by this Chapter shall include the following information:
  - (a) The name of one or more responsible person(s) to whom the notice is being issued.
  - (b) The reasons why the notice is being issued, with specific reference to the violated Code section(s).
    - i. If City Officials have determined that the building or structure must be repaired, the order shall require that all required permits be secured

therefor and the work physically commenced within such time (not to exceed 60 days from the date of the order) and completed within such time as the City Official shall determine is reasonable under all of the circumstances.

- ii. If the City Official has determined that the building or structure must be razed and removed, the order shall require that the building be vacated, all required permits be secured and that the razing and removal be completed within the time set forth in the condemnation order pursuant to State of Wisconsin Statutes.
  - iii. Statements advising that if any required repair or demolition work is not completed within the time specified, the Building and Inspections Department may order the building vacated, razed, and removed as conditions warrant through any available public agency or by contract or arrangement with private persons or firms with the cost of razing, removal and restoration of the site to an erosion free condition to be charged in full or in part against the real estate upon which the building is located, and if that cost is so charged it is a lien against the real estate and may be assessed and collected as a special tax.
- (c) A time within which remedial action must be taken.
  - (d) A brief outline of remedial action which, if taken, will constitute compliance with this Chapter.
  - (e) A brief explanation of the steps the City may take if the violation is not corrected or abated.
  - (f) Notice of the responsible person's right to a hearing as provided in paragraph 10 below.
- (6) Service of Notice: Written notice shall be deemed to be properly served upon the responsible person if a copy is served upon him personally, or sent by certified mail, to his last known address, or posted in a conspicuous place on the premises affected by the notice, or by any other method authorized by State law for service of process.
- (7) Order to Vacate: The Building and Zoning Department may order vacated any building declared substandard which is in such condition as to make it immediately dangerous to the life, limb, property or safety of the public or of the occupants thereof. Every order to vacate shall, in addition to being served as provided herein, be posted in plain view at or upon each entrance of the building. Removal or defacing this placard may be subject to a fine. Whenever such notice is posted, the Building/Zoning Department shall include a list of the conditions that necessitate the condemnation of the premises for human habitation, occupancy or use. No person shall remain in or shall enter upon any building that has been so posted, except that entry may be made to repair, demolish or remove such building after permission is first granted and all necessary permits are issued by the Building/Zoning Department.

- (8) City Abatement: If the responsible person(s) to whom notice has been given fails to remove or abate the violation within the time established in the notice, the City may remove or abate said violation at the expense of the responsible person(s).
- (9) Cost of Abatement: An account of the expenses incurred by the City to remove or abate the penalty imposed by this Chapter for the erection, contrivance, creation or maintenance of a public nuisance, the cost of abating the public nuisance by the City shall be charged to and collected as a debt from the responsible person(s). Notice of the expenses shall be mailed to the last known address of the responsible person(s) and shall be due and payable within ten (10) calendar days from the mailing thereof. If not paid, the charges may be collected through any lawful procedure, and if notice to abate the violation was given to the owner of the real estate upon which the violation occurred, such expenses may be assessed against the real estate as a special charge or special assessment.
- (10) Appeal and Hearing: Any person affected by a notice issued hereunder, may request a hearing in the matter before the Health, Welfare and Sustainability Committee. Such person shall file in the office of the City Clerk, within ten (10) days after service of the notice, a written petition requesting such hearing and setting forth a brief statement of the grounds therefor. Upon receipt of such petition, the City Clerk shall notify the Health and Welfare Committee, which shall arrange a time and place for such hearing and give notice thereof to the petitioner and to the City officer who issued said notice. Such hearing shall be held as soon as practicable after the receipt of request therefor. At such hearing, the petitioner shall be given an opportunity to be heard and to show cause why such notice should not be complied with. After such hearing, the Committee may sustain, modify or withdraw the notice, depending upon the Committee's interpretation of this chapter and the application of the particular facts thereto. The proceedings at such hearing, including the findings and decision of the Committee, shall be summarized, reduced to writing and entered as a matter of public record in the office of the City Clerk. Such records shall include a copy of every notice or order issued in connection with the matter. If a petition for such hearing is not filed, any notice served pursuant to this Chapter shall automatically become an order of the City.
- (11) Time Extension: Any person affected by a notice issued hereunder may request, for good cause, an extension of time within which to abate a nuisance. Such requests shall be made to the officer who issued the notice or to the Health, Welfare and Sustainability Committee.
- (12) Nuisance Injunction: Any violation of this ordinance is hereby declared to be a nuisance as defined by the City of Mauston Code of Municipal Ordinances and/or the Wisconsin Statutes. In addition to any other relief provided by this ordinance, or the City of Mauston Code of Ordinances, the City Attorney may apply to a court of competent jurisdiction for an injunction to prohibit the continuation of any and all violations of this

