



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

March 5, 2019
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 Sokolski Resignation
- Officer Barske Resignation
- Hiring Process

Old Business

- Discussion and Action on Financial Responsibility for Soldier's & Sailor's Park – Lawn Mowing
- 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 March 4, 2019
Elizabeth Amend, Clerk-Treasurer

March 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: 35140 - 35194	\$	571,696.97
DD #2784 - 2833	\$	29,714.16
EFT #0802 - 0817	\$	248,348.34
TOTAL	\$	849,759.47
UTILITY CHECKS: #12276 - 12298	\$	184,606.70
TOTAL	\$	184,606.70

With the exception of:

Signed:

Markesan Utilities Voucher List

February 5 through March 4, 2019

Num	Date	Name	Memo	Original Amount
12276	02/07/2019	MARTINS, KARILYN	Refund for overpayment on w/s bill	-63.11
12277	02/18/2019	CORE & MAIN	Supplies	-232.86
12278	02/18/2019	HEBERER, JEFFREY	Feb 2019 Cell Phone Reimb	-15.00
12279	02/18/2019	LANDMARK SERVICES COOPERATIVE	Jan 2019 Fuel	-54.63
12280	02/18/2019	MARKESAN, CITY OF	Feb 2019 Payroll Reimb	-12,218.52
12281	02/18/2019	WATERWORKS SERVICES	Locate water main break	-700.00
12282	02/18/2019	WE ENERGIES	Jan - Feb '19 Gas Bills	-476.77
12283	02/18/2019	MARKESAN-PETTY CASH	Postage	-14.30
12284	02/21/2019	ALLIANT ENERGY/WP&L	Jan - Feb '19 Electric Bill	-3,036.44
12285	02/21/2019	BADGER LABORATORIES & ENG.	Chloride	-12.00
12286	02/21/2019	HOTSY CLEANING SYSTEMS, INC.	Pressure Washer	-4,860.00
12287	02/25/2019	STAAB CONSTRUCTION CORP	STAAB PAY APP 8 PHOSPHORUS UPGRADE	-140,270.00
12288	02/28/2019	MARKESAN, CITY OF	Jan 2019 Expense Reimb	-5,016.25
12289	03/04/2019	CENTURYLINK	Feb - Mar 2019 Phone & Internet	-165.53
12290	03/04/2019	E. & B. SCALE COMPANY	Phosphorus Upgrade	-2,740.00
12291	03/04/2019	FERGUSON WATERWORKS #1476	Clamp & Supply	-219.19
12292	03/04/2019	GENERAL ENGINEERING CO., INC.	Phosphorus Upgrade	-8,319.17
12293	03/04/2019	HEBERER, JEFFREY	March 2019 Cell Phone Reimb	-15.00
12294	03/04/2019	KINAS EXCAVATING, INC.	Water Main Break	-2,895.65
12295	03/04/2019	LAKESIDE EQUIPMENT CORP.	Supply	-288.00
12296	03/04/2019	NESS ELECTRIC	Sewer Plant	-273.35
12297	03/04/2019	NORTH CENTRAL LABS, INC.	Supplies	-2,672.69
12298	03/04/2019	U.S. CELLULAR	Feb - March 2019 Cell Phone	-48.24
			TOTAL CHECK PAYMENTS	-184,606.70
			TOTAL PAYMENTS	-184,606.70

