



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

February 5, 2019  
6:30 PM

### **AGENDA**

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Review and Approval of Vouchers Payable

Police Report & Schedule

- Tuition Reimbursement Sergeant McLean
- Golf Cart Registration/Stickers
- Full Time Lateral Transfer Opportunity

New Business

- Discussion and Action on Financial Responsibility for Soldier's & Sailor's Park
- Discussion and Action on Agreement for Maintenance Assessment Services from Action Appraisers
- Discussion and Action on Resolution #01-2019 Adopting the Green Lake County All Hazards Mitigation Plan
- Discussion and Action on Vacation Rollover Hours Policy

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 February 4, 2019  
Elizabeth Amend, Clerk-Treasurer

February 5, 2019

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: 35062 - 35139	\$	342,266.26
DD #2706 - 2783	\$	45,368.46
EFT #0785 - 0800	\$	33,264.52
TOTAL	\$	420,899.24
UTILITY CHECKS: #12254 - 12275	\$	348,163.85
TOTAL	\$	348,163.85

With the exception of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## City of Markesan Voucher List

January 3 through February 4, 2019

Num	Date	Name	Memo	Original Amount
	01/31/2019		Service Charge	-33.68
	02/01/2019	MARKESAN, CITY	bar bill for Christmas party to reimburse Mike R	-128.50
EFT-0785	01/07/2019	EMPOWER RETIREMENT (WDC)	1/4/19 PR	-195.00
EFT-0786	01/07/2019	EMPOWER RETIREMENT (WDC)	1/4/19 PR	-485.00
EFT-0787	01/08/2019	WISCONSIN DEPT. OF REVENUE	1/4/19 PR	-996.17
EFT-0788	01/08/2019	INTERNAL REVENUE SERVICE	1/4/19 PR	-5,391.50
EFT-0789	01/18/2019	INTUIT	W-2 FORMS	-129.99
EFT-0790	01/22/2019	INTERNAL REVENUE SERVICE	1/18/19 PR	-6,194.32
EFT-0791	01/22/2019	WISCONSIN DEPT. OF REVENUE	1/18/19 PR	-1,029.22
EFT-0792	01/22/2019	EMPOWER RETIREMENT (WDC)	1/18/19 PR	-715.00
EFT-0793	01/23/2019	EMPLOYEE BENEFITS CORPORATION	HRA KRENTZ/SOKOLSKI	-1,015.00
EFT-0794	01/24/2019	WRS (Wisconsin Retirement System)	Jan 2019 Retirement	-6,122.54
EFT-0795	02/01/2019	EMPLOYEE BENEFITS CORPORATION	HRA HANSEN	-21.80
EFT-0796	02/01/2019	UNITED HEALTHCARE	FEB 2019 HEALTH INS	-11,024.72
EFT-0797	02/01/2019	DELTA DENTAL OF WISCONSIN	FEB 2018 DENTAL INS	-207.37
EFT-0798	02/04/2019	EMPLOYEE BENEFITS CORPORATION	HRA MCLEAN	-184.88
EFT-0799	02/04/2019	EMPLOYEE BENEFITS CORPORATION	HRA HANSEN	-336.83
EFT-0800	02/04/2019	EMPLOYEE BENEFITS CORPORATION	HRA FEE	-63.00
			<b>TOTAL EFT PAYMENTS</b>	<b>-33,264.52</b>
DD2706	01/04/2019	Dykstra, Dennis P	Direct Deposit	-116.36
DD2707	01/04/2019	Frank, Tina M	Direct Deposit	-131.59
DD2708	01/04/2019	Lohrey, DuWayne E	Direct Deposit	-116.36
DD2709	01/04/2019	Panten, Beth M	Direct Deposit	-290.90
DD2710	01/04/2019	Panten, James B	Direct Deposit	-145.45
DD2711	01/04/2019	Philppen, Henry	Direct Deposit	-263.20
DD2712	01/04/2019	Slate, Rich	Direct Deposit	-461.75
DD2713	01/04/2019	Amend, Elizabeth A	Direct Deposit	-1,083.44
DD2714	01/04/2019	Barske, Levi C	Direct Deposit	-444.55
DD2715	01/04/2019	Butner, Bonny	Direct Deposit	-31.02
DD2716	01/04/2019	Chaon, Janice E	Direct Deposit	-57.66
DD2717	01/04/2019	Chisnell, Gerald	Direct Deposit	-277.05
DD2718	01/04/2019	Doro, Anthony	Direct Deposit	-1,387.83
DD2719	01/04/2019	Glover, Valerie	Direct Deposit	-83.29
DD2720	01/04/2019	Hansen, Martin H	Direct Deposit	-1,255.99
DD2721	01/04/2019	Hazlewood, Lucy	Direct Deposit	-1,046.57
DD2722	01/04/2019	Heberer, Jeffrey	Direct Deposit	-1,249.24
DD2723	01/04/2019	Helling, Rachel	Direct Deposit	-585.67
DD2724	01/04/2019	Huhndorf, John E	Direct Deposit	-308.51
DD2725	01/04/2019	Jobs, Kristine	Direct Deposit	-261.86
DD2726	01/04/2019	Krentz, Dorothea M	Direct Deposit	-888.80
DD2727	01/04/2019	McLean, Cody	Direct Deposit	-1,619.63
DD2728	01/04/2019	Meyer, Vanessa K	Direct Deposit	-105.28
DD2729	01/04/2019	Pflum, William	Direct Deposit	-1,587.87

**City of Markesan  
Voucher List**

**January 3 through February 4, 2019**

DD2730	01/04/2019	Sokolaki, Mitchell G	Direct Deposit	-793.81
DD2731	01/04/2019	Stellmacher, Nancy	Direct Deposit	-249.30
DD2732	01/04/2019	Stuckart, Kurt A	Direct Deposit	-879.10
DD2733	01/04/2019	Zelenko, Valentina	Direct Deposit	-43.41
DD2734	01/18/2019	Amend, Elizabeth A	Direct Deposit	-1,128.09
DD2735	01/18/2019	Barske, Levi C	Direct Deposit	-117.74
DD2736	01/18/2019	Butner, Bonny	Direct Deposit	-103.95
DD2737	01/18/2019	Chaon, Janice E	Direct Deposit	-92.12
DD2738	01/18/2019	Chisnell, Gerald	Direct Deposit	-138.52
DD2739	01/18/2019	Doro, Anthony	Direct Deposit	-1,387.83
DD2740	01/18/2019	Glover, Valerie	Direct Deposit	-83.53
DD2741	01/18/2019	Hansen, Martin H	Direct Deposit	-1,255.98
DD2742	01/18/2019	Hazlewood, Lucy	Direct Deposit	-1,286.20
DD2743	01/18/2019	Heberer, Jeffrey	Direct Deposit	-1,249.22
DD2744	01/18/2019	Heiling, Rachel	Direct Deposit	-659.22
DD2745	01/18/2019	Huhndorf, John E	Direct Deposit	-144.75
DD2746	01/18/2019	Jobs, Kristine	Direct Deposit	-152.34
DD2747	01/18/2019	Krentz, Dorothea M	Direct Deposit	-888.81
DD2748	01/18/2019	McLean, Cody	Direct Deposit	-1,427.05
DD2749	01/18/2019	Meyer, Vanessa K	Direct Deposit	-90.04
DD2750	01/18/2019	Pflum, William	Direct Deposit	-1,555.83
DD2751	01/18/2019	Sokolaki, Mitchell G	Direct Deposit	-997.37
DD2752	01/18/2019	Stellmacher, Nancy	Direct Deposit	-402.19
DD2753	01/18/2019	Stuckart, Kurt A	Direct Deposit	-881.61
DD2754	01/18/2019	Wendt, Bradly M	Direct Deposit	-124.93
DD2755	02/01/2019	Dykstra, Dennis P	Direct Deposit	-116.37
DD2756	02/01/2019	Engel, Wanda S	Direct Deposit	-8.77
DD2757	02/01/2019	Frank, Tina M	Direct Deposit	-122.84
DD2758	02/01/2019	Lohrey, DuWayne E	Direct Deposit	-116.37
DD2759	02/01/2019	Panten, Beth M	Direct Deposit	-261.81
DD2760	02/01/2019	Panten, James B	Direct Deposit	-135.75
DD2761	02/01/2019	Phippen, Henry	Direct Deposit	-263.19
DD2762	02/01/2019	Slate, Rich	Direct Deposit	-461.75
DD2763	02/01/2019	Amend, Elizabeth A	Direct Deposit	-1,090.25
DD2764	02/01/2019	Barske, Levi C	Direct Deposit	-190.48
DD2765	02/01/2019	Butner, Bonny	Direct Deposit	-68.32
DD2766	02/01/2019	Chaon, Janice E	Direct Deposit	-81.16
DD2767	02/01/2019	Chisnell, Gerald	Direct Deposit	-138.53
DD2768	02/01/2019	Doro, Anthony	Direct Deposit	-1,387.81
DD2769	02/01/2019	Glover, Valerie	Direct Deposit	-113.70
DD2770	02/01/2019	Hansen, Martin H	Direct Deposit	-1,256.00
DD2771	02/01/2019	Hazlewood, Lucy	Direct Deposit	-1,147.62
DD2772	02/01/2019	Heberer, Jeffrey	Direct Deposit	-1,249.22
DD2773	02/01/2019	Heiling, Rachel	Direct Deposit	-551.79
DD2774	02/01/2019	Huhndorf, John E	Direct Deposit	-264.45
DD2775	02/01/2019	Jobs, Kristine	Direct Deposit	-177.35
DD2776	02/01/2019	Krentz, Dorothea M	Direct Deposit	-888.81