ordinance. Such application for relief may include seeking a temporary restraining order, temporary injunction and permanent injunction. The City Attorney may request and shall be entitled to receive, on behalf of the City, reimbursement for any and all costs and expenses, including reasonable attorney fees, related to such injunction proceedings and any other enforcement action or litigation related to or arising from a violation(s) of this ordinance. All such penalties or costs and expenses awarded to the City by a court of competent jurisdiction related to a violation(s) of this ordinance may be applied as a special assessment or lien against the property for collection by the City.

- (13) Severability: The provisions of this ordinance are severable. If any provision of this ordinance or the application thereof to any person or circumstance is held or determined to be invalid, such invalidity shall not affect any other provisions or applications of this ordinance which can be given effect without the invalid provisions or application.
- (14) Other Methods Not Excluded: Nothing in this Chapter shall be construed as prohibiting the abatement of public nuisances by the City in accordance with the laws of Wisconsin.
- (16) Penalties and Citations: Any person violating any of the provisions of this Chapter shall be subject to the penalties and citations provided in Chapter 25 of this Code.

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## Dear Rental Property Owners and Tenants:

With the goal of preserving and improving the City of Mauston's rental properties, and in turn, its neighborhoods, we are pleased to present you with this guide of useful and important information. The information in this guide will help the City of Mauston staff work together with tenants, landlords and the community to keep properties in good condition, protect individual and business investments, and make properties continually attractive and healthy for residents and visitors to enjoy.

We encourage all landlords to understand and abide by the city codes related to their properties and to be aware of their responsibilities in ensuring the integrity of our valued neighborhoods. At the same time, we encourage all tenants to understand their rights and to carry through with their responsibilities to properly maintain the properties in which they live and their obligations to their landlord and to the neighborhood as a whole. Please read the material in this guide to understand your rights and responsibilities while learning how you can keep the neighborhoods safe and attractive.

You may review Chapter 13, Building Maintenance and Public Nuisance Code, which includes our rental inspection program, on our website at [www.mauston.com](http://www.mauston.com).

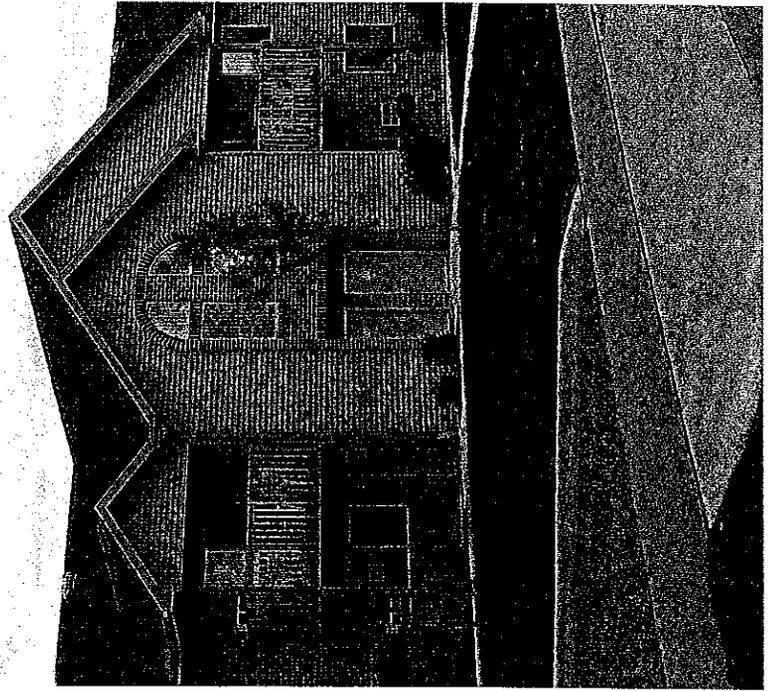
*Thank you in advance for helping realize the City's goal of livable neighborhoods.*

Sincerely,

City of Mauston Health, Welfare,  
and Sustainability Committee

THE CITY OF  
**Mauston**

# Residential Rental Property License — and — Inspection Program



THE CITY OF  
**Mauston**

303 Mansion Street  
Mauston, WI 53948-1329  
tel: 608-847-6676 • fax 608-847-5023  
[www.mauston.com](http://www.mauston.com)

# How the Program Works

This program is a two-part process that requires the rental property owner to obtain a license, and the rental property to receive interior and exterior inspection. For interior inspections, each unit will be subject to an inspection every three years, or when a complaint is received.

