



FINANCE, PERSONNEL & SAFETY Markesan City Hall

April 3, 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

- Part Time Officer Downs
- SUV Alternator/Battery
- Feeding Ban

New Business

- Discussion and Action on Pro-Rated Sick Leave and Personal Day for Regular Part-Time Employee

Old Business

- Discussion and Action on Financial Responsibility for Soldier's & Sailor's Park

Adjournment

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

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

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

Dated April 2, 2019
Elizabeth Amend, Clerk-Treasurer

April 3, 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: 35195 - 35252	\$	850,215.50
DD #2834 - 2879	\$	30,424.04
EFT #0818 - 0835	\$	43,784.15
TOTAL	\$	924,423.69
UTILITY CHECKS: #12299 - 12319	\$	147,026.17
TOTAL	\$	147,026.17

With the exception of:

Signed:

Markesan Utilities
Voucher List
March 5 through April 2, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
12299	03/13/2019	BADGER LABORATORIES & ENG.	Chloride	-12.00
12300	03/13/2019	FERGUSON WATERWORKS #1476	Leak Detector	-500.00
12301	03/13/2019	LANDMARK SERVICES COOPERATIVE	Feb 2019 Fuel	-92.50
12302	03/13/2019	MARTELLE WATER TREATMENT	Supply	-79.70
12303	03/13/2019	MULCAHY/SHAW WATER, INC.	Phosphorus Upgrade	-6,505.42
12304	03/13/2019	NORTHERN LAKE SERVICE	Samples	-42.00
12305	03/13/2019	WI STATE LAB. OF HYGIENE	Supply	-50.00
12306	03/13/2019	WISCONSIN RURAL WATER ASSOC.	Membership Renewal	-45.00
12307	03/20/2019	STAAB CONSTRUCTION CORP	PAY APP #9 STAAB PHOS UPGRADE	-116,055.00
12308	03/20/2019	ALLIANT ENERGY/WP&L	Feb - Mar '19 Electric Bill	-2,650.94
12309	03/20/2019	MARKESAN-PETTY CASH	Postage	-17.56
12310	03/29/2019	DEPT. OF NATURAL RESOURCES	Wastewater Operator Certification	-50.00
12311	03/29/2019	MARKESAN, CITY OF	March 2019 PR Reimb	-16,792.41
12312	03/29/2019	WE ENERGIES	Feb - Mar '19 Gas Bills	-371.84
12313	04/02/2019	BADGER LABORATORIES & ENG.	Chloride	-12.00
12314	04/02/2019	CENTURYLINK	Mar - Apr 2019 Phone & Internet	-165.53
12315	04/02/2019	CIVIC SYSTEMS, LLC	Upgrade Software	-2,400.00
12316	04/02/2019	GENERAL ENGINEERING CO., INC.	2017 Street Project	-138.75
12317	04/02/2019	MID-AMERICAN RESEARCH CHEMICAL	Fog Eliminator	-497.50
12318	04/02/2019	NORTH CENTRAL LABS, INC.	Supplies	-499.78
12319	04/02/2019	U.S. CELLULAR	Mar - Apr 2019 Cell Phone	-48.24
			TOTAL CHECK PAYMENTS	-147,026.17
			TOTAL PAYMENTS	-147,026.17

