



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

FINANCE, PERSONNEL & SAFETY **Markesan City Hall**

MAY 1, 2018
Immediately Following Public Property Meeting

AGENDA

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Review and Approval of Vouchers Payable

Police Report & Schedule

- Officer Mayer's Resignation
- Promote Mitch Sokolski to Full Time
- Three-Quarter Time Position
- School Liaison Position

New Business

- Discussion and Action on Publication Fee for FireHaus BBQ
- Discussion and Action on Agreement for Reimbursement for Development Review Services
- Discussion and Action on Fee Schedule

Old Business

- Discussion and Approval of Temporary Fill-In Office Position

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 April 30, 2018
Elizabeth A Amend, 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 May 1, 2018*

April 2018

Agenda:

- 1. Officer Mayer's Resignation**
- 2. Promote Mitch Sokolski to Full Time**
- 3. Three-quarter Time Position**
- 4. School Liaison Position**

Appendix:

- 1. Officer Mayer's Resignation Letter**
- 2. Officer Sokolski's Letter of Interest**

1. Officer Mayer Resignation

This department received Officer Mayer's resignation letter on April 12, 2018. Officer Mayer's last day with the department was April 26th. Our department appreciates the work and dedication Officer Mayer gave to this department and community over the past eight months. Officer Mayer is now a full time Officer for the Berlin Police Department.

2. Full Time Vacancy

With the departure of Officer Watry that left this department down one full time employee. I posted the full time position internally and Officer Sokolski posted for that position. (See Officer Sokolski's letter of interest that is attached)

Sergeant McLean and I interviewed Officer Sokolski and outlined this department's expectations of the position. After this interview, it was decided that Officer Sokolski is qualified and ready to fill the full time position. This department would ask that Officer Sokolski be promoted to full time on May 20, 2018.

3. Three-quarter time position

This department would like to fill the three-quarter time position that was discussed and approved some time ago. It has been hard for the department to find the right candidate that would fit the department and hopefully offer us some long term stability. This department believes that Kurt Stuckart is that candidate. He likes the area and is looking for a long term position with no intentions of leaving the area in the near future. This position would be able to fill the majority of the vacant shifts open on summer weekends, vacations, holidays, sick time, training dates, etc.

This department requests that you approve Officer Kurt Stuckart to the three-quarters time position (1550 hours per year) effective June 1st. Officer Kurt Stuckart's wage for this position would be the starting full time wage with all other benefits equal to the current regular part time employees. All costs of this position are budgeted for in the 2018 Police Operating Budget.

4. School Liaison Position

The Markesan School District Board of Education is meeting on May 9th, 2018 to vote on having a full time School Liaison Position in the district. If that is approved this department will come back to this committee in June with the recommendation that Sergeant McLean the current School Liaison fill the full time duties at the school.

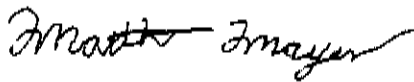
If approved by the school board, the district will reimburse the city approximately \$56,000 dollars per year to cover Sergeant McLean's wage and benefits for his time in the school. This department will bring forward options on how this department can fill the vacant position created while Sergeant McLean is in the school full time.

April 12th, 2018

Dear Chief Pflum, please accept this letter as a notification of my resignation for my role as part time Police Officer at the Markesan Police Department. My last day with the agency will be April 26th, 2018. I have accepted a full time job at the Berlin Police Department.

You have been an incredible Chief and I only wish you the best in the future. Thank you very much for taking a chance on a young officer just starting out his career. I could have not asked for a better agency or Chief to start my career in law enforcement. Good luck in the future and stay safe.

Sincerely,

A handwritten signature in black ink that reads "Matthew Mayer". The signature is written in a cursive style with a large, sweeping initial "M".

Matthew Mayer

Full-time Police Officer position:
Markesan Police Department
Letter of Interest
3/30/18

Chief Pflum,

I would like to thank you, the City of Markesan, along with all of Markesan officers, for giving me the initial chance to be a part time patrol officer here. I started on January 22, 2018, part time, and I have enjoyed every bit of it.

It was a dream of mine to be in the Law Enforcement field ever since I was young. I set a few goals to get there and I did accomplish them over the years. I started off by exposing myself with the Shawano County Sheriff's Department Explorers Program. I did that for 7 years and left as a Lieutenant of the post. I participated in ride a long almost every month and I could not get enough of them. I also volunteered with the wildlife biologist in Stockbridge and joined the warden on some ride a long opportunities within the county. After high school, I attended Fox Valley Tech to achieve a 2-year associates degree in Criminal Justice/Law Enforcement, along with the 720-hour Police Academy Certificate. My heart was still very much with Law Enforcement. After going through a few processes, I wanted to start out in a community like I grew up in. Markesan is a mimic of Bonduel and I absolutely enjoy my time here. There are deer running through the town at night and fish to be caught in the surrounding lakes. I enjoy hunting and fishing very much, so this is a good place for me to fit in. People are friendly, and I can have daily conversations with anyone I run into.