The initial inspection will be done at no charge. If violations are found, a return inspection is required. If the return inspection passes, there will be no charge. **For all failed re-inspections** the fee will be \$75 each. The City may, at its discretion, ask for assistance from the building inspector or other professional consultants at an additional cost.

## Application Process

Rental property owners are required to apply for and obtain a license for all rental property owned. The cost of a license is \$25 per owner. This is a one-time fee.

## Apply for license

Complete the **Registration Statement for Residential Rental Property** form. Forms are available by mail, by fax, at City Hall, or online at [www.manuiston.com](http://www.manuiston.com). Send a completed form, and a copy of your Certificate of Inspection, to City Hall, along with the required license fee. Once the application is received, the City will issue the property owner a license to operate the property as a rental unit. Rental properties with no license on file may be subject to a fine per ordinance.

## Certificate of Inspection

If an inspection is due, the City will contact the property owner to arrange a time to inspect the property. Once the property passes inspection, a Certificate of Inspection will be issued.

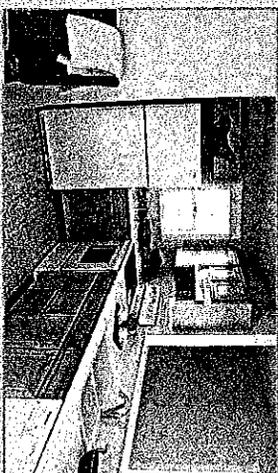
# Property Inspection

Unless there is probable cause or complaint, the City will inspect the property every three years.

The inspection is intended to provide an estimation of the general condition and habitability of the property. Some of the things that we'll be looking for include, but are not limited to:

## Exterior Inspection:

- **Grounds** – free of high weeds and grass, unsanitary conditions, debris, junk vehicles, etc.
- **Foundations/roof/gutters/ downspouts** – structurally sound without holes or gaps, intact shingles and flashing, free of leaks, properly attached and unobstructed or discharge of drain water
- **Stairways/porches/decks/balconies** – solid and capable of supporting required load with firmly anchored hand and guard rails
- **Windows/doors/chimneys** – secure door frame molding that is weather tight, rodent proof, free of loose, broken or deteriorated materials, working hardware with operable locks, screens
- **Walls/overhangs, painted surfaces** – weather protected and intact with non-peeling, chipping or flaking paint, free from rot, posted building and unit numbers
- **Fences/accessory structures** – sanitary, free of debris, junk vehicles, no damaged, missing, or leaning sections, no chipping or peeling paint
- **Electrical/other** – Adequate and properly installed wiring, fixtures, and outlets and service panels with cover plates, property maintained, free of rodent infestation and accumulated debris, with adequate trash and/or recycling facilities



## Interior Inspection:

- **Windows/doors** – Easily operable weathertight frames and windowpanes free of broken or cracked glass and loose or deteriorated material, required screens and locks
- **Walls/ceilings/floors** – free of water damage or defective surface conditions, structurally sound and free of tripping hazards
- **Hallways/stairs/landings** – clear path capable of supporting loads, securely attached hand and guard rails
- **Electrical/mechanical/plumbing** – properly installed service panel, outlets, plumbing and heating system free of electric hazards with all unused gas lines adequately capped
- **Fire protection** – properly installed and working smoke and CO detectors placed as required, sufficient fire resistant walls and floors with unobstructed egress
- **Kitchen** – properly connected and working plumbing, appliances, lighting and ventilation with suitable space and sanitary conditions, adequate outlets free of electrical hazards
- **Bathrooms** – properly installed and operating facilities with hot and cold running water to each fixture, proper lighting, ventilation and working outlets free of electrical hazards
- **Shared spaces** – clean and sanitary condition
- **Rodents, insects, pests**

**CITY OF MAUSTON  
ORDINANCE No. 2011-1047**

**ORDINANCE CREATING CHAPTER 26 OF THE MAUSTON CODE OF ORDINANCES ESTABLISHING A  
MUNICIPAL COURT**

The Common Council of the City of Mauston does hereby ordain that Chapter 26 of the Mauston Code of Ordinances is created to read as follows:

**CHAPTER 26: MUNICIPAL COURT**

**26.01 PURPOSE**

Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes, there is hereby created and established a Municipal Court of the City of Mauston and the Village of Necedah

