



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

JUNE 5, 2018
6:30 PM

AGENDA

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Review and Approval of Vouchers Payable

Police Report & Schedule

- School Liaison Position
- Filling Night Shift Position
- Traffic Safety Grant

New Business

- Discussion and Action on Supplement No. 2 Price Estimate from General Code
- Discussion and Action on Tax Collection Software Maintenance Agreement with Transcendent Technologies

Old Business

- Discussion and Action 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 June 4, 2018
Elizabeth Amend, Clerk-Treasurer

May 5, 2018

TO: CLERK-TREASURER
FROM: FINANCE, PERSONNEL & SAFETY COMMITTEE

Please be advised we have reviewed the following vouchers, found them to be in order, and recommend to the Common Council that authorization for payment be approved:

CITY CHECKS: #34646 - 34705	\$	57,524.42
DD #2248 - 2294	\$	28,632.28
EFT #0669 - 0682	\$	29,000.38
TOTAL	\$	115,157.08
UTILITY CHECKS: #12101 - 12117	\$	39,698.67
TOTAL	\$	39,698.67

With the exception of:

Signed:

City of Markesan
Voucher List
May 2 through June 4, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
	05/31/2018		Service Charge	-22.80
DD	05/11/2018	COUNTER RECEIPTS	Zuhke error check	-64.42
EFT-0669	05/03/2018	EMPLOYEE BENEFITS CORPORATION	HRA HEBERER (APRIL)	-140.00
EFT-0670	05/07/2018	EMPLOYEE BENEFITS CORPORATION	HRA HANSEN	-15.85
EFT-671	05/14/2018	EMPOWER RETIREMENT (WDC)	5/11/18 PR	-65.00
EFT-672	05/15/2018	WISCONSIN DEPT. OF REVENUE	5/11/18 PR	-851.23
EFT-673	05/15/2018	INTERNAL REVENUE SERVICE	5/11/18 PR	-4,885.08
EFT-674	05/16/2018	EMPLOYEE BENEFITS CORPORATION	HRA HANSEN	-271.00
EFT-675	05/17/2018	EMPLOYEE BENEFITS CORPORATION	HRA MCLEAN	-238.83
ETF-0676	05/29/2018	EMPOWER RETIREMENT (WDC)	5/25/18 PR	-65.00
ETF-0677	05/29/2018	WISCONSIN DEPT. OF REVENUE	5/25/18 PR	-983.43
ETF-0678	05/29/2018	INTERNAL REVENUE SERVICE	5/25/18 PR	-4,888.08
ETF-0679	05/30/2018	WRS (Wisconsin Retirement System)	May 2018 Retirement	-5,227.02
ETF-0680	05/31/2018	EMPLOYEE BENEFITS CORPORATION	HRA CARD FEE	-53.00
EFT-0681	06/01/2018	DELTA DENTAL OF WISCONSIN	June 2018 Ins Premium	-196.46
EFT-0682	06/01/2018	UNITED HEALTHCARE	June 2018 Ins Premium	-11,233.18
			TOTAL EFT PAYMENTS	-29,000.38
DD2248	05/11/2018	Amend, Elizabeth A	DIRECT DEPOSIT	-1,171.94
DD2249	05/11/2018	Boening, Jacob DA	DIRECT DEPOSIT	-40.64
DD2250	05/11/2018	Butner, Bonny	DIRECT DEPOSIT	-145.73
DD2251	05/11/2018	Chaon, Janice E	DIRECT DEPOSIT	-87.55
DD2252	05/11/2018	Chisnell, Gerald	DIRECT DEPOSIT	-138.53
DD2253	05/11/2018	Doro, Anthony	DIRECT DEPOSIT	-1,357.62
DD2254	05/11/2018	Glover, Valerie	DIRECT DEPOSIT	-108.04
DD2255	05/11/2018	Hansen, Martin H	DIRECT DEPOSIT	-1,301.72
DD2256	05/11/2018	Hazlewood, Lucy	DIRECT DEPOSIT	-993.11
DD2257	05/11/2018	Heberer, Jeffrey	DIRECT DEPOSIT	-1,223.77
DD2258	05/11/2018	Heiling, Rachel	DIRECT DEPOSIT	-624.09
DD2259	05/11/2018	Jobs, Kristine	DIRECT DEPOSIT	-83.81
DD2260	05/11/2018	McLean, Cody	DIRECT DEPOSIT	-1,463.09
DD2261	05/11/2018	Meyer, Vanessa K	DIRECT DEPOSIT	-140.37
DD2262	05/11/2018	Pflum, William	DIRECT DEPOSIT	-1,551.44
DD2263	05/11/2018	Roberts, Thomas	DIRECT DEPOSIT	-900.93
DD2264	05/11/2018	Sokolski, Mitchell G	DIRECT DEPOSIT	-1,070.00
DD2265	05/11/2018	Stellmacher, Nancy	DIRECT DEPOSIT	-420.51
DD2266	05/11/2018	Wendt, Bradly M	DIRECT DEPOSIT	-195.20
DD2267	05/11/2018	Zelenko, Valentina	DIRECT DEPOSIT	-103.09
DD2268	05/11/2018	Dykstra, Dennis P	DIRECT DEPOSIT	-118.36
DD2269	05/11/2018	Fletcher-Dykstra, Donna	DIRECT DEPOSIT	-245.65
DD2270	05/11/2018	Frank, Tina M	DIRECT DEPOSIT	-201.80
DD2271	05/11/2018	Lohrey, DuWayne E	DIRECT DEPOSIT	-118.79
DD2272	05/11/2018	Panten, Beth M	DIRECT DEPOSIT	-87.27
DD2273	05/11/2018	Panten, James B	DIRECT DEPOSIT	-106.67