I want to be full time and I will try my hardest to fulfill every duty and assignment I am asked to do. I take my job seriously on duty and off duty. I want to contribute to make the city, schools, and county a safe and great place to be a part of. The morals and standards that a Law Enforcement officer have are above all other people in the public. Everybody has eyes on you. I respect Sergeant McLean and how he has trained me to be a good officer. I look up to him and hope to be as good of an officer as he is one day. I also admire you, as Chief, and know it has taken a lot of hard work and dedication to get where you are today. It sounds like you have been very successful in the law enforcement field and will continue to be successful.

I would like to mention how it reminds me of a small family here. I feel like I am at home and can talk to anyone here about my personal life and not feel uncomfortable. I have many people around me that love their jobs in this field and I can say I do too. The county is also very close with our department. It is a great thing to see because we will always be helping each other out.

I hope you see how much interest I have for the full-time position here for Markesan Police Department. It would be a great place to start my career as a full time Law Enforcement Officer.

Officer Mitch Sokolski
#36 Markesan PD

CITY OF MARKESAN

Agreement for Reimbursement for Development Review Services

The City Engineer, City Planner, City Attorney, Building Inspector and other staff and consultants of the City of Markesan may expend time in the administration, investigation, and processing of land development review applications. In addition, the City may retain the services of other professional consultants (including but not limited to landscape architects, architects, environmental specialists, and recreation specialists) in the investigation and processing of such applications.

The signing and submittal of this agreement or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of such application attached. The Mayor, Plan Commission Chair, Committee Chairs, or their designees shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application.

The undersigned development review applicant shall be responsible for the costs for such professional consulting services. Where Escrow Accounts are required by the City of Markesan Code of Ordinances, applicant shall comply with the requirements of said Ordinance. Where Escrow Accounts are not required, the applicant shall pay such costs upon receipt of any invoices from the City of Markesan, following the execution of the development review services associated with the application. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are required to be paid by the applicant or property owner, but that are not actually paid, shall then be imposed by the City as a special charge pursuant to Wis. Stats. §66.0627 on the property that is the subject of the development review.

By signing and dating below, I/We acknowledge that we read, understand, and accept my/our responsibilities under this agreement.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date

CITY OF MARKESAN FEE SCHEDULE

Ord. Reference	Item	Fee
BUILDING PERMITS		
Ss. 115-2	Building Permits	See Building Permit Fee Schedule
Ss. 115-4	Fence Permits	\$25
Ss. 400-121	Occupancy Permit	Incl w/bldg. permit
Ss. 400-116	Sign Permit Fee	\$25
CEMETERY		
	Cemetery Deed Transfer fee	\$20
Ss. 136-2	Cemetery Lots, 10 ft x 5 ft, 1 burial	\$250
LICENSING		
Ss. 101-4	Adult-Oriented Applicant – Fingerprint Charge	\$50
Ss. 101-4	Adult-Oriented Applicant-Photograph Charge	\$50
Ss. 101-6	Adult-Oriented Establishments	\$1500
Ss. 101-8	Adult-Oriented Establishment Renewal Fee	\$750
Ss. 101-12	Adult-Oriented Employee – Fingerprint Charge	\$50
Ss. 101-12	Adult-Oriented Employee-Photograph Charge	\$50
Ss. 200-10	Alcohol Licenses Class A & B Fermented Malt Beverage Class A & B Liquor Class C Wine Picnic License Operator's License Provisional Operator's License	\$100 \$400 \$100 \$10 \$20 \$15
Ss. 141-4	Cigarette License	\$75
Ss. 107-2	Dog Licenses Kennel License (Ss. 107-9) Altered (Spayed/Neutered) Dog Unaltered Dog Late Fee	\$50 \$5 \$10 \$15 per dog
Ss. 164-3	Entertainment License	\$50
Ss. 286-3	Garage Sale Permit (more than 3/yr)	\$25
Ss. 206-4	Junk Dealer's License	\$100
Ss. 240-3	Mobile Home Park License	\$50 plus \$2/mobile home
Ss. 240-5	Mobile Home Parking Permit Fee (tax)	Fees per State Statute
Ss. 107-10	Poultry Ranch Fee	\$500
Ss. 318-2	Soda Water License	\$5
Ss. 152-4	Transient Merchants/Direct Seller's Permit	\$50
Ss. 107-11	Vietnamese Potbellied Pig Fee	\$200
MISCELLANEOUS		
Ss. 355-49	Bicycle Registration Fee	n/c
Ss. 260-4	Emergency Dumping of Snow on Park Property (Looking to clarify what this ordinance is for)	
Ss. 90-5	Public Record Fees (copying)	\$0.25/pg
Ss. 1-11	Sale of Code	\$125
PUBLIC WORKS		
Ss. 330-34	Building Moving Permit	\$25
Ss. 330-29	Driveway Permit	\$25