**26.02 MUNICIPAL JUDGE**

- (1) **Qualifications:** The Municipal Court of the City of Mauston and the Village of Necedah shall be under the jurisdiction of and presided over by a Municipal Judge, who shall reside in the City of Mauston or in the Village of Necedah.
- (2) **Oath and Bond:** The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1) of the Wisconsin Statutes and at the same time execute and file an official bond. The Judge shall not act until the oath and bond have been filed, as required by §19.01(4)(c) of the Wisconsin Statutes and the requirements have been complied with of §755.03(2) of the Wisconsin Statutes.
- (3) **Compensation:** The salary for the Municipal Court Judge shall be fixed by the Common Council of the City of Mauston which shall be in lieu of fees and costs. No compensation shall be paid for any time during the term for which such Judge has not executed the official oath or official bond, as required by Wis. Stat. §19.01(4)(c) and the requirements have been complied with of Wis. Stat. §755.03(2).

**26.03 ELECTIONS**

- (1) **Term:** The initial Municipal Judge shall be the Municipal Judge currently serving in the Mauston Municipal Court. At the expiration of her current term, the Municipal Judge shall be elected at large in the spring election in even-numbered years for a term of four (4) years commencing on May 1, 2013. All candidates for the position of Municipal Judge shall be nominated by nomination papers as provided in Wis. Stat. §8.10, and the selection at a primary election if such is held as provided in Wis. Stat. §8.11. The Municipal Court Clerk shall serve as filing officer for the candidates.
- (2) **Vacancy:** A permanent vacancy in the office of Municipal Judge may be filled by temporary appointment of the Common Council of the City of Mauston and the Village of Necedah Town Board as provided for in Wis. Stat. §8.50(4)(fm). The office shall be permanently filled by special election in the manner provided for in said statute.
- (3) **Substitute and Interim Municipal Judge:** In the event that a Municipal Judge is to be temporarily absent or is sick or disabled, the provision of Wis. Stat. §800.06 shall apply.
- (4) **Electors:** Electors in both municipalities, the City of Mauston and the Village of Necedah, shall vote for the Municipal Judge.

**26.04 JURISDICTION**

- (1) **Exclusivity:** The Municipal Court shall have jurisdiction over incidents occurring on or after January 1, 2004, as provided in Article VII, §14 of the Wisconsin Constitution, and Wis. Stat.

§755.045 and §755.05, and as other provided by the laws of Wisconsin. It shall have exclusive jurisdiction over actions in the City of Mauston and the Village of Necedah seeking to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.

- (2) Civil Warrants: The Municipal Judge may issue civil warrants to enforce matters under the jurisdiction of the Municipal Court under Wis. Stat. §755.045(2), §66.0119.
- (3) Juvenile Offenders: The Municipal Court has jurisdiction over juvenile offenders when a municipality enacts an ordinance under the authority of Wis. Stat. §938.17(2)(cm). Pursuant to Wis. Stat. §938.17(2)(cm), the Municipal Judge may impose the following dispositions upon a juvenile for a violation of City or Village Ordinances:
  - (A) Any disposition allowed under Wis. Stat. Chapter 48
  - (B) Wis. Stat. §938.343(2)
  - (C) Wis. Stat. §938.343(3)
  - (D) Wis. Stat. §938.343(4)
  - (E) Wis. Stat. §938.343(10)
  - (F) Wis. Stat. §938.344
  - (G) Wis. Stat. §938.261

Any or all of the above listed dispositions may be used in any combination when imposed by a Municipal Judge.

#### **26.05 OPERATIONS AND PROCEDURES**

- (1) Hours: The Municipal Court for the City of Mauston and the Village of Necedah shall be open as determined by order of the Municipal Judge.
- (2) Employees: The Court shall be staffed by such clerical personnel as are authorized by the Common Council of the City of Mauston. Staff work priorities and standards will be developed cooperatively between the Municipal Judge and the City Clerk to ensure all legal and statutory deadlines and obligations will be achieved. The Municipal Judge shall have final authority and determination of work priorities and standards to be implemented by the City Clerk. The City Clerk shall be the appointing authority, in consultation with the Personnel Committee and shall have jurisdiction over such position(s). Such employee(s) are subject to direction of the City Clerk. Court personnel shall be covered by a blanket bond paid for by the City.
- (3) Location: The Municipal Judge shall keep his/her office and hold court in an adequate facility provided by the Common Council of the City of Mauston. However, the Municipal Judge may issue process and perform ministerial functions at any place in Juneau County.