City of Markesan Voucher List

May 2 through June 4, 2018

DD2274	05/11/2018	Phippen, Henry	DIRECT DEPOSIT	-350.93
DD2275	05/11/2018	Slate, Rich	DIRECT DEPOSIT	-461.75
DD2276	05/25/2018	Amend, Elizabeth A	DIRECT DEPOSIT	-1,215.30
DD2277	05/25/2018	Boening, Jacob DA	DIRECT DEPOSIT	-14.77
DD2278	05/25/2018	Butner, Bonny	DIRECT DEPOSIT	-80.38
DD2279	05/25/2018	Chaon, Janice E	DIRECT DEPOSIT	-87.57
DD2280	05/25/2018	Chisnell, Gerald	DIRECT DEPOSIT	-138.52
DD2281	05/25/2018	Doro, Anthony	DIRECT DEPOSIT	-1,367.63
DD2282	05/25/2018	Glover, Valerie	DIRECT DEPOSIT	-108.06
DD2283	05/25/2018	Hansen, Martin H	DIRECT DEPOSIT	-1,301.73
DD2284	05/25/2018	Hazlewood, Lucy	DIRECT DEPOSIT	-1,088.71
DD2285	05/25/2018	Heberer, Jeffrey	DIRECT DEPOSIT	-1,223.78
DD2286	05/25/2018	Heiling, Rachel	DIRECT DEPOSIT	-624.09
DD2287	05/25/2018	Jobs, Kristine	DIRECT DEPOSIT	-149.97
DD2288	05/25/2018	McLean, Cody	DIRECT DEPOSIT	-1,435.14
DD2289	05/25/2018	Meyer, Vanessa K	DIRECT DEPOSIT	-78.96
DD2290	05/25/2018	Pflum, William	DIRECT DEPOSIT	-1,551.44
DD2291	05/25/2018	Roberts, Thomas	DIRECT DEPOSIT	-1,705.19
DD2292	05/25/2018	Sokolski, Mitchell G	DIRECT DEPOSIT	-1,131.04
DD2293	05/25/2018	Stellmacher, Nancy	DIRECT DEPOSIT	-350.55
DD2294	05/25/2018	Zelenko, Valentina	DIRECT DEPOSIT	-179.05
			TOTAL DIRECT DEPOSIT	-28,632.28
34646	05/11/2018	Zuhlke, Gregory A	DIRECT DEPOSIT	-64.42
34647	05/08/2018	AMEND, ELIZABETH	Mileage Reimb / District Mtg - Appleton	-63.84
34648	05/08/2018	B.C. COMMERCIAL LAUNDRY SERV.	Apr 2018 Rug Cleaning	-45.19
34649	05/08/2018	CENTURYLINK	Apr - May '18 Phone & Internet	-639.27
34650	05/08/2018	CHRIS' FLORAL & GIFTS	Sympathy Arrangement / Triemstra	-43.00
34651	05/08/2018	FARRELL EQUIPMENT & SUPPLY CO.	Expansion Joint & Cutter	-81.99
34652	05/08/2018	HANSEN MARTIN	Nues / Stakes	-60.35
34653	05/08/2018	LANDMARK SERVICES COOPERATIVE	April 2018 Fuel	-842.91
34654	05/08/2018	MARKESAN AUTO, HOME & FARM	Misc. Charges	-145.26
34655	05/08/2018	MARKESAN LUMBER	Supplies	-201.85
34656	05/08/2018	SECURIAN FINANCIAL GROUP, INC.	June 2018 Premium	-89.67
34657	05/08/2018	SONDALLE LAW OFFICE	April 2018 Legal Services	-893.75
34658	05/08/2018	TED'S PIGGLY WIGGLY	Election Supplies	-160.12
34659	05/08/2018	THEDA CARE LABORATORIES	Blood Work	-42.50
34660	05/08/2018	WASTE MANAGEMENT OF WISCONSIN	April 2018 Recycling Dumpster	-7,021.11
34661	05/17/2018	GREEN LAKE COUNTY CLERK	2018 Dog Licenses	-869.25
34662	05/18/2018	AIRGAS USA, LLC	Cylidner Rental	-29.20
34663	05/18/2018	BALLWEG IMPLEMENT	Oil	-82.66
34664	05/18/2018	DIGITAL ALLY	Base mirror w/ mount	-395.00
34665	05/18/2018	FASTENAL COMPANY	Supplies	-8.12
34666	05/18/2018	SONDALLE LAW OFFICE	Apr 2018 Legal Services	-206.25
34667	05/18/2018	THEDACARE AT WORK	Pre-Employment Drug Screen	-155.00
34668	05/18/2018	WE ENERGIES	Apr - May 2018 Gas Bills	-805.42
34669	05/22/2018	EMC INSURANCE	Property & Liability	-3,274.79