## City of Markesan Voucher List

January 3 through February 4, 2019

DD2777	02/01/2019	McLean, Cody	Direct Deposit	-1,410.41
DD2778	02/01/2019	Meyer, Vanessa K	Direct Deposit	-105.79
DD2779	02/01/2019	Pflum, William	Direct Deposit	-1,654.55
DD2780	02/01/2019	Sokoiski, Mitchell G	Direct Deposit	-739.62
DD2781	02/01/2019	Stellmacher, Nancy	Direct Deposit	-540.45
DD2782	02/01/2019	Stuckart, Kurt A	Direct Deposit	-913.11
DD2783	02/01/2019	Zelenko, Valentina	Direct Deposit	-89.38
			<b>TOTAL DIRECT DEPOSIT</b>	<b>-45,368.46</b>
35062	01/03/2019	REFUNDS	VOID: Refund - Cancellation of Big Building on 6/8/19	0.00
35063	01/03/2019	REFUNDS	Refund - Cancellation of Big Building on 6/8/19	-60.00
35064	01/03/2019	TAXREFUND	VOID: Refund - Overpayment on 2018 Taxes	0.00
35065	01/03/2019	TAXREFUND	Birdyshaw / Refund - Overpayment on 2018 Taxes	-45.96
35066	01/03/2019	TAXREFUND	Giese / Refund - Overpayment on 2018 Taxes	-37.03
35067	01/03/2019	TAXREFUND	Gilisch / Refund - Overpayment on 2018 Taxes	-45.72
35068	01/03/2019	TAXREFUND	Hamer / Refund - Overpayment on 2018 Taxes	-36.95
35069	01/03/2019	TAXREFUND	Siegel / Refund - Overpayment on 2018 Taxes	-37.20
35070	01/03/2019	TAXREFUND	Daye / Refund - Overpayment on 2018 Taxes	-36.72
35071	01/03/2019	TAXREFUND	Thiam / Refund - Overpayment on 2018 Taxes	-1.00
35072	01/03/2019	TAXREFUND	Bengtson / Refund - Overpayment on 2018 Taxes	-34.93
35073	01/03/2019	TAXREFUND	Salter / Refund - Overpayment on 2018 Taxes	-36.71
35074	01/03/2019	TAXREFUND	Winkers / Refund - Overpayment on 2018 Taxes	-36.70
35075	01/03/2019	TAXREFUND	Jahns / Refund - Overpayment on 2018 Taxes	-37.18
35076	01/03/2019	TAXREFUND	Lind / Refund - Overpayment on 2018 Taxes	-36.66
35077	01/04/2019	VANDY'S	BOUY REMOVAL SS PARK	-25.00
35078	01/07/2019	MARKESAN PUBLIC LIBRARY	1st Quarter Budget Payment	-16,300.00
35079	01/08/2019	BALLWEG IMPLEMENT	Filter	-41.16
35080	01/08/2019	CENTURYLINK	Dec '18 - Jan '19 2018 Phone & Internet	-660.80
35081	01/08/2019	CHRIS' FLORAL & GIFTS	Fresh Arrangement / Dykstra	-23.00
35082	01/08/2019	HANSEN MARTIN	Reimb / Home Depot	-346.73
35083	01/08/2019	MARKESAN AUTO, HOME & FARM	Misc Charges	-286.19
35084	01/08/2019	MARKESAN WATER & SEWER	Oct - Dec '18 W/S Bills	-442.50
35085	01/08/2019	POWERSPORTS COMPANY	Belt & Roller	-216.87
35086	01/08/2019	SONDALLE LAW OFFICE	Dec 2018 Legal Services	-375.00
35087	01/08/2019	THIEM'S COUNTRY TOY LLC	Work on leaf vac	-40.30
35088	01/11/2019	GREEN LAKE COUNTY TREASURER	Jan Settlement for 2018 Tax Roll	-97,333.57
35089	01/11/2019	MARKESAN DISTRICT SCHOOLS	Jan Settlement for 2018 Tax Roll	-149,147.57
35090	01/11/2019	MORAIN PARK TECHNICAL COLLEGE	Jan. Settlement for 2018 Tax Roll	-9,879.97
35091	01/15/2019	A-1 ELEVATOR	Annual Service / Hydraulic Test	-498.00
35092	01/15/2019	ADVANCED DISPOSAL	Jan 2019 Trash & Recycling	-7,023.60
35093	01/15/2019	AIRGAS USA, LLC	Cylinder Rental	-31.24
35094	01/15/2019	ALLIANT ENERGY/WP&L	Dec '18 - Jan '19	-2,956.05
35095	01/15/2019	EMC INSURANCE	Property & Liability / Workers Comp	-3,483.10
35096	01/15/2019	FASTENAL COMPANY	Supplies	-12.14
35097	01/15/2019	GENERAL ENGINEERING CO., INC.	Municipal Building Inspection	-376.75
35098	01/15/2019	JOHNSON BLOCK AND COMPANY	Set-up of Asset Depreciation Schedule	-500.00
35099	01/15/2019	KRENTZ, DOROTHEA	Jan 2019 Cell Phone Reimb	-15.00