#### **26.06 COLLECTION OF FORFEITURES AND COSTS**

The Municipal judge may impose punishment and sentences as provided by Wis. Stat. Chaps. 800 and 938, and as provided in the ordinances of the City of Mauston and the Village of Necedah. All forfeitures, fees, assessments, surcharges and costs shall be paid to the treasurer of the City of Mauston within seven (7) days after receipt of the money by the Municipal Court. At the time of the payment, the Municipal Court shall report to the treasurer the title of the action, the nature of the offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected. The Village of Necedah shall be paid the amount collected on citations issued for violations in the Village of Necedah, less the court costs and \$5.00 processing fee.

#### **26.07 CONTEMPT OF COURT**

The Municipal Judge, after affording an opportunity to the person accused to be heard in defense, may impose a sanction authorized under Wis. Stat. §800.12, and may impose a

forfeiture, therefore, not to exceed fifty dollars (\$50) or upon nonpayment of the forfeiture and the assessments thereon, a jail sentence not to exceed seven (7) days.

**26.08 ABOLITION**

The municipal court hereby established shall not be abolished while the §755.01(4) agreement is in effect.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Brian T. McGuire, Mayor

\_\_\_\_\_  
Nathan R. Thiel, City Administrator

- Date of Readings   12/13/11   and   1/10/12
- Date of Adoption \_\_\_\_\_
- Votes      ayes      nays      abstentions      absent
- Date of Publication \_\_\_\_\_

# ELECTION INSPECTORS

12/20/11

PROPOSED FOR 2012 - 2013 – PRESENTED TO COUNCIL JANUARY 10, 2012			
NAME	ADDRESS	PHONE	COMMENTS
Carol Gross	913 Marshall Drive	847-7640	Chief Inspector & Special Deputy – CERTIFIED through 2010 - 2011
Wanda Hover	506 W. State Street	847-4481	Chief Inspector Backup – will attend classes in 2010 to become CERTIFIED
Jean Baldwin	870 Oak Ridge Court	847-4224	Special Deputy
Pat Brounacker	520 Elm Street	847-6641	
Barb Gray	514 S. Hickory	847-7893	Prefers P.M.
Betty Johnson	631 Boorman Court	847-4328	Prefers A.M.
Sandra Kelner	404 Prairie Street	847-7303	
Jerilyn Kolba	333 Maine Street	847-5845	
Lois Lawton	421 Jackson St.	547-5988	
Joyce Ledermann	408 Milwaukee	847-6732	
Yvonne Letson	633 Boorman Court Apt F	847-4683	A.M. only
Sharon Menard	215 Williams St.	847-6780	Prefers A.M. but will do either
Vera Miller	500 Stonefield Circle, Apt. 515	847-7660	Prefers A.M.
Mary Ann Resch	447 Suszycki Drive	847-7417	Contact ahead of time for A.M. or P.M.
Betty Seebecker	510 Lincoln St. #19	847-4211	
Bette Smart	321 Division St.	847-6052	
Cleda Weittenhiller	960 Oak Ridge Court	847-6035	Prefers A.M.
Nelda Westra	526 Union Street	847-6316	
Renee Hazelton			Certified Alternate Inspector through 2012 - 2013 & Tabulator
Nathan Thiel			Tabulator only
Diane Kropiwka			Tabulator only
Cindy Schlichting			Tabulator only
Possibles:			
Lois Barto	441 Suszycki Dr.	847-4130	If needed
Elaine Owens	127 Murphy Drive	847-4745	If needed
Harlin Owens	127 Murphy Drive	847-4745	If needed
Kris Harrison	513 Tremont St.	547-2199	If needed
Bob & Therese Severson	613 E. State St	847-4134	Not contacted yet
Julie Gehrig	208 W. Monroe #103	608-853-0502	Not contacted yet

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**To:** City of Mauston – City Council  
**From:** Nathan Thiel, City Administrator  
**Subject:** iPad Purchase, Coordination, and Policy  
**Date:** January 6, 2012

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Before the City purchases iPads and distributes to the Council, there are a few logistical points we need to cover:

- 1) Who has wireless access at home?
- 2) Does the city need to provide data plans, or will wireless access at City hall and at home be sufficient?
- 3) Should a data plan be required, is the iPad necessary or could another tablet be purchased?

*The benefit of going with an alternative device (HTC) is access to a data plan and the cost of the data plan is less. The City would be able to contract with its current provider (US Cellular).*

Data Plan	Verizon	Us Cellular
200 MB		11.99
2 GB	30.00	
5 GB	50.00	43.99
10 GB	80.00	

- 4) What should be city policy with regard to preparation and distribution of packets for other boards and commissions?