City of Markesan Voucher List

May 2 through June 4, 2018

34670	05/22/2018	GENERAL ENGINEERING CO., INC.		-13,355.11
34671	05/22/2018	GRAND RIVER FIRE DISTRICT	April 2018 Incidents	-160.59
34672	05/22/2018	GREEN LAKE COUNTY TREASURER	2018 LEADS	-179.00
34673	05/22/2018	MODERN OVERHEAD DOOR CORP.	Recycling Center - Garage Door	-636.00
34674	05/22/2018	NESS ELECTRIC LLC	Street Lamps	-47.60
34675	05/22/2018	PORTAGE GLASS COMPANY	City Hall - Front Door	-456.00
34676	05/22/2018	SHELL FLEET PLUS	April 2018 Fuel	-907.53
34677	05/22/2018	THE UNIFORM SHOPPE	Mclean / Stuckart	-442.70
34678	05/22/2018	VERIZON WIRELESS	Apr - May 2018 Cell Phone	-282.67
34679	05/22/2018	WELLS FARGO REMITTANCE CENTER	Misc. Charges	-2,816.38
34680	05/23/2018	FARMERS STATE BANK	WRS Loan - Payment #1	-320.64
34681	05/25/2018	Stuckart, Kurt A	5/25/18 Payroll	-237.01
34682	05/24/2018	MARKESAN DISTRICT SCHOOLS	2018 JDD Community Band Donatlon	-25.00
34683	05/25/2018	CORPORATE NETWORK SOLUTIONS, INC	Thermal Paper	-96.00
34684	05/25/2018	MCLEAN CODY	Reimb - Pizza with Officer	-109.59
34685	05/30/2018	MARKESAN, CITY OF-PETTY CASH	Postage	-31.92
34686	06/01/2018	BROOKS TRACTOR	Cutting Edge	-694.34
34687	06/01/2018	MID-AMERICAN RESEARCH CHEMICAL	Supplies	-187.96
34688	06/04/2018	ACTION APPRAISERS & CONSULTANT	2018 2nd Quarter Maintenance	-1,425.00
34689	06/04/2018	ALLIANT ENERGY/WP&L	Apr - May 2018 Electric Bills	-3,205.41
34690	06/04/2018	B.C. COMMERCIAL LAUNDRY SERV.	May 2018 Rug Cleaning	-45.19
34691	06/04/2018	BALLWEG IMPLEMENT	Blade	-77.16
34692	06/04/2018	BERGEMANN'S AUTOCARE	2014 Ford - Service	-825.79
34693	06/04/2018	BERLIN JOURNAL NEWSPAPERS	Council / Ordinance / Liquor / Weeds	-1,487.00
34694	06/04/2018	COMPLETE OFFICE OF WISCONSIN	Paper / Toner / TP	-228.05
34695	06/04/2018	JOHNSON BLOCK AND COMPANY	TID Report / Form C / Accounting Help	-3,075.00
34696	06/04/2018	KT SERVICE CENTER	Service	-50.81
34697	06/04/2018	MCLEAN CODY	June 2018 Cell Phone Reimb	-15.00
34698	06/04/2018	MODERN OVERHEAD DOOR CORP.	Replace broken springs	-225.18
34699	06/04/2018	PFLUM, WILLIAM A.	June 2018 Cell / Reimb	-55.60
34700	06/04/2018	ROBERTS, TOM	June 2018 Cell Phone Reimb	-15.00
34701	06/04/2018	SHERWIN INDUSTRIES, INC.	Traffic Paint	-561.05
34702	06/04/2018	SHRED-IT USA	Paper Shredding	-50.00
34703	06/04/2018	THE UNIFORM SHOPPE	Sokolski / Mclean	-1,046.45
34704	06/04/2018	WASTE MANAGEMENT OF WISCONSIN	May 2018 Trash & Recycling	-7,049.77
34705	06/04/2018	MID-STATE EQUIPMENT	Equipment	-900.00
			TOTAL CHECK PAYMENTS	-57,524.42
			TOTAL PAYMENTS	-115,157.08