City of Markesan
Voucher List
March 5 through April 2, 2019

Num	Date	Name	Memo	Original Amount
	03/31/2019		Service Charge	-16.12
EFT-0818	03/05/2019	INTERNAL REVENUE SERVICE	3/1/19 PR	-5,431.48
EFT-0819	03/06/2019	EMPLOYEE BENEFITS CORPORATION	HRA MCLEAN	-893.62
EFT-0820	03/13/2019	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-107.60
EFT-0821	03/19/2019	EMPOWER RETIREMENT (WDC)	3/1/19 PR	-715.00
EFT-0822	03/19/2019	WISCONSIN DEPT. OF REVENUE	3/1/19 PR	-2,024.83
EFT-0823	03/19/2019	INTERNAL REVENUE SERVICE	3/15/19 PR	-5,168.42
EFT-0824	03/19/2019	WISC DEPT OF REVENUE	TIF FEES	-150.00
EFT-0825	03/26/2019	EMPLOYEE BENEFITS CORPORATION	MCLEAN HRA	-79.61
EFT-0826	03/29/2019	EMPLOYEE BENEFITS CORPORATION	HRA Reimb / Hansen	-1,017.75
EFT-0827	03/29/2019	EMPLOYEE BENEFITS CORPORATION	HRA FEE	-53.50
EFT-0828	04/02/2019	WRS (Wisconsin Retirement System)	March 2019 Retirement	-9,301.08
EFT-0829	04/02/2019	EMPOWER RETIREMENT (WDC)	3/29/19 PR	-715.00
EFT-0830	04/02/2019	WISCONSIN DEPT. OF REVENUE	3/29/19 PR	-1,116.65
EFT-0831	04/02/2019	INTERNAL REVENUE SERVICE	3/29/19 PR	-5,750.16
EFT-0832	03/31/2019	MARKESAN STATE BANK	deposit tickets order	-29.00
EFT-0833	04/01/2019	DELTA DENTAL OF WISCONSIN	April 2019 Ins Premium	-134.61
EFT-0834	04/01/2019	UNITED HEALTHCARE	April 2019 Ins Premium	-11,024.72
EFT-0835	04/02/2019	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-55.00
			TOTAL EFT PAYMENTS	-43,784.15
DD2834	03/15/2019	Amend, Elizabeth A	Direct Deposit	-1,134.89
DD2835	03/15/2019	Butner, Bonny	Direct Deposit	-150.41
DD2836	03/15/2019	Chaon, Janice E	Direct Deposit	-83.35
DD2837	03/15/2019	Chisnell, Gerald	Direct Deposit	-138.52
DD2838	03/15/2019	Doro, Anthony	Direct Deposit	-1,387.82
DD2839	03/15/2019	Glover, Valerie	Direct Deposit	-141.54
DD2840	03/15/2019	Hansen, Martin H	Direct Deposit	-1,255.99
DD2841	03/15/2019	Hazlewood, Lucy	Direct Deposit	-1,412.89
DD2842	03/15/2019	Heberer, Jeffrey	Direct Deposit	-1,249.23
DD2843	03/15/2019	Heiling, Rachel	Direct Deposit	-583.44
DD2844	03/15/2019	Huhndorf, John E	Direct Deposit	-358.20
DD2845	03/15/2019	Jobs, Kristine	Direct Deposit	-129.60
DD2846	03/15/2019	Krentz, Dorothea M	Direct Deposit	-902.56
DD2847	03/15/2019	McLean, Cody	Direct Deposit	-1,401.46
DD2848	03/15/2019	Meyer, Vanessa K	Direct Deposit	-144.07
DD2849	03/15/2019	Pflum, William	Direct Deposit	-1,554.56
DD2850	03/15/2019	Preuss, Jason H	Direct Deposit	-171.69
DD2851	03/15/2019	Sokoiski, Mitchell G	Direct Deposit	-773.93
DD2852	03/15/2019	Stellmacher, Nancy	Direct Deposit	-370.81
DD2853	03/15/2019	Stoll, Brittany M	Direct Deposit	-96.51
DD2854	03/15/2019	Stuckart, Kurt A	Direct Deposit	-911.46
DD2855	03/15/2019	Zelenko, Valentina	Direct Deposit	-11.17
DD2856	03/29/2019	Amend, Elizabeth A	Direct Deposit	-1,083.43