Also included with this packet for review is a policy that we took from the School District. The policy outlines some important responsibilities and considerations with the use of this device.

## FY12 Budget Request Form

Request/Project Title:

Department:

**Program/Project Description**

Supply iPads to all Council Members and Department heads as an alternative mode of delivering packets. In addition have readily available city documents, and access to maps and other resources during meetings.

**Detailed Explanation of Costs and/or Savings**

The City estimates it will spend \$10,300 in time and materials to prepare packets for Council and administrative staff. About \$600 would be budget savings in material the remaining savings would not impact the budget but would represent a more efficient use of time. The current cost of a 32 GB iPad is \$600. If we were to order 8 for the members of Council and 3 to be shared with staff the cost would be \$6,600. On a four year replacement plan the recurring cost would be \$1,650. A \$20 a month 1 GB plan with Verizon would total \$2,640.

**Justification**

Copy Costs	6 Months	Cost per	Annual
Sheets	6,335	0.0064	81.09
Clicks	12,820	0.02	512.80
Total Copy Cost			593.89

Staff Time	Hours per month	Dollars per hour	Annual
Diane	22	27	7,128
Val	5	27	1,620
PD	3	27	972
Total Staff Cost			9,720
Total Cost			10,314

Added to Product Center

**Apple iPad Wi-Fi + 3G - tablet - iOS 4 - 32 GB - 9.7"**  
Mfr Part# MC496LL/A-OPEN  
UNSPSC: 43171804

*Insight.com  
State of Wisconsin  
Cooperative Purchasing Agmt*

[Go to MY Product Center](#)

Availability: [Call for Availability](#)

USD \$483.18

WISCONSIN OPEN MARKET PRICING

**Insight Protection Plan Available**

2 Yr ADP Mail-In/Depot Re...

- 2 Yr ADP Mail-In/Depot Repair Warranty (\$500-\$699.99) for Notebooks USD \$96.28

3 Yr ADP Mail-In/Depot Re...

- 3 Yr ADP Mail-In/Depot Repair Warranty (\$500-\$699.99) for Notebooks USD \$137.32

More Options Available

Technical Specifications

**General**

Operating System Apple iOS 4  
Product Type Tablet

**Battery**

Capacity 25 Wh  
Run Time Up to 10 hours  
Technology Lithium polymer

**Communications**

Band GSM 850/900/1800/1900 / UMTS 850/1900/2100  
Cellular Protocols GSM, UMTS, EDGE, HSDPA  
Cellular Technology 3G  
Wireless Connectivity 802.11 a/b/g/n, Bluetooth 2.1 EDR

**Dimensions & Weight**

Depth 0.5 in  
Height 9.6 in  
Weight 1.6 lbs  
Width 7.5 in

**Display**

Features Fingerprint resistant oleophobic coating  
Resolution 1024 x 768  
Touchscreen Multi-Touch  
Type 9.7" IPS TFT - LED backlight

**EBook Reader**

Supported Still Image Formats GIF, JPEG, TIFF, PPT, PPTX  
Supported Text Formats DOCX, PDF, TXT, RTF, DOC, HTML

**Environmental Parameters**

Humidity Range Operating 5 - 95%  
Max Altitude Operating 9840 ft  
Max Operating Temperature 95 °F  
Max Storage Temperature 113 °F  
Min Operating Temperature 32 °F  
Min Storage Temperature -4 °F

**Expansion and Connectivity**

Expansion Slots 1 x SIM card  
Interfaces 1 x headphones - mini-phone stereo 3.5 mm | 1 x docking / port replicator - 30-pin dock connector

**Location**

Receiver A-GPS

**Memory**

Storage 32 GB

**Miscellaneous**

Cables Included 1 x USB adapter  
Features Digital compass, charging via USB  
Included Accessories Power adapter  
Sensors Accelerometer, ambient light sensor

**Multimedia**

Audio Microphone , speaker

Mobile Broadband Plans

How much data do you need? That depends on you. The more data you have, the more you can do like surf, game, and more.

[Calculate Data Usage](#)

	2GB – \$30/Month	5GB – \$50/Month	10GB – \$80/Month
Tablet/Netbook	•	•	•
USB Modem/Notebook/ Dedicated Mobile Hotspot/Verizon Jetpack™		•	•

Overage \$10.00/GB (Overage charges occur when you exceed your plan's monthly allowance.)