## City of Markesan Voucher List

January 3 through February 4, 2019

35100	01/15/2019	MCLEAN CODY	Jan 2019 Cell Phone Reimb	-15.00
35101	01/15/2019	MIDWEST TOXICOLOGY SERVICES	Annual Admin Fee	-115.00
35102	01/15/2019	NESS ELECTRIC LLC	Christmas deco / City Hall	-776.16
35103	01/15/2019	PFLUM, WILLIAM A.	Jan '19 Cell Phone / Crossing Guard Handwarmr	-29.49
35104	01/15/2019	SECURIAN FINANCIAL GROUP, INC.	Feb 2019 Life Insurance	-149.82
35105	01/15/2019	SHELL FLEET PLUS	Dec 2019 Fuel	-615.74
35106	01/15/2019	SOUTHERN G. LAKE CO. AMBULANCE	2019 Ambulance Budget	-26,250.00
35107	01/15/2019	STUCKART, KURT	Jan 2019 Cell Phone Reimb	-15.00
35108	01/15/2019	WAUPUN AUTO SUPPLY, INC.	Oil Filter	-7.19
35109	01/15/2019	WI DEPARTMENT OF JUSTICE	TIME Billing - 1st Quarter	-198.00
35110	01/17/2019	ALLIANT ENERGY/WP&L	Dec '18 - Jan '19 Electric Bill	-778.53
35111	01/17/2019	BERLIN CONSERVATION CLUB	2019 Dues	-40.00
35112	01/17/2019	ERGO BANK OF MARKESAN	WRS Loan - Payment #9	-320.64
35113	01/17/2019	HANSEN MARTIN	Tractor Supply / Coupler	-70.65
35114	01/17/2019	LANDMARK SERVICES COOPERATIVE	Dec 2018 Fuel / Superlube	-1,311.29
35115	01/17/2019	MARKESAN CHAMBER OF COMMERCE	2019 Chamber Dues	-100.00
35116	01/17/2019	WE ENERGIES	Dec '18 - Jan '19 Gas Bills	-1,918.08
35117	01/24/2019	PRE-EMPLOYMENT FUND	Jan 2019 Pre Empl. - Sokolski / Stuckart	-153.84
35118	01/24/2019	US POSTMASTER	W/S & Newsletter Stamps	-300.00
35119	01/24/2019	VERIZON WIRELESS	Dec '18 - Jan '19 Cell Phone	-131.48
35120	01/28/2019	TAXREFUND	Heinig / Refund - Overpayment on 2018 Taxes	-158.11
35121	01/31/2019	ERGO BANK OF MARKESAN	Fire Truck Loan Payment 1003783	-9,395.60
35122	01/31/2019	THE DEPOSITORY TRUST & CLEARING CORP.	Audit Request	-62.00
35123	01/31/2019	WELLS FARGO REMITTANCE CENTER	Google / 1&1 / WWOA	-816.38
35124	02/04/2019	B.C. COMMERCIAL LAUNDRY SERV.	Jan 2019 Rug Cleaning	-45.50
35125	02/04/2019	BALLWEG IMPLEMENT	Dampener	-75.60
35126	02/04/2019	BERLIN JOURNAL NEWSPAPERS	Council / Sewer Plant Bids	-436.63
35127	02/04/2019	CENTURYLINK	Jan - Feb 2019 Phone & Internet	-660.80
35128	02/04/2019	COMPLETE OFFICE OF WISCONSIN	Office Supplies	-398.81
35129	02/04/2019	FASTENAL COMPANY	Fitting Kit	-35.67
35130	02/04/2019	GENERAL ENGINEERING CO., INC.	2017 Street & Utility Project	-4,176.50
35131	02/04/2019	KT SERVICE CENTER	2014 Ford-Brake Pads / Tire on Plow	-744.06
35132	02/04/2019	MARKESAN AUTO, HOME & FARM	Misc Charges	-177.17
35133	02/04/2019	MARKESAN LUMBER	Lumber	-11.35
35134	02/04/2019	QUANTUM COMMUNICATIONS	Troubleshoot lights on phone in PD	-75.00
35135	02/04/2019	ROSS, MICHAEL	EMT Christmas Party Food - partial savings mon	-420.79
35136	02/04/2019	SECURIAN FINANCIAL GROUP, INC.	March 2019 Life Insurance	-109.84
35137	02/04/2019	SUPERIOR CHEMICAL CORPORATION	Skin Cleaner	-103.74
35138	02/04/2019	THE UNIFORM SHOPPE	Sokolski - Pants / Boots / Name Plate	-418.81
35139	02/04/2019	WAUPUN AUTO SUPPLY, INC.	Seat Cover	-150.79
			<b>TOTAL CHECK PAYMENTS</b>	<b>-342,266.26</b>
			<b>TOTAL PAYMENTS</b>	<b>-420,899.24</b>

**Markesan Utilities  
Voucher List**

January 3 through February 4, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
12254	01/10/2019	STAAB CONSTRUCTION CORP	STAAB PYMNT #7	-307,516.97
12255	01/14/2019	MARKESAN-PETTY CASH	Postage	-36.29
12256	01/15/2019	ALLIANT ENERGY/WP&L	Dec '18 - Jan '19 Electric Bill	-1,335.01
12257	01/15/2019	BADGER LABORATORIES & ENG.	Chloride	-10.00
12258	01/15/2019	CIVIC SYSTEMS, LLC	Jan - June 2019 Software Support	-980.00
12259	01/15/2019	E. & B. SCALE COMPANY	Work on Mettler Model H-30	-85.00
12260	01/15/2019	HEBERER, JEFFREY	Jan 2019 Cell Phone Reimb	-15.00
12261	01/15/2019	LANDMARK SERVICES COOPERATIVE	Dec 2018 Fuel	-31.94
12262	01/15/2019	MARKESAN WATER & SEWER	Oct - Dec '18 W/S Bill	-1,449.76
12263	01/15/2019	NESS ELECTRIC	Sewer Plant	-1,298.85
12264	01/17/2019	ALLIANT ENERGY/WP&L	Dec '18 - Jan '19 Electric Bill	-1,567.92
12265	01/17/2019	WE ENERGIES	Dec '18 - Jan '19 Gas Bills	-247.96
12266	01/24/2019	US POSTMASTER	Postcard stamps	-70.00
12267	01/24/2019	MARKESAN, CITY OF	Jan 2019 Payroll Reimb	-11,354.05
12268	01/29/2019	U.S. CELLULAR	Oct - Nov 2018 Cell Phone	-51.49
12269	01/31/2019	BOND TRUST SERVICES CORP	Filing Fee for Form 8038-CP	-150.00
12270	01/31/2019	GENERAL ENGINEERING CO., INC.	Phosphorus Upgrade	-13,476.35
12271	01/31/2019	MARKESAN, CITY OF	Dec 2018 Expense Reimb	-7,126.21
12272	01/31/2019	U.S. CELLULAR	Jan - Feb '19 Cell Phone	-51.49
12273	02/04/2019	CENTURYLINK	Jan - Feb 2019 Phone & Internet	-165.53
12274	02/04/2019	NESS ELECTRIC	Work at Plant	-223.99
12275	02/04/2019	USA BLUEBOOK	Feed Pump	-910.04
			<b>TOTAL CHECK PAYMENTS</b>	<b>-348,163.85</b>
			<b>TOTAL PAYMENTS</b>	<b>-348,163.85</b>

**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
**January 2019**

	Jan 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expenses</b>				
<b>Income</b>				
<b>4100000 · Taxes</b>				
4111000 · City Taxes & Overrun	673,942.25	673,942.00	0.25	100.0%
4112000 · TIF Increment	0.00	85,000.00	-85,000.00	0.0%
4114000 · Mobile Home Taxes	0.00	3,500.00	-3,500.00	0.0%
4132000 · PILOT's	0.00	66,000.00	-66,000.00	0.0%
4180000 · Interest on Taxes	0.00	1,000.00	-1,000.00	0.0%
<b>Total 4100000 · Taxes</b>	<b>673,942.25</b>	<b>809,442.00</b>	<b>-135,499.75</b>	<b>83.3%</b>
<b>4200000 · Special Assessments</b>	<b>3,421.89</b>			
<b>4300000 · Intergovernmental Revenues</b>				
4341000 · Shared Revenue	0.00	416,718.00	-416,718.00	0.0%
4342000 · Fire Dues	0.00	3,300.00	-3,300.00	0.0%
4343000 · Exempt Comp Aid	0.00	3,500.00	-3,500.00	0.0%
4353100 · Transportation Aids	17,732.18	70,928.75	-53,196.57	25.0%
4354500 · Recycling Grant	0.00	6,000.00	-6,000.00	0.0%
4379100 · EMS (Ambulance) Reimb	0.00	5,000.00	-5,000.00	0.0%
<b>Total 4300000 · Intergovernmental Revenues</b>	<b>17,732.18</b>	<b>505,444.75</b>	<b>-487,712.57</b>	<b>3.5%</b>
<b>4400000 · Licenses &amp; Permits</b>				
4410100 · Alcohol Licenses	10.00	2,300.00	-2,290.00	0.4%
4410200 · Operator's Licenses	105.00	1,200.00	-1,095.00	8.8%
4410300 · Soda Water Licenses	0.00	100.00	-100.00	0.0%
4410400 · Cigarette Licenses	0.00	300.00	-300.00	0.0%
4410600 · Other Business Lic.	0.00	150.00	-150.00	0.0%
4410900 · Cable Franchise Fees	0.00	1,200.00	-1,200.00	0.0%
4420000 · Dog Licenses (City)	746.85	700.00	46.85	106.7%
4430000 · Building Permits	1,173.75	1,000.00	173.75	117.4%
4440000 · Land Use Permits	0.00	250.00	-250.00	0.0%
<b>Total 4400000 · Licenses &amp; Permits</b>	<b>2,035.60</b>	<b>7,200.00</b>	<b>-5,164.40</b>	<b>28.3%</b>
<b>4500000 · Fines, Forfeits &amp; Penalties</b>				
4510000 · Ordinance Violations	1,324.53	8,250.00	-6,925.47	16.1%
4510100 · Parking Violations	0.00	500.00	-500.00	0.0%
<b>Total 4500000 · Fines, Forfeits &amp; Penalties</b>	<b>1,324.53</b>	<b>8,750.00</b>	<b>-7,425.47</b>	<b>15.1%</b>
<b>4600000 · Public Charges for Services</b>				
4610000 · Clerk-Treas Fees	150.00	1,500.00	-1,350.00	10.0%
4610100 · Publication Fees	0.00	400.00	-400.00	0.0%
4621000 · Police Dept Fees	0.00	250.00	-250.00	0.0%
4632200 · Snow Removal Fees	2,903.17	200.00	2,703.17	1,451.6%
4643500 · Recycle Fees	117.00	2,000.00	-1,883.00	5.9%
4644000 · Weed Control Charges	1,773.43	500.00	1,273.43	354.7%
4654000 · Cemetery Sales	0.00	1,000.00	-1,000.00	0.0%
4672000 · Park Shelter Use	25.00	1,000.00	-975.00	2.5%
4674300 · Comm Ctr Use	50.00	400.00	-350.00	12.5%
<b>Total 4600000 · Public Charges for Services</b>	<b>5,018.60</b>	<b>7,250.00</b>	<b>-2,231.40</b>	<b>69.2%</b>
<b>4700000 · Intergov't Charges for Services</b>				
4732100 · School Liason	0.00	56,192.00	-56,192.00	0.0%
4739100 · Crossing Guard Reimb	0.00	5,800.00	-5,800.00	0.0%
<b>Total 4700000 · Intergov't Charges for Services</b>	<b>0.00</b>	<b>61,992.00</b>	<b>-61,992.00</b>	<b>0.0%</b>
<b>4800000 · Miscellaneous Revenue</b>				
4811000 · Interest-City Investments	86.90	1,000.00	-913.10	8.7%
4813000 · Spcl Assmt / Spcl Chrg Interest	142.33			
4820000 · Rent-Muni Bldg	250.00	3,000.00	-2,750.00	8.3%
4820100 · Rent-Land	0.00	2,362.00	-2,362.00	0.0%
4820200 · Rent-Cell Tower	883.27	10,300.00	-9,416.73	8.6%
4840900 · Ins Dividends	0.00	2,500.00	-2,500.00	0.0%
4850000 · Donations	1,100.00	4,100.00	-3,000.00	26.8%
4860000 · Exp Reimb-All Types	32.50	2,500.00	-2,467.50	1.3%
<b>Total 4800000 · Miscellaneous Revenue</b>	<b>2,495.00</b>	<b>25,762.00</b>	<b>-23,267.00</b>	<b>9.7%</b>
<b>Total Income</b>	<b>705,970.15</b>	<b>1,425,840.75</b>	<b>-719,870.60</b>	<b>49.5%</b>
<b>Gross Profit</b>	<b>705,970.15</b>	<b>1,425,840.75</b>	<b>-719,870.60</b>	<b>49.5%</b>
<b>Expense</b>				
<b>5100000 · General Government</b>				
5100100 · W&S Expense Reimb	-2,109.96			
5100112 · Accta Rec - W&S WRS	-31.47			
5100114 · Accta Rec - W&S Insurance	-7.00			
5100200 · Library Expense Reimb	-1,894.02			
5110000 · Legislative				
5110111 · Council	0.00	11,000.00	-11,000.00	0.0%