**City of Markesan
Voucher List
March 5 through April 2, 2019**

DD2857	03/29/2019	Barske, Levi C	Direct Deposit	-501.80
DD2858	03/29/2019	Butner, Bonny	Direct Deposit	-32.10
DD2859	03/29/2019	Chaon, Janice E	Direct Deposit	-83.34
DD2860	03/29/2019	Chisnell, Gerald	Direct Deposit	-138.53
DD2861	03/29/2019	Doro, Anthony	Direct Deposit	-1,387.83
DD2862	03/29/2019	Glover, Valerie	Direct Deposit	-111.37
DD2863	03/29/2019	Hansen, Martin H	Direct Deposit	-1,575.18
DD2864	03/29/2019	Hazlewood, Lucy	Direct Deposit	-1,121.49
DD2865	03/29/2019	Heberer, Jeffrey	Direct Deposit	-1,249.24
DD2866	03/29/2019	Heiling, Rachel	Direct Deposit	-689.28
DD2867	03/29/2019	Huhndorf, John E	Direct Deposit	-301.21
DD2868	03/29/2019	Jobs, Kristine	Direct Deposit	-129.61
DD2869	03/29/2019	Krentz, Dorothea M	Direct Deposit	-902.56
DD2870	03/29/2019	McLean, Cody	Direct Deposit	-1,678.79
DD2871	03/29/2019	Meyer, Vanessa K	Direct Deposit	-189.09
DD2872	03/29/2019	Overbeck, Nicole M	Direct Deposit	-748.44
DD2873	03/29/2019	Pflum, William	Direct Deposit	-1,554.55
DD2874	03/29/2019	Preuss, Jason H	Direct Deposit	-128.84
DD2875	03/29/2019	Sokolski, Mitchell G	Direct Deposit	-724.61
DD2876	03/29/2019	Stellmacher, Nancy	Direct Deposit	-493.24
DD2877	03/29/2019	Stoll, Brittany M	Direct Deposit	-87.73
DD2878	03/29/2019	Stuckart, Kurt A	Direct Deposit	-960.50
DD2879	03/29/2019	Zelenko, Valentina	Direct Deposit	-187.18
			TOTAL DIRECT DEPOSIT	-30,424.04
35195	03/07/2019	MCLEAN CODY	Tuition Reimb	-2,500.00
35196	03/13/2019	ADVANCED DISPOSAL	March 2019 Trash & Recycling	-7,023.50
35197	03/13/2019	AIRGAS USA, LLC	Cylinder Rental	-28.72
35198	03/13/2019	ALLIANT ENERGY/WP&L	Feb - Mar 2019 Electric Bills	-2,371.97
35199	03/13/2019	BALLWEG IMPLEMENT	Filter Element	-42.71
35200	03/13/2019	BAYCOM, INC	Antenna	-41.50
35201	03/13/2019	GENERAL ENGINEERING CO., INC.	Municipal Building Inspection	-575.80
35202	03/13/2019	GRAPHIC SIGN & LETTER CO., INC	Golf Cart Registration Sticker	-61.60
35203	03/13/2019	HEILING RACHEL	Mileage Reimb / GL County - Election Materials	-16.24
35204	03/13/2019	KT SERVICE CENTER	Tire Mount	-83.41
35205	03/13/2019	LANDMARK SERVICES COOPERATIVE	Feb 2019 Fuel	-846.29
35206	03/13/2019	MCLEAN CODY	Reimb / Pizza with a Cop	-77.90
35207	03/13/2019	NESS ELECTRIC LLC	Lamp in pole #6	-51.68
35208	03/13/2019	PORTAGE GLASS COMPANY	Front door not latching	-205.63
35209	03/13/2019	SONDALLE LAW OFFICE	Feb 2019 Legal Services	-168.75
35210	03/13/2019	STATE OF WI DSPS	2019 Elevator Permit Fee	-50.00
35211	03/13/2019	THE UNIFORM SHOPPE	Stuckart / Pants & Flashlight	-189.93
35212	03/13/2019	TRUCK COUNTRY OF WISC	Supply	-282.11
35213	03/13/2019	WI DEPT. OF TRANSPORTATION	2019 Charger	-74.50
35214	03/14/2019	MARKESAN KIWANIS CLUB	2019 June Dairy Days Ad	-25.00
35215	03/19/2019	MARKESAN WATER & SEWER	Phosphorus Disbursement #2	-807,067.52
35216	03/20/2019	ALLIANT ENERGY/WP&L	Feb - Mar 2019 Electric Bills	-807.30