## US Cellular Tablet Quote under State of Wisconsin Authorized User Program for the City of Mauston

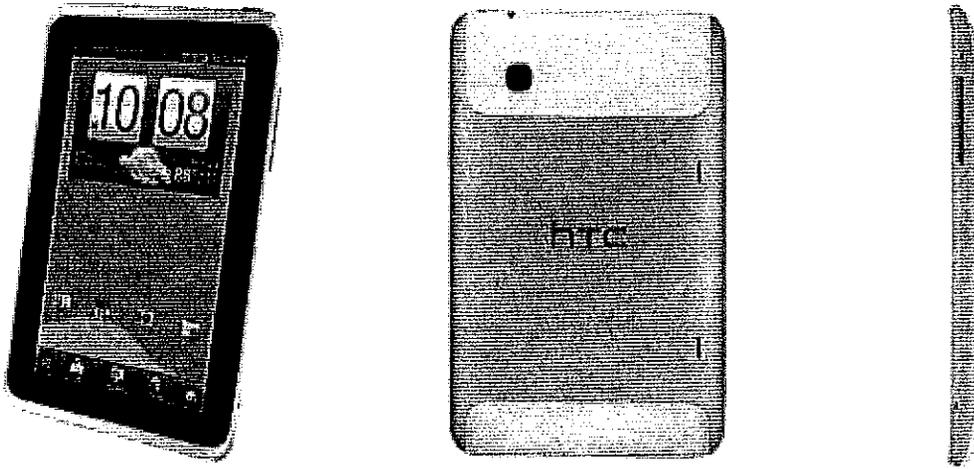
### Plans:

200MB and Unlimited Wi-Fi \$11.99 per month

5GB and Unlimited Wi-Fi \$43.99 per month

**Tablets:** \$499.99 each

HTC Flyer



In Box Accessories: HTC Flyer, 4000 mAh enclosed battery, Travel Charger adapter, 32GB of internal memory, Stereo Headset, data cable, User Manual, Quick Start Guide

The HTC Flyer is an Android tablet with a 7" display, launching with Gingerbread also known as 2.3 and the HTC Sense UI. It has a 5 megapixel camera with auto-focus and a 1.3 megapixel front-facing camera. The Flyer comes with 32GB of internal memory and can support up to an additional 32GB of removable memory. As well as supporting the Google Suite of Services this device also features a full HTML browser w/ Adobe Flash, 8 Customizable Home screens, Auto-sync of Email and Contacts, Corporate and Personal Email as well as WI-FI and Stereo Bluetooth.

### Technology

- Technology: CDMA / EVDO
- Frequency: 800 / 1900MHz
- Standard Battery: 4000mAh
- Digital Usage Time: Up to 13 hours
- Digital Standby Time: Up to 20 days
- Dimensions: 7.7"(H) x 4.8" (W) x .52" (D)
- Display: 7.0" 16M Color LCD
- Weight: 14.67 Ounces

### Features

- 7" Display
- Android™ 2.3 (Gingerbread)
- HTC Sense UI and Scribe Compatibility
- Full HTML Browser with Adobe Flash
- 1.3 MP Front facing Camera
- 5.0 MP Rear facing Camera w/ autofocus

- Stereo Bluetooth Capable

#### **Preloaded Services**

- Amazon.com
- Amazon Kindle
- Amazon Appstore
- Amazon MP3
- Gmail™
- Google™ Browser
- Google Maps™
- Android Market™
- HTC Watch

**CITY OF MAUSTON  
COMPUTER EQUIPMENT  
ACCEPTABLE USE GUIDELINES FOR ELECTED OFFICIALS**

The Common Council recognizes that as telecommunications and other new technologies change the ways that people access, communicate, and transfer information, those changes will alter communication among its elected officials and the community. The City of Mauston is committed to providing its elected officials with the use of and access to electronic communications technology, including the Internet.

Telecommunications, electronic information sources, networked services, and the Internet exponentially increase the amount of information available to elected officials, staff, and citizens. Elected officials may exchange information, exchange messages, and converse in real time with people around the world. The vastness of these information resources renders it impossible for anyone to screen their content prior to their use, and the City of Mauston makes no attempt to do so.

Use of electronic communications systems enables elected officials to do their work efficiently and within the confines of their individual schedules. The City of Mauston believes that providing its elected officials access to electronic communications systems is a necessity of doing business. At the same time, some content that may be accessed by elected officials using electronic communications systems is illegal, defamatory, inaccurate, and/or offensive. In addition, some individuals use electronic communication systems in ways prohibited by federal and state law.

Using the electronic communications systems owned by the City of Mauston is a privilege, not a right. The Common Council has the authority to revoke this privilege if it determines that an individual is not using the system consistent with its policies.