City of Markesan
Voucher List
February 5 through March 4, 2019

Num	Date	Name	Memo	Original Amount
	02/28/2019		Service Charge	-26.12
EFT-0802	02/05/2019	EMPOWER RETIREMENT (WDC)	2/1/19 PR	-715.00
EFT-0803	02/05/2019	INTERNAL REVENUE SERVICE	2/1/19 PR	-5,236.82
EFT-0804	02/11/2019	EMPLOYEE BENEFITS CORPORATION	HRA Reimb / McLean	-251.19
EFT-0805	02/19/2019	EMPOWER RETIREMENT (WDC)	2/15/19 PR	-715.00
EFT-0806	02/19/2019	WISCONSIN DEPT. OF REVENUE	2/15/19 PR	-1,933.47
EFT-0807	02/19/2019	INTERNAL REVENUE SERVICE	2/15/19 PR	-4,892.10
EFT-0808	02/22/2019	WRS (Wisconsin Retirement System)	Feb 2019 Retirement	-5,902.14
EFT-0809	02/22/2019	WRS (Wisconsin Retirement System)	2018 WRS HAZELWOOD RECONCILIATION	-23.12
EFT-0810	02/28/2019	EMPLOYEE BENEFITS CORPORATION	HRA FEES	-53.50
EFT-0811	03/01/2019	DELTA DENTAL OF WISCONSIN	March 2019 Ins Premium	-170.99
EFT-0812	03/01/2019	UNITED HEALTHCARE	March 2019 Ins Premium	-11,024.72
EFT-813	02/28/2019	DTCC	2009 BOND PRINCIPAL	-190,000.00
EFT-0814	02/28/2019	DTCC	INTEREST ON BONDS 2009/2018A	-23,677.50
EFT-0815	02/06/2019		NSF CHECK TAX PYMNT COUNTY SETTLE FOR	-1,511.43
EFT-0816	02/12/2019		NSF CHECK TAX PYMNT COUNTY SETTLE FOR	-1,500.24
EFT-0817	03/04/2019	EMPOWER RETIREMENT (WDC)	3/1/19 PR	-715.00
			TOTAL EFT PAYMENTS	-248,348.34
DD2784	02/15/2019	Amend, Elizabeth A	Direct Deposit	-902.66
DD2785	02/15/2019	Barske, Levi C	Direct Deposit	-234.95
DD2786	02/15/2019	Butner, Bonny	Direct Deposit	-3.41
DD2787	02/15/2019	Chaon, Janice E	Direct Deposit	-57.03
DD2788	02/15/2019	Chisnell, Gerald	Direct Deposit	-138.52
DD2789	02/15/2019	Doro, Anthony	Direct Deposit	-1,387.82
DD2790	02/15/2019	Glover, Valerie	Direct Deposit	-60.33
DD2791	02/15/2019	Hansen, Martin H	Direct Deposit	-1,255.98
DD2792	02/15/2019	Hazlewood, Lucy	Direct Deposit	-1,066.92
DD2793	02/15/2019	Heberer, Jeffrey	Direct Deposit	-1,249.22
DD2794	02/15/2019	Heiling, Rachel	Direct Deposit	-588.92
DD2795	02/15/2019	Huhndorf, John E	Direct Deposit	-470.14
DD2796	02/15/2019	Jobs, Kristine	Direct Deposit	-193.27
DD2797	02/15/2019	Krentz, Dorothea M	Direct Deposit	-902.58
DD2798	02/15/2019	McLean, Cody	Direct Deposit	-1,424.23
DD2799	02/15/2019	Meyer, Vanessa K	Direct Deposit	-92.30
DD2800	02/15/2019	Pflum, William	Direct Deposit	-1,554.56
DD2801	02/15/2019	Sokolski, Mitchell G	Direct Deposit	-770.57
DD2802	02/15/2019	Stellmacher, Nancy	Direct Deposit	-301.75
DD2803	02/15/2019	Stuckart, Kurt A	Direct Deposit	-910.16
DD2804	02/15/2019	Zelenko, Valentina	Direct Deposit	-78.23
DD2805	03/01/2019	Dykstra, Dennis P	Direct Deposit	-116.35
DD2806	03/01/2019	Engel, Wanda S	Direct Deposit	-8.77
DD2807	03/01/2019	Frank, Tina M	Direct Deposit	-114.04
DD2808	03/01/2019	Lohrey, DuWayne E	Direct Deposit	-116.35