City of Markesan Voucher List

March 5 through April 2, 2019

35217	03/20/2019	BARRICADE FLASHER SERVICE	Sandbags	-400.00
35218	03/20/2019	EMC INSURANCE	Property & Liability / Workers Comp	-3,483.09
35219	03/20/2019	ERGO BANK OF MARKESAN	WRS Loan - Payment #11	-320.64
35220	03/20/2019	GRAND RIVER FIRE DISTRICT	Feb 2019 Incident Charges	-110.00
35221	03/20/2019	JOHNSON BLOCK AND COMPANY	2018 Audit / PSC / Form C / Closeout Street Proj	-8,230.00
35222	03/20/2019	OSHKOSH OFFICE SYSTEMS	Annual Contract	-300.00
35223	03/20/2019	SHELL FLEET	Feb 2019 Fuel	-548.57
35224	03/20/2019	SHELL FLEET PLUS	Feb 2019 Fuel	-974.95
35225	03/20/2019	VERIZON WIRELESS	Feb - Mar 2019 Cell Phone	-118.35
35226	03/20/2019	WE ENERGIES	Feb - Mar '19 Gas Bills	-1,886.39
35227	03/20/2019	MARKESAN, CITY OF-PETTY CASH	Postage	-6.71
35228	03/22/2019	SLINGER POLICE DEPT.	Laptops / Radars - DONATION FUND	-200.00
35229	03/22/2019	STEINMETZ, KEVIN	2014 Ford / Alternator	-401.31
35230	03/25/2019	MARKESAN WATER & SEWER	James Paddock Special Charge for W/S on 2018	-266.75
35231	03/27/2019	MARKESAN DISTRICT SCHOOLS	MOBILE HOME LOTTERY CREDIT	-899.43
35232	03/29/2019	PRE-EMPLOYMENT FUND	March 2019 Pre Employment / Stuckart & Sokols	-230.76
35233	03/29/2019	US POSTMASTER	Postage	-110.00
35234	04/02/2019	ATIS ELEVATOR INSPECTIONS	Re-inspection of cited violations	-71.50
35235	04/02/2019	B.C. COMMERCIAL LAUNDRY SERV.	Mar 2019 Rug Cleaning	-45.50
35236	04/02/2019	BALLWEG IMPLEMENT	Pedal	-308.73
35237	04/02/2019	BERLIN JOURNAL NEWSPAPERS	Public Test / Council	-229.13
35238	04/02/2019	COMPLETE OFFICE OF WISCONSIN	Office Supplies	-249.37
35239	04/02/2019	DEL MONTE FOODS, INC	Hydraulic hose from Farm Shop	-21.65
35240	04/02/2019	GENERAL CODE	2019 Annual Maintenance	-495.00
35241	04/02/2019	GREEN LAKE COUNTY TREASURER	Salt	-1,916.78
35242	04/02/2019	HEILING RACHEL	Mileage Reimb / Election Supplies	-16.24
35243	04/02/2019	INTEGRITY LAWN SERVICE & SUPPLY, INC	Hydraulic Pump	-695.00
35244	04/02/2019	LITTLE GREEN LAKE PROT & REHAB DISTRICT	Dec '18 - Mar '19 W/S Bill	-310.00
35245	04/02/2019	MARKESAN AUTO, HOME & FARM	Misc. Charges	-349.75
35246	04/02/2019	MCLEAN CODY	Mileage Reimb / Use of personal vehicle	-40.32
35247	04/02/2019	MID-AMERICAN RESEARCH CHEMICAL	Dusting Sheet / Liner	-280.35
35248	04/02/2019	MID-STATE EQUIPMENT	Bobcat 72" Sweeper	-3,150.00
35249	04/02/2019	MODERN OVERHEAD DOOR CORP.	Lift Cable Assembly	-39.15
35250	04/02/2019	RENNERT'S FIRE EQUIPMENT	2014 Ford / Alternator	-576.14
35251	04/02/2019	SHRED-IT USA	Shredding Service	-53.50
35252	04/02/2019	SUPERIOR CHEMICAL CORPORATION	Supplies	-288.38
			TOTAL CHECK PAYMENTS	-850,215.50
			TOTAL PAYMENTS	-924,423.69