**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
**January 2019**

	Jan 19	Budget	\$ Over Budget	% of Budget
5110211 · Mayor	525.00	8,000.00	-7,475.00	6.6%
5111011 · Committees	0.00	500.00	-500.00	0.0%
<b>Total 5110000 · Legislative</b>	<b>525.00</b>	<b>19,500.00</b>	<b>-18,975.00</b>	<b>2.7%</b>
<b>5130000 · Legal</b>				
5130021 · City Atty-General	212.50	4,000.00	-3,787.50	5.3%
5130121 · City Atty-Prosecution	162.50	3,000.00	-2,837.50	5.4%
5131021 · Muni Code Updates	0.00	1,500.00	-1,500.00	0.0%
<b>Total 5130000 · Legal</b>	<b>375.00</b>	<b>8,500.00</b>	<b>-8,125.00</b>	<b>4.4%</b>
<b>5140000 · General Administration</b>				
5141011 · Legislative Support-Wages	330.58	11,500.00	-11,169.42	2.9%
5141032 · Legislative Support-Publication	321.83			
5142011 · General Admin-Wages	1,075.86	33,400.00	-32,324.14	3.2%
5142021 · General Admin-Outside Services	101.20			
5142026 · General Admin-Training/Dues	65.00			
5142031 · General Admin-Office Supplies	550.64			
5143011 · Elections-Wages	0.00	5,680.61	-5,680.61	0.0%
5144011 · Licensing & Permits-Wages	208.44	2,000.00	-1,793.56	10.3%
<b>Total 5140000 · General Administration</b>	<b>2,651.35</b>	<b>52,560.61</b>	<b>-49,909.26</b>	<b>5.0%</b>
<b>5150000 · Financial Administration</b>				
5150011 · General Accounting-Wages	1,172.55	20,000.00	-18,827.45	5.9%
5150521 · Independent Audit	562.00	7,000.00	-6,438.00	8.0%
5151113 · Medicare (default)	518.98	5,170.00	-4,653.02	10.0%
5151213 · Social Security	1,804.86	22,105.00	-20,300.14	8.2%
5151314 · Health Insurance	7,084.54	105,516.72	-98,452.18	6.7%
5151315 · HRA-Health Reimbursement	1,398.73			
5151414 · Life Insurance	51.00	615.00	-564.00	8.3%
5151611 · Paid Time Off (PTO)-Wages	8,187.87			
5152012 · Wisconsin Retirement System	2,543.95	31,405.00	-28,861.05	8.1%
5155011 · Property Assessment-Wages	0.00	7,150.00	-7,150.00	0.0%
5155111 · Prop Tax Collection-Wages	729.37	2,550.00	-1,820.63	28.8%
5156006 · Prop & Liability Ins	0.00	17,000.00	-17,000.00	0.0%
5156100 · Workers Comp - Calculated	12.03			
5156105 · Workers Comp	0.00	11,480.00	-11,480.00	0.0%
5156205 · Employee Bonds	0.00	850.00	-850.00	0.0%
<b>Total 5150000 · Financial Administration</b>	<b>24,041.88</b>	<b>230,841.72</b>	<b>-206,799.84</b>	<b>10.4%</b>
<b>5160000 · Municipal Building</b>				
5160011 · Municipal Building-Wages	556.37			
5160021 · Municipal Building-Outside Serv	543.50			
5160022 · Municipal Building-Utilities	3,074.99			
5160023 · Municipal Building-Repairs&Supp	580.01			
5160000 · Municipal Building - Other	0.00	44,000.00	-44,000.00	0.0%
<b>Total 5160000 · Municipal Building</b>	<b>4,734.87</b>	<b>44,000.00</b>	<b>-39,266.13</b>	<b>10.8%</b>
<b>Total 5100000 · General Government</b>	<b>28,285.65</b>	<b>355,402.33</b>	<b>-327,116.68</b>	<b>8.0%</b>
5150520 · Bank Service Charges	33.68			
<b>5200000 · Public Safety</b>				
<b>5210000 · Law Enforcement</b>				
<b>5210001 · Police Administration</b>				
5210011 · Police Admin-Wages	3,704.11	156,000.00	-152,295.89	2.4%
5210019 · Police Admin-Uniforms	0.00	1,300.00	-1,300.00	0.0%
5210021 · Police Admin-Outside Services	198.48	5,000.00	-4,803.52	3.9%
5210022 · Police Admin-Utilities	488.60	600.00	-113.40	81.1%
5210034 · Police Admin-Supplies	0.00	15,000.00	-15,000.00	0.0%
<b>Total 5210001 · Police Administration</b>	<b>4,387.19</b>	<b>177,900.00</b>	<b>-173,512.81</b>	<b>2.5%</b>
<b>5212000 · Police Patrol</b>				
5212011 · Police Patrol-Wages	9,506.49	68,500.00	-58,993.51	14.3%
5212021 · Police Patrol-Outside Services	198.00			
5212022 · Police Patrol-Utilities	81.90	270.00	-208.10	22.9%
5212023 · Police Patrol-Repairs/Supplies	659.06	6,000.00	-5,340.94	11.0%
5212033 · Police Patrol-Fuel/Miles	254.02			
<b>Total 5212000 · Police Patrol</b>	<b>10,679.47</b>	<b>72,770.00</b>	<b>-62,090.53</b>	<b>14.7%</b>
5213021 · Police Criminal Inv-Supp/Serv	0.00	1,500.00	-1,500.00	0.0%
5214025 · Police Training	0.00	4,000.00	-4,000.00	0.0%
<b>Total 5210000 · Law Enforcement</b>	<b>15,066.66</b>	<b>256,170.00</b>	<b>-241,103.34</b>	<b>5.9%</b>
5219000 · School Crossing Guard	914.49	11,000.00	-10,085.51	8.3%
5220000 · Fire Protection	0.00	142,195.00	-142,195.00	0.0%