**Markesan Utilities
Voucher List
May 2 through June 4, 2018**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
12101	05/08/2018	CENTURYLINK	Apr - May 2018 Phone & Internet	-161.81
12102	05/08/2018	LANDMARK SERVICES COOPERATIVE	April 2018 Fuel	-171.53
12103	05/08/2018	MARKESAN LUMBER	Water Dept.	-14.98
12104	05/18/2018	ALLIANT ENERGY/WP&L	Apr - May 2018 Electric Bills	-2,989.33
12105	05/18/2018	GENERAL ENGINEERING CO., INC.	Phosphorus Upgrade	-8,450.63
12106	05/18/2018	SWD LABS	Testing	-20.00
12107	05/18/2018	WE ENERGIES	Mar - Apr 2018 Gas Bills	-103.88
12108	05/22/2018	LANE TANK CO., INC.	Water Tower	-13,200.00
12109	05/22/2018	NESS ELECTRIC	Motor Issues	-80.76
12110	05/22/2018	NORTH CENTRAL LABS, INC.	Testing Supplies	-414.62
12111	05/22/2018	USA BLUEBOOK	Supplies	-959.66
12112	05/30/2018	MARKESAN, CITY OF	May 2018 PR Reimb	-11,168.96
12113	05/30/2018	MARKESAN-PETTY CASH	Postage	-7.50
12114	06/04/2018	HEBERER, JEFFREY	June 2018 Cell Phone Reimb	-15.00
12115	06/04/2018	KT SERVICE CENTER	Head gasket set	-1,773.52
12116	06/04/2018	U.S. CELLULAR	May - June 2018 Cell Phone	-51.49
12117	06/04/2018	WI-DNR	2018 Water Use Fees	-125.00
			TOTAL CHECK PAYMENTS	-39,698.67
			TOTAL PAYMENTS	-39,698.67



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 June 5, 2018

May 2018

Agenda:

- 1. School Liaison Position**
- 2. Filling Night Shift Position**
- 3. Traffic Safety Grant**

Appendix:

- 1. School Liaison Job Description**
- 2. Cost and Breakdown of Full Time Officer**

1. School Liaison Position

The Markesan School District Board of Education met on May 9th, 2018, and approved having a full time School Liaison Position in the district beginning the 2018/19 school year. The Board of Education approved reimbursing the City of Markesan \$56,192 per school year to cover the wage and benefits of School Liaison McLean being in the school 180 days per school year.

This department is recommending that Sergeant McLean who has been our School Liaison for the past three years continue his duties, now in a full time capacity during the school year. Sergeant McLean has built many wonderful connections with students of all ages in the district and truly understands how to work with juveniles.

This department has received many positive comments about Sergeant McLean's work in the school system over the past three years; this department sees no reason to change now. This department and the school district are both happy with Sergeant McLean's work and we believe he is the best person for this position.

2. Filling of the Night Shift Vacancy

Since Sergeant McLean will be working in the school from September to June, this department needs to fill the night shift position that will be vacated come September 4, 2018.