Ss. 330-5	Street Opening	\$75
Ord. Reference	Item	Fee
PUBLIC WORKS (continued)		
Ss. 330-16 Ss. 252-10 Ss. 252-8	Snow and Ice Removal from Sidewalks Trees over Public Ways (Control of) Weed Control	1 st Offense per calendar year: \$50/hour, min. 2 hrs Each Additional Offense per year: Double the charge
RECYCLING		
Ss. 323-2	Compostables at Recycling Center (Must amend Ordinances) Leaves, grass, yard waste, brush	n/c
Ss. 323-14	Disposal Fees Lead acid batteries Major appliances Freon appliances (fridge, freezer, a/c) Non-Freon (stove, washer, dryer, microwave) Electronics Televisions Monitors (w/PC's or alone), Copiers Printer, Scanner, Fax Machine Fluorescent Bulbs	n/c \$25 \$10 \$22 \$12 \$7 \$1.50 per bulb
RENTALS		
N/A	Community Room Use Resident Non-resident Including Kitchen	\$35 \$60 Plus \$15
Ss. 260-7	Park Use Permit S&S Big Building or Scout Cabin-City Resident S&S Big Building or Scout Cabin-Non-Resident Hein Park/Kiwanis Park – City Resident Hein Park/Kiwanis Park – Non-Resident	\$60 \$85 n/c \$25
WATER/WASTEWATER		
Ss. 345-10	Private Wastewater Disposal System Permit & Inspection	\$100
Ss. 345-11	Wastewater Hookup/Opening Permit Residential & Commercial Industrial	\$75 \$75
Ss. 345-5	Well Permit Late Fee	\$25
ZONING		
Ss. 400-123	Board of Appeals (Variance) Application	\$250
Ss. 390-5	Certified Survey Map	\$75
Ss. 400-87	Conditional Use Permit Application	\$250
Ss. 400-94	Erosion Control Permit	\$50/residential, \$150/commercial
Ss. 390-4	Preliminary Plat Final Plat	\$250 + \$10/lot \$100
Ss. 400-129	Rezoning Application	\$350
Ss. 385-5	Zoning Fees Legal notice Publications	Actual cost, \$75 due with appl

	Conditional Use/Rezoning	See above
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Building Permit Fee Schedule

	Item	Fee
RESIDENTIAL		
	New Residential (includes attached garage, decks)	\$600, plus state seal fee
	State Seal	\$35
	New Construction Erosion Control	\$50
	Additions or Remodeling	\$25, plus \$25 per required inspection
	Accessory Buildings, Decks	\$25, plus \$25 per required inspection
	Individual Inspections (electrical, plumbing, HVAC, etc.)	\$25
	Other General Permits (no inspections required)	\$25
COMMERCIAL		
	New Construction & Additions (changes in footprint)	\$75, plus \$50 per required inspection
	New Construction Erosion Control	\$150
	Remodeling (no changes in footprint)	\$25, plus \$50 per required inspection
	New Construction or Additions for Storage or Shell Buildings	\$25, plus \$50 per required inspection
	Individual Inspections (electrical, plumbing, HVAC, etc.)	\$50
MISCELLANEOUS		
	Building Moving Permit	\$25
	Driveway	\$25
	Early Start Penalty	Double Permit Fee
	Requested Building Inspector Consultation	\$50/hour
	Fence	\$25
	Sign	\$25
	Occupancy Permit	Included w/building permit
	Administrative Permits (application required – list for illustrative purposes, not all inclusive) Sidewalks Roof shingle replacement (shingles only) Razing/Demolition Window/Door Replacement (same size or smaller opening) Heating systems, except for solid burning fuel & hot water systems	No fee
	Permits Not Required (list for illustrative purposes, not all inclusive) Flooring replacement Painting Non-structural updates Satellite dishes/TV Antennas	

CITY OF MARKESAN
Part-time Fill-In Office Assistant Job Description

POSITION TITLE: Fill-In Office Assistant
REPORTS TO: City Clerk-Treasurer

Primary Function

The primary function of the Temporary Office Assistant is to provide clerical support in the office of the City Clerk-Treasurer.

General Duties.

- Perform routine clerical tasks, i.e. typing, photocopying, answering the phone, and responds to walk-in requests for services and others as situations may arise
- Sort & distribute correspondence and inquiries received by the City from a variety of sources
- Distribute applications for licenses and permits issued by the Clerk's Office, process applications and collect fees as required by ordinances.
- Process Utility payments from utility customers

Necessary Knowledge, Skills and Abilities.

- Able to use and operate other electronic equipment, such as calculators, copiers, phone, fax, and other standard office equipment
- Strong attention to detail
- Ability to work professionally with a wide variety of people
- Speak, read and write the English language.

Special Requirements

- U. S. citizen.
- Eighteen (18) years of age or older at date of hire.
- Wisconsin Driver's License, valid without record of suspension or revocation in any state – possess, or ability to obtain by date of appointment and maintain throughout employment.
- Felony convictions or disqualifying criminal history – none within the past seven (7) years.

Physical Demands

- Sit or stand for long periods of time in a general office environment

Further Requirements

- There will be background checks performed as a condition of employment