**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
**January 2019**

	Jan 19	Budget	\$ Over Budget	% of Budget
5230021 · Ambulance Service	26,250.00	31,250.00	-5,000.00	84.0%
6240021 · Building Inspection	376.75	3,500.00	-3,123.25	10.8%
5290000 · Other Public Safety				
5290022 · Emergency Govt-Utilities	103.26			
5290023 · Emer Govt-Supp., Equip & Repair	17.14			
5290000 · Other Public Safety - Other	0.00	8,645.00	-8,645.00	0.0%
<b>Total 5290000 · Other Public Safety</b>	<b>120.40</b>	<b>8,645.00</b>	<b>-8,524.60</b>	<b>1.4%</b>
<b>Total 5200000 · Public Safety</b>	<b>42,728.30</b>	<b>452,760.00</b>	<b>-410,031.70</b>	<b>9.4%</b>
5300000 · Public Works				
5310000 · Streets Administration				
5310005 · Streets Admin-CDL Testing	115.00			
5310011 · Streets Admin-Wages	180.23			
5310021 · Streets Admin-Outside Services	39.10			
5310000 · Streets Administration - Other	0.00	12,000.00	-12,000.00	0.0%
<b>Total 5310000 · Streets Administration</b>	<b>334.33</b>	<b>12,000.00</b>	<b>-11,665.67</b>	<b>2.8%</b>
5311000 · Public Works Shop				
5311011 · PW Shop-Wages	48.06			
5311022 · PW Shop-Utilities	836.40			
5311033 · PW Shop-Fuel	8.47			
5311034 · PW Shop-Supplies/Tools	461.25			
5311000 · Public Works Shop - Other	0.00	11,750.00	-11,750.00	0.0%
<b>Total 5311000 · Public Works Shop</b>	<b>1,354.18</b>	<b>11,750.00</b>	<b>-10,395.82</b>	<b>11.5%</b>
5312000 · Public Works Mach & Equip				
5312011 · PW Mach & Equip-Wages	1,648.31			
5312023 · PW Mach & Equip-Repair/Supplies	777.81			
5312033 · PW Mach & Equip-Fuel	57.14			
5312000 · Public Works Mach & Equip - Other	0.00	35,500.00	-35,500.00	0.0%
<b>Total 5312000 · Public Works Mach &amp; Equip</b>	<b>2,483.06</b>	<b>35,500.00</b>	<b>-33,016.94</b>	<b>7.0%</b>
5331000 · Road Maintenance	0.00	13,000.00	-13,000.00	0.0%
6331100 · Curbs & Gutters	0.00	500.00	-500.00	0.0%
5331200 · Traffic Signs & Markings	0.00	2,000.00	-2,000.00	0.0%
5331300 · Bridges & Culverts	0.00	500.00	-500.00	0.0%
5331900 · Snow & Ice Control				
5331811 · Snow & Ice Control-Wages	733.44			
5331933 · Snow & Ice Control-Fuel	229.70			
5331934 · Snow & Ice Control-Supplies	11.35			
5331900 · Snow & Ice Control - Other	0.00	25,099.00	-25,099.00	0.0%
<b>Total 5331900 · Snow &amp; Ice Control</b>	<b>974.49</b>	<b>25,099.00</b>	<b>-24,124.51</b>	<b>3.9%</b>
5342022 · Street Lighting	2,797.69	29,000.00	-26,202.11	9.6%
5343100 · Sidewalks	0.00	500.00	-500.00	0.0%
5344000 · Storm Sewers	0.00	1,750.00	-1,750.00	0.0%
5344100 · Street Cleaning	0.00	1,800.00	-1,800.00	0.0%
5345000 · Parking Lots	0.00	500.00	-500.00	0.0%
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	931.59			
5362000 · Sanitation/Trash - Other	0.00	62,100.00	-62,100.00	0.0%
<b>Total 5362000 · Sanitation/Trash</b>	<b>931.59</b>	<b>62,100.00</b>	<b>-61,168.41</b>	<b>1.5%</b>
5363100 · Landfill Monitoring	0.00	2,500.00	-2,500.00	0.0%
5363500 · Recycling Center				
5363511 · Recycling Center-Wages	293.43			
5363533 · Recycling Center-Fuel	4.23			
5363500 · Recycling Center - Other	5.83	4,500.00	-4,494.17	0.1%
<b>Total 5363500 · Recycling Center</b>	<b>303.49</b>	<b>4,500.00</b>	<b>-4,196.51</b>	<b>6.7%</b>
5363621 · Recycling-Curbside	0.00	25,630.00	-25,630.00	0.0%
5363600 · Recycling Center-Mackford	5.83	1,200.00	-1,194.17	0.5%
5363700 · Recycling Center-Manchester	5.84	1,200.00	-1,194.16	0.5%
5363800 · Recycling Center-Green Lake	5.84	2,500.00	-2,494.16	0.2%
5364000 · Weed Control	0.00	1,500.00	-1,500.00	0.0%
<b>Total 5300000 · Public Works</b>	<b>9,196.54</b>	<b>235,029.00</b>	<b>-225,832.46</b>	<b>3.9%</b>
5400000 · Health & Human Services				
5490000 · Cemetery				
5491022 · Cemetery-Utilities	20.74			

**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
**January 2019**

	Jan 19	Budget	\$ Over Budget	% of Budget
5490000 · Cemetery - Other	0.00	7,300.00	-7,300.00	0.0%
<b>Total 5490000 · Cemetery</b>	<b>20.74</b>	<b>7,300.00</b>	<b>-7,279.26</b>	<b>0.3%</b>
<b>Total 5400000 · Health &amp; Human Services</b>	<b>20.74</b>	<b>7,300.00</b>	<b>-7,279.26</b>	<b>0.3%</b>
5500000 · Culture, Rec & Educ				
5510000 · Library				
5511011 · Library-Wages	141.99			
5511021 · Library-Annual Budget	16,300.00			
5510000 · Library - Other	0.00	65,200.00	-65,200.00	0.0%
<b>Total 5510000 · Library</b>	<b>16,441.99</b>	<b>65,200.00</b>	<b>-48,758.01</b>	<b>25.2%</b>
5520000 · Parks				
5520011 · Parks-Wages	372.86			
5520022 · Parks-Utilities	180.14			
5520033 · Parks-Fuel	6.35			
5520000 · Parks - Other	0.00	11,000.00	-11,000.00	0.0%
<b>Total 5520000 · Parks</b>	<b>559.35</b>	<b>11,000.00</b>	<b>-10,440.65</b>	<b>5.1%</b>
5530000 · City Events/Banners				
5530011 · City Events/Banners-Wages	178.97			
5530021 · City Events/Banner-Outside Srvc	367.23			
5530034 · City Events/Banners-Supplies	3.90			
5530000 · City Events/Banners - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 5530000 · City Events/Banners</b>	<b>550.10</b>	<b>3,000.00</b>	<b>-2,449.90</b>	<b>18.3%</b>
5530100 · Summer Rec Program	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5500000 · Culture, Rec &amp; Educ</b>	<b>17,551.44</b>	<b>81,200.00</b>	<b>-63,648.56</b>	<b>21.6%</b>
5600000 · Conservation & Development				
5670000 · Advertising & Promotion	100.00	1,500.00	-1,400.00	8.7%
5671000 · Industrial Park Development	24.58			
5671021 · TIF Fees	0.00	300.00	-300.00	0.0%
5690000 · Zoning & Development	0.00	250.00	-250.00	0.0%
5691000 · Mapping	0.00	250.00	-250.00	0.0%
<b>Total 5600000 · Conservation &amp; Development</b>	<b>124.58</b>	<b>2,300.00</b>	<b>-2,175.42</b>	<b>5.4%</b>
5900000 · Debt Service				
5911000 · 2009 Bond Issue	0.00	193,990.00	-193,990.00	0.0%
5912000 · 2018 Bond Issue Princ.	0.00	39,375.00	-39,375.00	0.0%
5916000 · Principal Long-Term Debt	0.00	3,112.84	-3,112.84	0.0%
5918000 · Safety Equipment-Principal	9,194.57	15,195.43	-6,000.86	60.5%
5925000 · Safety Equipment-Interest	201.03	250.00	-48.97	80.4%
5926000 · Interest Long Term Debt	76.67	479.55	-402.88	16.0%
<b>Total 5900000 · Debt Service</b>	<b>9,472.27</b>	<b>252,402.82</b>	<b>-242,930.55</b>	<b>3.8%</b>
6000000 · Capital Outlay				
6571400 · Outlay - City Hall	0.00	4,000.00	-4,000.00	0.0%
6571900 · Outlay - General Accounting	0.00	2,347.00	-2,347.00	0.0%
6572200 · Outlay - Fire Department	0.00	5,000.00	-5,000.00	0.0%
6573000 · Outlay - Police Patrol	0.00	5,000.00	-5,000.00	0.0%
6573240 · Outlay - Machines & Equipment	0.00	6,000.00	-6,000.00	0.0%
6573270 · Outlay - Garages & Sheds	0.00	3,000.00	-3,000.00	0.0%
6573310 · Outlay - Streets	0.00	10,299.80	-10,299.80	0.0%
6573311 · Outlay - Streets Project 2017	184.50			
6576100 · Outlay - Library	0.00	800.00	-800.00	0.0%
6576200 · Outlay - Parks	0.00	3,000.00	-3,000.00	0.0%
<b>Total 6000000 · Capital Outlay</b>	<b>184.50</b>	<b>39,446.80</b>	<b>-39,262.10</b>	<b>0.5%</b>
<b>Total Expense</b>	<b>107,597.70</b>	<b>1,425,840.75</b>	<b>-1,318,243.05</b>	<b>7.5%</b>
<b>Net Ordinary Income</b>	<b>598,372.45</b>	<b>0.00</b>	<b>598,372.45</b>	<b>100.0%</b>
<b>Net Income</b>	<b>598,372.45</b>	<b>0.00</b>	<b>598,372.45</b>	<b>100.0%</b>