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

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100000 · Taxes				
4110000 · City Taxes & Overrun	673,942.25	673,942.00	0.25	100.0%
4112000 · TIF Increment	0.00	65,000.00	-65,000.00	0.0%
4114000 · Mobile Home Taxes	0.00	3,500.00	-3,500.00	0.0%
4132000 · PILOT's	14,453.38	66,000.00	-51,546.62	21.9%
4180000 · Interest on Taxes				
4180100 · Interest on Delq PP Taxes/Util	16.87			
4180000 · Interest on Taxes - Other	-213.75	1,000.00	-1,213.75	-21.4%
Total 4180000 · Interest on Taxes	-196.88	1,000.00	-1,196.88	-19.7%
Total 4100000 · Taxes	688,198.75	809,442.00	-121,243.25	85.0%
4200000 · Special Assessments	3,558.75			
4300000 · Intergovernmental Revenues				
4341000 · Shared Revenue	0.00	416,716.00	-416,716.00	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%
4344000 · Lottery Credit- Mobil Home	-715.04			
4353001 · Lead Serv Lines-DNR Grant	57,342.82			
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%
Total 4300000 · Intergovernmental Revenues	74,359.96	505,444.75	-431,084.79	14.7%
4400000 · Licenses & Permits				
4410100 · Alcohol Licenses	10.00	2,300.00	-2,290.00	0.4%
4410200 · Operator's Licenses	140.00	1,200.00	-1,060.00	11.7%
4410300 · Soda Water Licenses	0.00	100.00	-100.00	0.0%
4410400 · Cigarette Licenses	0.00	300.00	-300.00	0.0%
4410500 · Other Business Lic.	96.00	150.00	-54.00	64.0%
4410900 · Cable Franchise Fees	300.00	1,200.00	-900.00	25.0%
4420000 · Dog Licenses (City)	746.85	700.00	46.85	106.7%
4430000 · Building Permits	1,273.75	1,000.00	273.75	127.4%
4440000 · Land Use Permits	500.00	250.00	250.00	200.0%
Total 4400000 · Licenses & Permits	3,066.60	7,200.00	-4,133.40	42.6%
4500000 · Fines, Forfeits & Penalties				
4510000 · Ordinance Violations	2,447.75	8,250.00	-5,802.25	29.7%
4510100 · Parking Violations	0.00	500.00	-500.00	0.0%
Total 4500000 · Fines, Forfeits & Penalties	2,447.75	8,750.00	-6,302.25	28.0%
4600000 · Public Charges for Services				
4610000 · Clerk-Treas Fees	744.92	1,500.00	-755.08	49.7%
4610100 · Publication Fees	0.00	400.00	-400.00	0.0%
4610200 · Garbage/Recycle Cart	54.38			
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	164.00	2,000.00	-1,836.00	8.2%
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	315.00	1,000.00	-685.00	31.5%
4674300 · Comm Ctr Use	100.00	400.00	-300.00	25.0%
Total 4600000 · Public Charges for Services	6,054.90	7,250.00	-1,195.10	83.5%
4700000 · Intergov't Charges for Services				
4732100 · School Liason	10,223.24	56,192.00	-45,968.76	18.2%
4734100 · Recycle Ctr-Towns	9,508.14			
4739100 · Crossing Guard Reimb	6,289.33	5,800.00	489.33	108.4%
Total 4700000 · Intergov't Charges for Services	26,020.71	61,992.00	-35,971.29	42.0%
4800000 · Miscellaneous Revenue				
4811000 · Interest-City Investments	231.72	1,000.00	-768.28	23.2%
4820000 · Rent-Muni Bldg	750.00	3,000.00	-2,250.00	25.0%
4820100 · Rent-Land	0.00	2,362.00	-2,362.00	0.0%

