



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

**FINANCE, PERSONNEL & SAFETY
COMMITTEE OF THE WHOLE**
Markesan City Hall

OCTOBER 3, 2016
7:30pm

AGENDA

Call to Order

Roll Call

Citizen's Comments

Old Business

- Final Review of City Employee Handbook

Emergency Management Report

- Purchase of Monitor 6 Pager, \$700
- Purchase EM Replacement Badges, \$260
- Warning Siren Repair

Police Report & Schedule

- Crossing Guard, Margaret St & E Vista Blvd
- Ord. 239: Two Hour Parking on Water Street
- Part-time Police Officer Vacancy
- Code Enforcement Officer

Clerk-Treasurer's Report

- Auditor RFP and selection process

Closed Session: Clerk-Treasurer Transition

- The Finance, Personnel & Safety Committee may, by roll call vote, convene in Closed Session pursuant to Wis. Stats. 19.85(1)(c) to consider the employment, promotion, compensation or performance evaluation of a public employee over which the governmental body has jurisdiction or exercises responsibility, after which they will immediately reconvene in Open Session pursuant Wis. Stats. 19.85(2).
- Reconvene in Open Session to Take Possible Action on Items Discussed in Closed Session.

New Business

- 2017 Budget

Adjournment

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

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

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

Dated September 30, 2016
Lavorne Athorp, Clerk-Treasurer



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-2121 • F: (920) 398 8127

Markesan Police Department
William A. Pflum, Chief of Police

Finance, Personnel and Public Safety Committee
Presented on October 3, 2016

September 2016

Agenda:

- 1. Crossing Guard Margaret St/E Vista Blvd**
- 2. Two Hour Parking**
- 3. Part time Vacancy**
- 4. Code Enforcement Officer**

Appendix:

- 1. Code Enforcement Job Description**
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1. Crossing Guard Middle School

This school year, there appears to be more children from middle school crossing Margaret Street headed west to their homes. After several concerns from parents, I spoke to Henry who works as the crossing guard at John St/Margaret Street. Henry agreed to complete his crossing duties at John St/Margaret Street in the afternoon and then head to the intersection of Margaret Street/E. Vista Blvd to assist middle school children crossing Margaret Street at East Vista Blvd.

The timing works good as Henry completes his one assignment at 3:20pm and the children from middle school aren't released until 3:25pm. There will be minimal cost with the additional coverage.

2. Two Hour Parking

After conducting further research on the issue on Water Street near the Workout Room, this department is now just requesting two hour parking in front of the Workout Room rather than the full 110' feet from the intersection as originally suggested.

This department is continuing to work with the Chamber to remedy other parking issues in the downtown area.

3. DeVries Resignation/Part Time Vacancy

This month I come to you with another part time resignation, this time from Officer Jacob DeVries who resigned September 30, 2016. Officer DeVries has been hired full time by the Wisconsin State Patrol and is no longer available to fill vacant shifts.

This being the second part time officer to resign in just two months, this department will be forced to begin a hiring process with the hope that the process can be completed so that new hire(s) can begin training the first of the year during the new budget cycle.

4. Code Enforcement Officer

Last year, Officer Watry was put in charge of code enforcement for the City of Markesan when it comes to municipal code that relates to property maintenance and areas of blight. Officer Watry has done an outstanding job when he has the time to work on these types of violations and issues.

However, finding the time in between his regular patrol duties has become difficult especially in the summer months. Sadly, that is when most violations and complaints occur for property maintenance and blight. Officer Watry must prioritize his assignments and his law enforcement duties have had to come before code enforcement, leaving him little time to work on these issues during daylight when you can see the violations and contact people while they are awake and home.

This department feels this is a concern for many of our residents and some feel property maintenance and other issues haven't be dealt with in a timely manner.

To remedy this issue, this department is recommending creating a part time positon that would be responsible solely of code enforcement thus allowing one specific person to focus their time on these issues and follow up with them promptly. The position wouldn't have to be cost prohibitive as I feel 3-4 hours a week from March 1st to December 1st would be sufficient to handle all code enforcement issues. During the slower time of the year, Officer Watry could assist and handle issues that arise in the winter months.

This department believes the entire position would cost the city less than \$3,000 dollars but would have a dramatic impact on the overall look and feel of our community.

I have attached a sample job description for this code enforcement officer. I will include the proposed cost of this code enforcement officer in my 2017 budget proposal. I would like to fill this position by March 2017.

CODE ENFORCEMENT OFFICER

The City of Markesan is accepting applications for a Code Enforcement Officer. The ideal candidate will be a self-starter with a strong desire to serve the community through the enforcement of laws and ordinances related to common nuisances, property maintenance, public health and safety.

The ideal candidate will have strong communication skills, ability to work with the public, and computer skills with experience in excel, word, and outlook. Some knowledge of law enforcement principles, procedures, and municipal codes are preferred. Under the supervision of the Police Department, this is an as needed position that will work 3-4 hours a week to address code enforcement issues.

Scheduling can be flexible as approved by the Chief of Police but hours should allow time to speak to City Clerk, Public Works Department and other community employees/officials regarding code enforcement concerns and issues. The schedule should also allow for the position to be in the community to make contact with property owners and other citizens to discuss violations/issues and plans of improvement.

The position will work approximately 150-200 hours per year depending on workload.

The position pay will be \$15.00 dollars per hour with no other benefits offered.

This position will be responsible for investigating and following up on the following:

- Examines abandoned vehicles to ensure safety to public, and abates vehicles in violation of ordinance.
- Examines premises to ensure safety to life and property from fire and other hazards by abatement of weeds and grass, litter, abandoned building materials or appliances, junk yards, etc.
- Investigates complaints of nuisances and unsanitary environmental conditions, such as garbage junk, abandoned vehicles, insects, etc; determines validity of complaints and advises owners/occupants of actions necessary to correct the conditions; takes measures to enforce compliance with the applicable codes.
- Prepares letters to violators or owners of property; maintains records and reports; answers complaints and requests for information relative to the Property Maintenance code.
- The Position issues citations for violations that aren't remedied through plans of improvement.
- The Position communicates with the general public relative to issues and cases involving property maintenance violations.