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 February 5, 2019*

**January 2019**

**Agenda:**

- 1. Tuition Reimbursement Sergeant McLean**
- 2. Golf Cart Registration Forms/Stickers**
- 3. Full Time Lateral Transfer Opportunity**

**Appendix:**

- 1. Sergeant McLean's College Report**
- 2. Golf Cart Registration Form**

### **Tuition Reimbursement Sergeant McLean**

Sergeant McLean is requesting reimbursement under our tuition reimbursement program, for 2019 I have \$2500 dollars budgeted for tuition reimbursement.

This department is requesting you approve the reimbursement of \$2500.00 dollars to Sergeant McLean for his Criminal Justice Capstone Class and Forecasting and Strategic Planning Class both of which he has successfully completed.

This department is proud to announce that Sergeant McLean has recently completed his final class and will be graduating with his Bachelor of Science in Criminal Justice Administration in March, 2019.

We are proud of his dedication and hard work and Sergeant McLean has expressed how appreciative he is of the City of Markesan for having a tuition reimbursement program to help him offset some of his expenses while pursuing this educational goal.

### **Golf Cart Registration Forms and License Stickers**

The Golf Registration Forms are complete and attached; this department will be picking up the registration stickers from Graphic Arts in Ripon this week. The program will be advertised and available for citizens to begin registering their golf carts the beginning of March.

### **Full Time Lateral Transfer Opportunity**

I have been advised by one of my full time officers that they are seeking full time employment with other police agencies closer to their hometown. This officer is currently in two hiring processes.

I would like to be proactive and begin to advertise for a full time eligibility list so that should a vacancy open up this department will be prepared. This time around I would like to take a different approach. I would like to advertise that the City will offer lateral transfer incentives to candidates that wish to apply.

What this means is we would offer pay commensurate to the amount of full time years they have as Wisconsin Law Enforcement Officer. Thus if they would come here with five years full time experience they would earn what an officer would make at their five year mark here at the city. They also would fall into the vacation scale the same way, thus making it easier for full time experienced and seasoned officers to leave their current position to come to Markesan.

I believe our community has a lot to offer employees and with lateral transfer we might attract officers from larger departments that are looking for a change of pace. While bringing with them life experience as well as on the job experience that can't be taught, it must be learned with time.

The extra cost can be made up by the shorter field training times and with this candidate possibly staying long term, we could eliminate the high costs of constant hiring processes.

I am looking for this committee's approval to advertise for a full time eligibility list while offering lateral transfer opportunities.

**CJA/475 default panel**

panel content

Sep 18, 2018 to Oct 22, 2018

Tuition &amp; Fees:

Current or expected funds: \$2,009.35

(Billed on or after January 1<sup>st</sup>, 2019) -\$2,009.35**Balance Due****\$0.00****CJA/475 panel**

panel content

**Forecasting and Strategic Planning**

Instructor: DUANE BENTON

09/18/2018 to 10/22/2018

- [View Course Details](#)
- [Go To Classroom](#)

**C+**

## Course Details

### Course

CJA/475 Forecasting And Strategic Planning (3 credits, Upper Division)

**C+**[Default Grade Report](#)

### Program

BSCJA-005A Bachelor of Science in Criminal Justice Administration

### Requirement

Required Course of Study: UD Criminal Justice Electives: UD Criminal Justice ELECTIVES (3 credits)

### Course Description

This course provides pre- or in-service administrators/managers the knowledge, skills and tools necessary to consider the long-term mission and direction of various criminal justice agencies and to build strategy and operations from both internal and external stakeholders to achieve identified mission goals. Students consider strategic planning as a process and method for implementing effective strategic management. Students receive a high-level overview of data collection and analysis methods for strategic planning that provide the ability to develop long-term solutions to continually evolving organizational challenges. Students explore long-term strategic management options, and how to use that information in

planning, decision making, and developing strategies for more efficient organizational management of operations and programs.

## Topics and Objectives

### Forecasting Through Scanning & Assessment

- Discuss current law enforcement issues and their potential for forecasting analysis.
- Identify and examine relevant stakeholder strategic planning.
- Identify techniques for assessing and scanning current criminal justice agency mission, vision and goals.
- Assess public safety issues related to forecasted trends.

### Strategy Formulation

- Identify and examine problematic areas within the criminal justice field.
- Assess and evaluate organizational climate and begin to formulate project benchmarks.
- Evaluate feasibility of proposed strategy approach.
- Utilize Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis to drive strategy formulation.
- Design a strategic plan using forecasting tools.

### Data Collection & Analyses

- Identify databases for criminal justice analysis.
- Compare and contrast industry specific databases for extrapolation and forecasting analyses.
- Analyze data collection approaches (mixed methods).
- Describe the use of futures (predictions) in strategic planning.
- Examine limitations relevant to statistical methodologies.

### Application of Strategic Management Processes

- Identify the use of strategic leadership practices.
- Assess applied organizational theory and practices to strategic management applications.
- Appraise the influence of project stakeholders and detractors.

### Evaluation Process Outcomes

- Develop strategies to measure plan implementation.
- Evaluate mixed research methods for extrapolation of current and future needs.
- Examine long-term strategic management options through process application scans.
- Examine a gap analysis between the desired results and actual results.
- Implement a corrective action plan.



**CJA/484 panel**

panel content

**Criminal Justice Administration Capstone**

Instructor: Nicholas Barbella

10/23/2018 to 11/26/2018

- [View Course Details](#)
- [Go To Classroom](#)

**A****Final Grade**

A

99.7 / 100

(99.7%)

**CJA/484default panel**

panel content

Oct 23, 2018 to Nov 26, 2018

Tuition &amp; Fees:

Current or expected funds:	\$1,830.00
(Billed on or after January 1 <sup>st</sup> , 2019)	
	- \$1,830.00
<b>Balance Due</b>	<b>\$0.00</b>

**Course Details****Course**CJA/484 Criminal Justice Administration Capstone (3 credits, Upper Division) **A**[Official Gateway Report](#)**Program**

BSCJA-005A Bachelor of Science in Criminal Justice Administration

**Requirement**

Required Course of Study: UD Criminal Justice Electives: CJA/484 Criminal Justice Administration Capstone (3 credits)

## Course Description

This capstone course is designed for students to integrate their acquired knowledge of theory into practical applications. Students focus on integrating core content of criminal justice administration with specialized content from the criminal justice management concentration area. Students assess the impact of their educational experiences on their professional competence and values, critical thinking, problem solving, communication, information use, and collaboration skills necessary for the modern criminal justice manager.