This department is always very conscious of spending money and has taken a great deal of time into researching viable options to fill this vacancy. Tonight, this department is proposing what we see as the best possible option for the department, community and the budget.

This department is recommending that come September 4, 2018, we eliminate the three-quarters time position, and make that position a full time position. This department will then make Sergeant McLean a float from June until September, where he will fill the many open shifts created by vacation, holidays and such during the summer months. By doing this, it will dramatically reduce the need for part time officers to work in the summer, allowing this department to cut our part time budget by \$14,000 dollars.

When adding the \$56,000 dollars that the school district is reimbursing the city with the \$14,000 dollar reduction in part time costs, it allows for \$70,000 dollars to cover the cost of the full time officer. This will easily cover the cost of that position including wage, retirement and insurance. Thus not costing the city tax payers any additional monies and saving the city money in the long term by reducing our dependence on part time officers, thus not having to constantly be hiring, and training new officers.

This department is asking that you approve a fourth full time position effective September 4, 2018 and at that same time the three-quarter time position be eliminated.

3. Traffic Safety Grant

This department was recently awarded a \$4,000 dollar traffic safety grant. This grant will allow this department to get a jump start on purchasing needed equipment for a new squad car, which this department anticipates purchasing in early 2019. The grant should cover a good portion of the equipment needed to equip the new squad.

SCHOOL DISTRICT OF MARKESAN

CITY OF MARKESAN

**POLICE SCHOOL LIAISON OFFICER
JOB DESCRIPTION**

TITLE: POLICE SCHOOL LIAISON OFFICER

QUALIFICATIONS:

- Certification as a Law Enforcement Officer in the State of Wisconsin
- Associate Degree in Police Science
- Experience in Law Enforcement
- Ability to communicate effectively in verbal and written form.
- Ability to work with youth in a positive manner.
- Ability to demonstrate sensitivity and respect for the educational environment.
- Valid Wisconsin Driver's License

REPORTS TO:

The Police School Liaison Officer reports directly to the Chief of Police of the Markesan Police Department. However, on day-to-day matters, the Police School Liaison Officer will be supervised through the combined efforts of the Police Department and school administration.

SPECIFIC RESPONSIBILITIES:

- Serves as the Police School Liaison Officer for the Markesan School District.
- Conducts classes in schools relating to law enforcement, crime prevention and the Criminal justice system.
- Attend schools and training seminars as required.
- Keep records and statistical data in relation to the program.
- Give speeches to civic groups and parent-teacher organizations as requested.
- Attend faculty meetings as requested.
- Make arrests and apprehensions when necessary.
- Conduct conferences for parents and student when appropriate.
- Completes special projects and assignments when requested.

- Plans, coordinates and evaluates the effective delivery of police liaison services to the schools.
- Ensures the accurate preparation and timely flow of information.
- Provide counseling, commensurate with ability and in conjunction with school personnel, for juvenile related problems.
- Maintain a positive, open line of communication with the faculty, student body and parents.
- Maintain confidentiality with juvenile files and related information in accordance with Chapter 48 of the Wisconsin Statutes.
- Coordinate department efforts to meet the needs of youth, business and the elderly.
- Assist area school crossing guards in their duties and covers open shifts as needed.
- Prepare and present programs to civic groups concerning crime prevention, public education and awareness.
- Utilize departmental data to prepare modern and effective crime prevention programs.
- Work with the administration staff to solicit grants from federal and state agencies for crime prevention programs.
- Solicit active participation from community members by providing information to them concerning the need to assist the police in crime deterrents and prevention.
- Schedule meetings and lectures with community representatives.
- Make arranges for public distribution of crime warnings, pamphlets, manuals, audio-visual productions, etc.
- Work cooperatively with the staff and district in fulfilling the district's vision, mission and focus.
- Other duties as assigned.

Full time (2080 hours yearly) Police Officer Position Proposal

This position is to fill the night patrol position created by the filling of the SRO with Sergeant McLean. His position is being reimbursed by the Markesan School District. The Markesan School District is reimbursing the City \$56,192 per calendar year.