**City of Markesan
Voucher List
February 5 through March 4, 2019**

DD2809	03/01/2019	Panten, Beth M	Direct Deposit	-271.51
DD2810	03/01/2019	Panten, James B	Direct Deposit	-145.46
DD2811	03/01/2019	Phippen, Henry	Direct Deposit	-298.29
DD2812	03/01/2019	Slate, Rich	Direct Deposit	-461.75
DD2813	03/01/2019	Amend, Elizabeth A	Direct Deposit	-1,083.44
DD2814	03/01/2019	Barske, Levi C	Direct Deposit	-442.55
DD2815	03/01/2019	Butner, Bonny	Direct Deposit	-68.33
DD2816	03/01/2019	Chaon, Janice E	Direct Deposit	-83.34
DD2817	03/01/2019	Chisnell, Gerald	Direct Deposit	-138.53
DD2818	03/01/2019	Doro, Anthony	Direct Deposit	-1,387.83
DD2819	03/01/2019	Glover, Valerie	Direct Deposit	-111.37
DD2820	03/01/2019	Hansen, Martin H	Direct Deposit	-1,255.99
DD2821	03/01/2019	Hazlewood, Lucy	Direct Deposit	-1,082.12
DD2822	03/01/2019	Heberer, Jeffrey	Direct Deposit	-1,249.23
DD2823	03/01/2019	Heiling, Rachel	Direct Deposit	-588.91
DD2824	03/01/2019	Huhndorf, John E	Direct Deposit	-616.44
DD2825	03/01/2019	Jobs, Kristine	Direct Deposit	-202.36
DD2826	03/01/2019	Krentz, Dorothea M	Direct Deposit	-902.57
DD2827	03/01/2019	McLean, Cody	Direct Deposit	-1,464.93
DD2828	03/01/2019	Meyer, Vanessa K	Direct Deposit	-189.08
DD2829	03/01/2019	Pflum, William	Direct Deposit	-1,554.56
DD2830	03/01/2019	Sokolski, Mitchell G	Direct Deposit	-844.59
DD2831	03/01/2019	Stellmacher, Nancy	Direct Deposit	-311.17
DD2832	03/01/2019	Stoll, Brittany M	Direct Deposit	-87.73
DD2833	03/01/2019	Stuckart, Kurt A	Direct Deposit	-873.02
			TOTAL DIRECT DEPOSIT	-29,714.16
35140	02/12/2019	ADVANCED DISPOSAL	Feb 2019 Trash & Recycling	-7,023.50
35141	02/12/2019	ALLIANT ENERGY/WP&L	Jan - Feb 2019 Electric Bills	-2,437.15
35142	02/12/2019	EMC INSURANCE	Property & Liability / Workers Comp	-3,483.10
35143	02/12/2019	GRAND RIVER FIRE DISTRICT	Jan 2019 Incidents / 2019 Inspections	-1,210.87
35144	02/12/2019	KRENTZ, DOROTHEA	Feb 2019 Cell Phone Reimb	-15.00
35145	02/12/2019	MCLEAN CODY	Feb 2019 Cell Phone Reimb	-15.00
35146	02/12/2019	PFLUM, WILLIAM A.	Feb 2019 Cell Phone Reimb	-15.00
35147	02/12/2019	POWERSPORTS COMPANY	Shaft	-74.12
35148	02/12/2019	SOKOLSKI, MITCH	Reimb / 2019 Clothing Allowance	-280.96
35149	02/12/2019	STUCKART, KURT	Feb 2019 Cell Phone Reimb	-15.00
35150	02/18/2019	AIRGAS USA, LLC	Cylinder Rental	-31.24
35151	02/18/2019	BEAR GRAPHICS	"I Vote" Stickers	-25.23
35152	02/18/2019	ERGO BANK OF MARKESAN	WRS Loan - Payment #10	-320.64
35153	02/18/2019	GENERAL ENGINEERING CO., INC.	Municipal Building Inspection	-818.85
35154	02/18/2019	GRAND RIVER FIRE DISTRICT	2019 Operating Budget	-10,625.00
35155	02/18/2019	LANDMARK SERVICES COOPERATIVE	Jan 2019 Fuel	-871.35
35156	02/18/2019	PFLUM, WILLIAM A.	Reimb / Chiefs Conference travel & room	-233.60
35157	02/18/2019	PRE-EMPLOYMENT FUND	Feb 2019 Pre Empl. - Sokolski / Stuckart	-153.84
35158	02/18/2019	SONDALLE LAW OFFICE	Jan 2019 Legal Services	-175.00
35159	02/18/2019	TOWN OF G.L.	Fire Inspection at Soldiers & Sailors	-13.00