## Topics and Objectives

### Overview of Administration of Justice

- Critically evaluate current qualitative and quantitative research pertaining to trends in the criminal justice arena.
- Evaluate past, present, and future trends in the interface between components of the criminal justice system and criminal justice connections with surrounding society.
- Analyze organizational behavior concepts associated with common managerial practices involved in day-to-day operations within criminal justice settings.
- Identify professional standards and values that apply across various components of the criminal justice system.
- Analyze the relationship among ethics theory, critical thinking, and professional behavior within the administration of criminal justice.

### Policing Perspective: Theory and Application

- Examine perspectives of the policing function from the local, state, and federal organizational levels.
- Evaluate past, present, and future trends pertaining to the development and operation of the field of policing.
- Identify leadership characteristics and responsibilities within policing organizations.
- Apply prevailing theories of crime control to the policing function.
- Analyze the organizational management, administration, and operational aspects of policing.

### Courts: Role, Process, and Impact

- Evaluate the diverse roles of the courtroom personnel and participants in shaping both substantive law and procedural law relating to the criminal justice system.
- Analyze the relationship of the courts of the criminal justice system when establishing legal standards applicable to the professional practice of criminal justice.
- Evaluate the constitutional foundations and safeguards and how they apply to the criminal law and adult and juvenile proceedings.
- Assess the relationship of crime, criminal law, and liability.

### Corrections: Contemporary Views of Offender Management and Treatment

- Evaluate past, present, and future trends pertaining to the development and operation of institutional and community based corrections.
- Assess the security, technology, management, and control functions within correctional environments.
- Explain the various educational and treatment programs used in rehabilitation efforts for institutional and community corrections.

- Examine correctional organization and administration functions that reflect operations and fiscal demands.
- Analyze the relationship among jails, prisons, probation, parole, juvenile and community corrections processes.

#### **Globalization of Criminal Justice: International Perspectives**

- Assess the impact of globalization on the U.S. criminal justice process.
- Compare and contrast international criminal justice systems.
- Discuss the impact of cyber crime on worldwide justice systems.
- Differentiate the policing systems on a worldwide scale.
- Identify major crimes and criminal issues that have a global impact on justice systems and processes.

### **Additional Details**

#### Pre-requisites

CJA/385

CJA/475

BSS/483

CJHS/430

BCC/403

Location: Online

From: 10/23/2018 to 11/26/2018

Start Day: Tuesday

Instructor: Nicholas Barbella

## CITY OF MARKESAN – GOLF CART REGISTRATION

I hereby am applying under the City of Markesan Ordinance #243 to register my golf cart so it can be legally operated on streets within the City of Markesan. Licenses run on a calendar year basis.

Fee:  \$50.00 initial application fee  \$25.00 annual renewal

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Home Phone/Cell Phone Numbers: \_\_\_\_\_ (h) \_\_\_\_\_ (cell)

Make/Model/Color of Golf Cart: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Name of Insurance Company\*: \_\_\_\_\_

Liability Insurance Policy Number\*: \_\_\_\_\_ (copy attached)  Yes  No

I hereby certify that:

- 1) I have received and read Ordinance #243;
- 2) My golf cart is adequately equipped with ALL items as contained in the Ordinance #243 including but not limited to all details relating to the operation of the cart, safety features and registration requirements;
- 3) I have liability insurance on my golf cart that meets Wisconsin's minimum coverage requirement

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTACT (920) 398-2121 TO SCHEDULE AN INSPECTION APPOINTMENT**

---

\*Note: You must have liability insurance that meets Wisconsin's minimum coverage requirement before your cart can be driven on any City roadway.

---

For Office Use: Inspection Checklist

- Working brakes  Working headlights  Working taillights  
 Rear view mirror  Safety flag on staff holder, flag at least eight feet above road surface  
 Slow moving vehicle sign

INSPECTION APPROVED

INSPECTION FAILED

MARKESAN POLICE DEPT: \_\_\_\_\_ DATE: \_\_\_\_\_

REGISTRATION YEAR: \_\_\_\_\_ REGISTRATION NUMBER: \_\_\_\_\_

PAYMENT INFORMATION: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*Copy of the ordinance will be attached to each approved application and returned to the applicant\*\***

# Agreement for Maintenance Assessment Services

---

Prepared for the City of Markesan  
Green Lake County, Wisconsin



1/31/2019

## **CONTRACT AGREEMENT FOR CONSULTING, ASSESSING AND APPRAISAL SERVICES**

Consulting, assessing and appraisal services agreement made this 31<sup>st</sup> day of January 2019, by and between the City of Markesan, County of Green Lake, State of Wisconsin (hereinafter referred to as "Client") and Action Appraisers and Consultants, Inc., 117 W. 3<sup>rd</sup> Street, Kaukauna, Wisconsin (hereinafter referred to as "Action").

### **SCOPE OF SERVICES**

Action shall act as Assessor for Client and agrees to perform the work required by this agreement, in accordance with the Wisconsin State Statutes, the *Wisconsin Property Assessment Manual*, and all rules and regulations officially adopted by the Wisconsin Department of Revenue. Action shall supply the Client with consulting, assessing, and appraisal services for the 2019 Maintenance Assessment years. Action will complete this and in addition:

1. Inspection The following inspection cycle is to be completed by Action annually, namely:
  - a. Mail the state prescribed letter to property owners whose property requires interior view.
  - b. Maintain record of property owners who have refused interior inspection.
  - c. All new construction, annexed properties, and properties with a change in exemption status will be physically inspected, and digital property records will be created or updated as needed to assess as of January 1; take digital photos, and convert blue prints or home layout to electronic format.
  - d. Physically inspect properties affected by building removal, fire, or any other major condition changes.
  - e. Improved properties under construction over a period of years shall be re-inspected each year for level of completion. Keep records of each inspection and update property information and photos as changes occur.
  - f. Reappraise land values where property has been divided or where ownership splits occur.
  - g. Annually review land classifications to determined eligibility for agriculture use value, agriculture forest land and undeveloped land assessments.
  - h. Requests for review by property owners, made after the close the Board of Review and prior to the signing of the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
2. Personal Property Assessment
  - a. Preview accounts at the end of each year updating as necessary.
  - b. Prepare and mail self-reporting Statements of Personal Property.
  - c. Review statements and follow up with unfiled or incorrect statements.
  - d. Analyze the information returned on the Personal Property Statements. Enter the information reported into our database, Market Drive, to keep a running record from year to year.
3. Sales
  - a. Contact and interview the Buyer and/or Seller of all potential arm's length sales
  - b. Record sales to digital Property Record Card
  - c. Review real-estate sales transfers
  - d. Validate and transmit sales to report to the Department of Revenue

4. Completion of Assessment Roll and Reports
  - a. Annually receive new parcels, splits, maps, and legal description changes from the county.
  - b. Maintain accurate owner information, annually receive file from county with names and address update.
  - c. Mail a Notice of Assessment letter for each taxable parcel of property whose assessed value has changed from the previous year.
  - d. The Notice of Assessment letter used shall be that prescribed by the Department of Revenue, and shall include the date, time, and location the Open Book Conference(s) will be held.
  - e. Action shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*.
  - f. Final assessment figures for each property shall be provided by Action to the Client, and the roll shall be totaled to exact balance.
  - g. Action shall prepare and submit the Municipal Assessment Report, Annual Assessors Report, and TIF Reports to the Wisconsin Department of Revenue in a timely manner according to the guidelines set by the Department of Revenue.
  - h. Action shall provide the client with Property Records in an electronic format annually and update them within 14 days of the adjournment of the Board of Review.
5. Open Book Conference
  - a. Upon completion of the Assessment roll, prior to the Board of Review, Action shall hold Open Book Conference(s) for the purpose of enabling property owners or their agents to review and compare the assessed values.
  - b. Action shall be present for a time sufficient to meet with the property owners or their agents and shall be present at least two hours or as needed.
  - c. It is the Client's responsibility to supply Action with adequate space in the Client's office at no cost to Action.
  - d. Action shall verify that statutorily required instructional materials are available.
6. Board of Review
  - a. Action shall attend all sessions of the Client's Board of Review for as many days as required. Action shall explain and defend the values placed upon each property under oath.
  - b. In the event of an appeal to the courts, it is agreed that Action shall be available to furnish testimony in defense of the assessed values.
  - c. It is the Client's responsibility will be to supply Action with adequate space in the Client's office at no cost to Action.