Wage Year One-\$39,956 Year Two-\$42,036 Year Three-\$42,036 Year Four-\$48,276

WRS (Wisconsin Retirement System) \$4,367 \$4,603 \$4,603 \$5,286

Health Insurance (Single/Couple) \$4,752/\$9,504

This is the yearly employer portion at 2018 rates

Total Wage, WRS and if employee elects not to take the insurance \$44,323 \$46,639 \$46,639 53,562

Total with Wage, WRS & Insurance: \$49,075/53,827 51,391/56,143 51,391/56,143 58,314/63,066

Position will be eligible for all full time paid time off (vacation after one year of employment)

Positives

- This department would be able to reduce our part time budget by \$14,000 dollars due to the extra coverage provided by this position and the extra coverage when the PSLO isn't in the school during school breaks & summer months. The PSLO would be on a float schedule filling in as the department needs during the summer months allowing the department to use the extra coverage to fill vacations, holidays, sick time instead of relying on only part time officers.
- By using the PSLO as a float in the summer, we would be able to eliminate the 3/4 time position that was approved last month as the demand for part time would be dramatically reduced. The PSLO will also be able to fill vacations and holidays during school breaks IE: Spring Break/Christmas Break, etc.
- It will save this department hundreds of man hours each year in advertising, running hiring processes, conducting backgrounds and field training new part time hires. In the past year alone we have had to hire and train four part time officers. The cost of training one part time officer costs the city approximately \$2,000.00 that does not include the wage of the training officer, equipment, or additional in-service training.
- Ability to have the new hire sign the pre-employment agreement which provides monies back to the city if the employee doesn't stay for his/her three year commitment.
- This would allow the police department to operate at the same level of coverage it has for over the past ten years.
- Full time positions are highly sought after in law enforcement, meaning that when a person takes a full time position, they routinely stay longer when hired full time versus part time.
- This provides a consistent and regular face to the community; officer is working 40 hours a week thus is able to build trust and rapport with the community.

Negatives

- There is a significant cost to a full time police officer; full time wage, WRS, health insurance, paid time off, etc.

GENERAL CODE

Estimate

TO: Betsy Amend, City Clerk
bamend@markesanwi.gov

FROM: Donna Post, Client Services
dpost@generalcode.com

CLIENT: City of Markesan, WI
(MA3155)

DATE: 04/19/2018

PHONE: 920-398-3031

DESCRIPTION: Supplement No. 2 Price Estimate—Revised

Thank you for sending the legislation for your next Code update. Upon review, we estimate that the cost to codify Ord. No. 239 and the amendments to Chs. 136, 200, and 252, including revisions to the Disposition List and Index, will not exceed \$885, which includes shipping and handling.

In addition, please note the following:

Please provide the adoption date(s) and ordinance number(s) for the amendments to Chs. 136, 200, and 252:

A. Ch. 136 amendments:

Adoption Date: 4-26-18
Ordinance No.: 240

B. Ch. 200 amendments:

Adoption Date: 4-26-18
Ordinance No.: 240

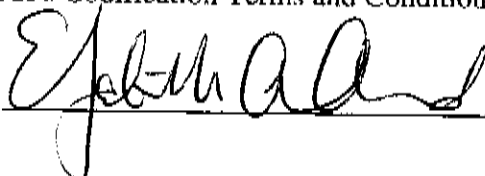
C. Ch. 252 amendments:

Adoption Date: 4-26-18
Ordinance No.: 240

To authorize the supplement, sign this ESTIMATE and FAX (585-328-8189) or EMAIL (ezsupp@generalcode.com) it back to us.

I authorize General Code to proceed with the supplement as outlined above. This order is subject to General Code's Codification Terms and Conditions, which are available at www.generalcode.com/TCdocs.

Signature



Date

4-27-18



****2018 Pricing Matrix****

Municipalities – Ascent Web Tax Receipting Program Annual Maintenance Fee:

(Based on number of tax bills)

- 1 – 299 \$300
- 300 – 999 \$400
- 1000 – 1749 \$500
- 1750 – 2999 \$600
- 3000 – 5999 \$700
- 6000 + \$800

Add-on: + 300 annually for muni's collecting second, or multiple, installment real estate taxes

Pet Licensing – Annual Maintenance Fee:

- If purchased with Tax Receipting Program, \$150 annually
- If purchased alone: (based on number of annual licenses)
 - 1 – 299 \$150 annually
 - 300 – 499 \$200 annually
 - 500+ \$250 annually

Bank Receipting – Per Collection Period Fee:

1st Half Collections:

\$250 - (Price based per branch and per muni they collect for)

2nd Half Collections (Counties only do collection):

\$250 - (Price based per branch)

Hardware Technical Support (including scanners) - \$100/hr

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

POSITION TITLE:
REPORTS TO:

Fill-In Office Assistant
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