City of Markesan Voucher List

February 5 through March 4, 2019

35160	02/18/2019	WE ENERGIES	Jan - Feb '19 Gas Bills	-2,265.24
35161	02/18/2019	MARKESAN, CITY OF-PETTY CASH	Postage	-3.49
35162	02/18/2019	GREEN LAKE COUNTY TREASURER	FEB SETTLEMENT	-181,927.88
35163	02/18/2019	MARKESAN DISTRICT SCHOOLS	FEB SETTLEMENT	-278,556.23
35164	02/18/2019	MORAIN PARK TECHNICAL COLLEGE	FEB SETTLEMENT	-18,452.37
35165	02/19/2019	MARKESAN DISTRICT SCHOOLS	2018 Mobile Home Lottery Credit	-814.97
35166	02/19/2019	MARKESAN PUBLIC LIBRARY	2nd Quarter Budget Payment	-16,300.00
35167	02/19/2019	SHELL FLEET PLUS	Jan 2019 Fuel	-899.93
35168	02/19/2019	MARKESAN DISTRICT SCHOOLS	2018 & 2019 Summer Rec Program	-4,000.00
35169	02/21/2019	ALLIANT ENERGY/WP&L	Jan - Feb 2019 Electric Bills	-918.00
35170	02/21/2019	BALLWEG IMPLEMENT	Oil & Filter	-224.95
35171	02/21/2019	VERIZON WIRELESS	Jan - Feb 2019 Cell Phone	-117.80
35172	02/21/2019	WAUPUN AUTO SUPPLY, INC.	Coupler	-54.78
35173	02/21/2019	WELLS FARGO REMITTANCE CENTER	Google / DropBox / Training / Amazon	-845.92
35174	02/21/2019	WISCONSIN DEPT. OF REVENUE	2018 Manufacturing Assessment Fee	-325.07
35175	02/26/2019	STATE OF WI DSPS	App. fee -- Electrical Inspections	-55.00
35176	03/04/2019	EWALD MOTORS OF OCONOMOWOC LLC	New Police Patrol Car	-25,932.00
35177	03/04/2019	ACTION APPRAISERS & CONSULTANT	2019 1st Quarter Maintenance	-1,425.00
35178	03/04/2019	B.C. COMMERCIAL LAUNDRY SERV.	Feb 2019 Rug Cleaning	-45.50
35179	03/04/2019	BERGEMANN'S AUTOCARE	2000 GMC / New fuel injector	-1,268.18
35180	03/04/2019	BERLIN JOURNAL NEWSPAPERS	Board of Appeals Ad	-86.50
35181	03/04/2019	CENTURYLINK	Feb - Mar 2019 Phone & Internet	-660.87
35182	03/04/2019	COMPLETE OFFICE OF WISCONSIN	Paper	-37.00
35183	03/04/2019	GENERAL ENGINEERING CO., INC.	Engineering Services / Centurylink Agreement	-137.50
35184	03/04/2019	GREEN LAKE COUNTY TREASURER	Salt / 2018 Tax Envelopes	-2,238.74
35185	03/04/2019	JOHNSON BLOCK AND COMPANY	2018 Audit / Street Project / TIF	-2,875.00
35186	03/04/2019	KRENTZ, DOROTHEA	March 2019 Cell Phone Reimb	-15.00
35187	03/04/2019	KT SERVICE CENTER	2000 GMC / Engine misfiring & misc work	-259.00
35188	03/04/2019	MARKESAN AUTO, HOME & FARM	Misc. Charges	-182.76
35189	03/04/2019	MCLEAN CODY	March 2019 Cell Phone Reimb	-15.00
35190	03/04/2019	OSHKOSH OFFICE SYSTEMS	Ricoh Copier	-2,730.00
35191	03/04/2019	PFLUM, WILLIAM A.	March 2019 Cell Phone Reimb	-15.00
35192	03/04/2019	SECURIAN FINANCIAL GROUP, INC.	April 2019 Life Ins Premium	-109.84
35193	03/04/2019	STATE OF WI DSPS	Elevator Permit Fee	-50.00
35194	03/04/2019	STUCKART, KURT	March 2019 Cell Phone Reimb	-15.00
			TOTAL CHECK PAYMENTS	-571,696.97
			TOTAL PAYMENTS	-849,759.47