## **GENERAL REQUIREMENTS**

1. Ownership of Records

The Municipality owns any and all assessment data regardless of the terms of the licensing of the software. All assessment data, such as parcel attributes, sketches, and photographs, must be stored in an electronic format.
2. Reimbursement of Expenses

The client shall have no obligation to reimburse Action for any expenses.
3. Insurance
  - a. Action shall maintain Workmen's Compensation Insurance covering its staff.
  - b. Action shall maintain Public Liability Insurance insuring the Client against any damages that may occur because of Action and Action's staff.

**TERMS AND TERMINATION**

1. **Term**

The term of this Contract shall be from January 1, 2019 to December 31, 2021. Action shall have completed all work under this agreement. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

2. **Termination**

Either party may terminate this Contract only with cause, cause being defined as default of the other party of the terms of this Contract, upon sixty (60) days written notice to the other party of alleged default. If the party so notified fails to cure such default within sixty (60) days from receipt of such notice, the contract shall then terminate. Upon termination by either party, both Action and Client shall act in good faith with each other and cooperate in the orderly transfer of records.

**COMPENSATION**

For the above-specified services, Action shall be paid as follows:

2019 Maintenance - \$5,700

2020 Maintenance - \$5,700

2021 Maintenance - \$5,700

Payment is to be made by the Client not more than 30 days from invoice date.

ACTION APPRAISERS AND CONSULTANTS, INC.

By:

Troy Zacharias, President

Date

CITY OF MARKESAN

By:

Rich Slate, Mayor

Date

ATTEST:

Betsy Amend, Clerk

Date





**GREEN LAKE COUNTY**  
**OFFICE OF EMERGENCY MANAGEMENT**

*Gary V. Podoll*  
*Director*

*Office: 920-361-5416*  
*FAX: 920-361-5405*

---

January 18, 2019

Dear Town, Village, City, and County Community Leaders of Green Lake County

The State of Wisconsin has endured billions of dollars in damages over the past three decades, as a result of various disasters including severe weather and flooding events, major snowstorms, and powerful tornados. While the costs of each disaster may vary greatly, the impact is always the hardest at the local level, impacting our communities the most.

The State of Wisconsin, in partnership with FEMA, have identified opportunities to assist communities in reducing future losses through several mitigation activities. Mitigation efforts may result in a significant decline in the cost of a disaster's impact down the road. In fact, for every dollar spent on mitigation activities, approximately \$6.00 in future damages is avoided.

Hazard mitigation breaks the cycle of damage and repair by reducing or eliminating the long-term risk to human life and property caused by the potential hazards. These preventative actions may be as simple as elevating a furnace in a basement, in an effort to prevent water damage. Mitigation efforts may also take a more comprehensive approach such as relocating buildings out of the floodplain or strengthening critical facilities to prevent wind damage and provide stronger shelter.

In an effort to better mitigate Green Lake County's vulnerability to disaster, Green Lake County Emergency Management, applied for, received, and has now updated the Green Lake County Hazard Mitigation Plan through a Pre-Disaster Mitigation (PDM) planning grant. The updated plan serves as a roadmap that outlines potential cost-effective hazard mitigation activities, some of which might be available for future grant funding. The plan highlights the risks and vulnerabilities that Green Lake County faces from natural disasters and highlights mitigation strategies that may reduce future losses.

As this project nears completion, we are sending copies of the final updated plan and a draft resolution template for you to use for the re-adoption of the Green Lake County Hazard Mitigation Plan. Please note:

1. **Adoption of this plan will not cost your community anything.** You will not be committing to completing any of the projects listed; instead it is a list of triaged ideas that could be accomplished should the funding and will to complete them become available.
2. **If you do not adopt this plan, your community will not be eligible to apply for and receive mitigation project funding in the future.**

We are asking that you please include adoption of this resolution on your February meeting agenda and provide a copy of the final resolution as soon as it is passed, to the Green Lake County

Emergency Management department. If you have any questions or comments regarding this plan update, please feel free to contact me at (920) 361-5416 or by email at [gpodoll@cityofberlin.net](mailto:gpodoll@cityofberlin.net)

**(If you would like the electronic version of the enclosed Resolution please let me know through email and I will send it to you)**

We thank you in advance for your assistance with completing the Green Lake County Hazard Mitigation Plan. This small investment of your time will help make our community a safer, healthier and more disaster-resistant community for years to come.

Respectfully,



Gary V. Podoll

Emergency Management Director  
Green Lake County

**RESOLUTION # 01-2019**

**ADOPTING THE GREEN LAKE COUNTY ALL HAZARDS MITIGATION PLAN**

**FISCAL IMPACT:** None

**WHEREAS**, the City of Markesan recognizes the threat that natural hazards pose to people and property; and

**WHEREAS**, undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save tax payer dollars; and

**WHEREAS**, an adopted all hazards mitigation plan is required by FEMA as a condition of future grant funding for mitigation projects; and

**WHEREAS**, the City of Markesan participated jointly in the planning process with Green Lake County and the other local units of government within the County to update an All Hazards Mitigation Plan, which was made available for review via a Legal Notice and a copy of which will reside permanently in the Green Lake County Emergency Management Office;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Markesan adopts the Green Lake County All Hazards Mitigation Plan as an official plan; and

**BE IT FURTHER RESOLVED**, that the Green Lake County Emergency Management Department will submit, on behalf of the City, the adopted, updated All Hazards Mitigation Plan to Wisconsin Emergency Management and Federal Emergency Management Agency officials for final review and approval. Minor changes been made upon advice from Wisconsin Emergency Management and Federal Emergency Management Agency will not require re-adopting this resolution.

Adopted by the Common Council of the City of Markesan this 12<sup>th</sup> day of February, 2019, by a roll call vote of \_\_\_\_\_ Aye, \_\_\_\_\_ Nay, \_\_\_\_\_ Absent, \_\_\_\_\_ Abstain.

CITY OF MARKESAN

\_\_\_\_\_  
Rich Slate, Mayor

ATTEST:

\_\_\_\_\_  
Elizabeth A. Amend, Clerk-Treasurer

## Vacation

Regular full-time and regular part-time (on a pro-rated basis) employees are eligible to earn and use vacation time as described in this policy. Vacation days shall be earned based on the employee's hire date, however, shall be made available for use as of Jan. 1<sup>st</sup> of each calendar year. Therefore termination or retirement prior to or after the anniversary of the employee's hire date will cause available vacation days for that year to be decreased or increased, as appropriate. Scheduling of vacation time is subject to approval by the appropriate Department Head. Vacations of at least one full week are encouraged, however, with prior approval, vacation may be taken in one hour increments.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- First partial year of hire - pro-rated 40 hours, based on hire date through Dec. 31
- First full calendar year following date of hire - 40 hours (1 week)
- Full calendar years 2-7 following date of hire - 80 hours (2 weeks)
- Full calendar years 8-15 following date of hire - 120 hours (3 weeks)
- Full calendar years 16-20 following date of hire - 160 hours (4 weeks)
- Full calendar year 21 or more - add 8 hours per year, up to a maximum of 200 hours (5 weeks)

As rest and relaxation is important to employee morale & productivity, a maximum of 25% of eligible hours (not 25% of accumulated hours) of vacation time may be carried over to the next year, up to a maximum accumulation of 240 hours (30 days), if not used. Unused vacation time in excess of the maximum allowed carryover is lost at year end.

### Examples:

- Year of hire: Hire date of May 15 (40 hours/12 months x 7.5 months = 25 hours), employee is eligible for 25 hours of vacation before Dec. 31, with a carryover of up to 6.25 hours
- 1st Full year: From Jan. 1 to Dec. 31, 40 hours of vacation, with a carryover of up to 10 hours
- Years 2-7: 80 hours of vacation each year, with a carryover of up to 20 hours
- Years 8-15: 120 hours of vacation each year, with a carryover of up to 30 hours
- Years 16-20: 160 hours of vacation each year, with a carryover of up to 40 hours
- Year 21: 168 hours of vacation, with a carryover of up to 42 hours
- Year 22: 176 hours of vacation, with a carryover of up to 44 hours
- Year 23: 184 hours of vacation, with a carryover of up to 46 hours
- Year 24: 192 hours of vacation, with a carryover of up to 48 hours
- Year 25 & up: 200 hours of vacation each year, with a carryover of up to 40 hours