Electronic communications systems include, but are not limited to, all systems that make use of video, voice, and data interchange using electronic means. Examples of such systems include, but are not limited to, computers, computer networks, telephone systems, voice mail, electronic mail, use of a video signal, software, and access to municipal and regional data bases, records, and reports.

The City of Mauston provides its elected officials access to electronic communications systems to advance local government services, consistent with the City's goals, and objectives.

Users of the system understand that:

1. Use which is consistent with the City of Mauston policies and purposes is acceptable;
2. Use which violates Wisconsin, federal, or international laws is unacceptable;
3. Activities that interfere with the ability of other users to make effective use of the system are unacceptable;
4. Use of equipment as a communication tool (ie: text, e-mail, instant messaging, etc.) during public meetings is unacceptable;
5. Using the system in a manner harmful or harassing to others is unacceptable. Elected officials using the system in such a way are subject to penalties in accordance with the City's harassment policy, and state and federal law.
6. All users are cautioned not to use the system to transmit information of a sensitive or confidential nature, following the same guidelines that prohibit the transmission of sensitive or confidential information using other methods of communication.

The following activities are prohibited:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language, swearing, vulgarities or any other abusive language.
3. Damaging computers, computer systems or computer networks.
4. Violating copyright laws.
5. Using other officials' or employees' passwords.
6. Use of equipment as a communication tool (ie: text, e-mail, instant messaging, etc.) during public meetings.
7. Trespassing in others' folders, work or files.
8. Employing the equipment or network for commercial purposes, financial gain or fraud.
9. Downloading or installing games or any other unauthorized programs.
10. Unauthorized use of chat programs e.g., MSN Messenger, Yahoo, etc., on any municipal computer
11. Unauthorized use of web-based email programs e.g., Hotmail, Yahoo mail, or social network sites, (e.g., Facebook , MySpace etc.) on municipal computers.
12. Use of proxy sites or other sites used to bypass municipal filtering devices.

All users are advised that under Wisconsin Act 943.70, and 947.0125 a person may be subject to criminal penalties if s/he uses an electronic mail system to:

- send a message to another person and in that message, threaten to inflict injury or physical harm to the person or property of the person;
- send a message to a person while intentionally preventing to disclose his or her identity with the intent of frightening, intimidating, or harassing the person;
- send a message to another person and use obscene, lewd, or profane language or suggest a lewd or lascivious act.

All users are advised that communications over electronic networks should not be considered private. Network supervision and maintenance may require a review or inspection of messages. Messages may accidentally be diverted to a destination other than the one intended. Privacy in these communications is not guaranteed. The City reserves the right to access stored records in cases where there is reasonable cause to suspect wrong doing or misuse of the system. Elected officials should have no expectation of privacy or confidentiality in any such communications.

The City Administrator or his/her designee may review files and communications to maintain system integrity and insure that users are using the system responsibly. Elected officials should not expect that files stored on municipal equipment will always be private.

All users are advised that computer equipment, software, telephone systems, and other electronic communications systems belong to the City of Mauston, and are provided to elected officials for their use in conducting City business. Electronic communications systems are to be used for City business purposes only.

Elected officials are prohibited from using City electronic communications system for solicitations of any kind not related to City business. These include, but are not limited to, solicitations regarding an official's outside business interests, membership or fund raising for political organizations, religious groups, or any other outside entity.

**Acknowledgment - Copy**

I acknowledge that I have read the CITY OF MAUSTON COMPUTER EQUIPMENT ACCEPTABLE USE GUIDELINES FOR ELECTED OFFICIALS I understand that my use of City electronic communication systems is governed by municipal policies and by State and Federal law. This acknowledgement will remain in effect during my tenure as a Mauston elected official.

\_\_\_\_\_  
Official Signature

\_\_\_\_\_  
Printed Name

Date \_\_\_\_\_

ATTEST

\_\_\_\_\_  
Nathan R. Thiel, City Administrator

Keep this page with policy.  
Following page to be signed and  
submitted to Administrative staff

### Acknowledgment

I acknowledge that I have read the CITY OF MAUSTON COMPUTER EQUIPMENT ACCEPTABLE USE GUIDELINES FOR ELECTED OFFICIALS I understand that my use of City electronic communication systems is governed by municipal policies and by State and Federal law. This acknowledgement will remain in effect during my tenure as a Mauston elected official.

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Official Signature

---

Printed Name

Date \_\_\_\_\_

ATTEST

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Nathan R. Thiel, City Administrator