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Markesan Police Department
William A. Pflum, Chief of Police

Finance, Personnel and Public Safety Committee

Presented on March 5, 2019

February 2019

Agenda:

- 1. Officer Sokolski Resignation**
- 2. Officer Barske Resignation**
- 3. Hiring Process**

Appendix:

- 1. Officer Sokolski Resignation Letter**

Officer Sokolski Resignation

As I alluded to last month, Officer Mitch Sokolski has now turned in his resignation letter. Officer Sokolski's last day here will be March 13, 2019. Officer Sokolski is leaving to work full time for the Oconto County Sheriff's Office. We are sad to see Officer Sokolski leave but understand this new position will put him much closer to his hometown where his family and friends reside. We thank Officer Sokolski for his service to the City of Markesan and wish him all the best.

Officer Barske Resignation

This department was also informed by Officer Levi Barske that he has now accepted a full time position with the Antigo Police Department. Officer Barske believes his last day will be around March 29, 2019. His resignation letter will be turned in the week of March 11th. We thank Officer Barske for his service to the City of Markesan and wish him all the best.

Officer Hiring Process

This department is now completing the hiring process looking for Officer Sokolski's and Officer Barske's replacement. This departments hope to have interviews complete by March 12th.

While this department is very consciousness of keeping meeting costs down and understanding that each of your time is very valuable. This department would ask that if a suitable candidate was found that we hold a special council meeting to approve the full time replacement the week of March 18th if at all possible. That will allow this department to extend a conditional offer and get this officer started in early April.

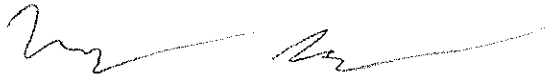
In regards to lateral transfer incentives, if this department receives an application of a candidate we find with considerable experience and education, this department might come before the council with a lateral transfer proposal, but at the time drafting this packet, all applicants appear to be relatively new to law enforcement.

Chief Pflum, City of Markesan, Markesan Police

I am very thankful for everyone who gave me the opportunity to work for the City of Markesan starting out January 22, 2018. I have learned a lot as a new officer and will always have the knowledge with my law enforcement career. I am informing you that I am putting in a notice to leave. My last shift will be March 13th, 2019.

Thank you,

Mitchell Sokolski

A handwritten signature in black ink, appearing to read 'Mitchell Sokolski', written in a cursive style.

2/25/2019

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. 1st 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 ($40 \text{ hours} / 12 \text{ months} \times 7.5 \text{ months} = 25 \text{ hours}$), 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

An employee may have an exception to the above rule; for example, large department projects or lack of employees in a department, where the employee was unable to take vacation. Under this situation, the employee may request to carryover more vacation hours than allowed for the year. The Department Head should get approval from the Finance, Personnel & Safety Committee and the Common Council for this request. Under this exception, a cap of xxx hours may be requested for carryover.