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

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
4820200 · Rent-Cell Tower	1,766.54	10,300.00	-8,533.46	17.2%
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%
4890000 · Exp Reimb-All Types	967.10	2,500.00	-1,532.90	38.7%
4800000 · Miscellaneous Revenue - Other	89.99			
Total 4800000 · Miscellaneous Revenue	4,905.35	25,762.00	-20,856.65	19.0%
4900000 · Other Financing Sources				
4910000 · Loan Proceeds	25,932.00			
Total 4900000 · Other Financing Sources	25,932.00			
Total Income	834,544.77	1,425,840.75	-591,295.98	58.5%
Gross Profit	834,544.77	1,425,840.75	-591,295.98	58.5%
Expense				
5100000 · General Government				
5100100 · W&S Expense Reimb	457.61			
5100111 · Accts Rec - W&S Wages	56.48			
5100112 · Accts Rec - W&S WRS	-147.24			
5100114 · Accts Rec - W&S Insurance	-3.63			
5100200 · Library Expense Reimb	-1,894.02			
5100211 · Accts Rec - Library Wages	10,138.20			
5100212 · Accts Rec - Library WRS	513.14			
5110000 · Legislative				
5110111 · Council	0.00	11,000.00	-11,000.00	0.0%
5110211 · Mayor	1,525.00	8,000.00	-6,475.00	19.1%
5111011 · Committees	0.00	500.00	-500.00	0.0%
Total 5110000 · Legislative	1,525.00	19,500.00	-17,975.00	7.8%
5130000 · Legal				
5130021 · City Atty-General	318.75	4,000.00	-3,681.25	8.0%
5130121 · City Atty-Prosecution	400.00	3,000.00	-2,600.00	13.3%
5131021 · Muni Code Updates	0.00	1,500.00	-1,500.00	0.0%
Total 5130000 · Legal	718.75	8,500.00	-7,781.25	8.5%
5140000 · General Administration				
5141011 · Legislative Support-Wages	1,049.17	11,500.00	-10,450.83	9.1%
5141032 · Legislative Support-Publication	622.88			
5142011 · General Admin-Wages	4,106.65	33,400.00	-29,293.35	12.3%
5142021 · General Admin-Outside Services	147.20			
5142025 · General Admin-Training/Dues	130.00			
5142031 · General Admin-Office Supplies	1,067.70			
5142033 · General Admin-Mileage	32.48			
5143011 · Elections-Wages	354.27	5,660.61	-5,306.34	6.3%
5143032 · Elections-Publication	14.38			
5143034 · Elections-Supplies	25.23			
5144011 · Licensing & Permits-Wages	439.09	2,000.00	-1,560.91	22.0%
Total 5140000 · General Administration	7,989.05	52,560.61	-44,571.56	15.2%
5150000 · Financial Administration				
5150011 · General Accounting-Wages	5,807.01	20,000.00	-14,192.99	29.0%
5150521 · Independent Audit	6,382.00	7,000.00	-618.00	91.2%
5151113 · Medicare (default)	1,812.44	5,170.00	-3,357.56	35.1%
5151213 · Social Security	6,932.47	22,105.00	-15,172.53	31.4%
5151314 · Health Insurance	24,725.89	105,516.72	-80,790.83	23.4%
5151315 · HRA-Health Reimbursement	4,473.13			
5151414 · Life Insurance	178.50	615.00	-436.50	29.0%
5151611 · Paid Time Off (PTO)-Wages	17,508.64			
5152012 · Wisconsin Retirement System	8,771.71	31,405.00	-22,633.29	27.9%
5155011 · Property Assessment-Wages	0.00	7,150.00	-7,150.00	0.0%
5155021 · Prop. Assmnt.-Outside Services	1,750.07			
5155111 · Prop Tax Collection-Wages	1,277.56	2,550.00	-1,272.44	50.1%
5155121 · Prop Tax Collection-Outside Ser	310.15			
5156005 · Prop & Liability Ins	3,020.62	17,000.00	-13,979.38	17.8%
5156100 · Workers Comp - Calculated	42.05			
5156105 · Workers Comp	2,087.19	11,480.00	-9,392.81	18.2%

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

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
5156205 · Employee Bonds	0.00	850.00	-850.00	0.0%
Total 5150000 · Financial Administration	85,079.43	230,841.72	-145,762.29	36.9%
5160000 · Municipal Building				
5160011 · Municipal Building-Wages	1,311.13			
5160021 · Municipal Building-Outside Serv	706.00			
5160022 · Municipal Building-Utilities	7,692.96			
5160023 · Municipal Building-Repairs&Supp	1,383.50			
5160000 · Municipal Building - Other	0.00	44,000.00	-44,000.00	0.0%
Total 5160000 · Municipal Building	11,093.59	44,000.00	-32,906.41	25.2%
Total 5100000 · General Government	115,526.36	355,402.33	-239,875.97	32.5%
5150520 · Bank Service Charges	75.92			
5200000 · Public Safety				
5210000 · Law Enforcement				
5210001 · Police Administration				
5210011 · Police Admin-Wages	17,413.62	156,000.00	-138,586.38	11.2%
5210019 · Police Admin-Uniforms	470.89	1,300.00	-829.11	36.2%
5210021 · Police Admin-Outside Services	416.48	5,000.00	-4,583.52	8.3%
5210022 · Police Admin-Utilities	797.45	600.00	197.45	132.9%
5210034 · Police Admin-Supplies	161.49	15,000.00	-14,838.51	1.1%
Total 5210001 · Police Administration	19,259.93	177,900.00	-158,640.07	10.8%
5212000 · Police Patrol				
5212011 · Police Patrol-Wages				
5211011 · Police Training-Wages	422.24			
5212011 · Police Patrol-Wages - Other	34,133.05	66,500.00	-32,366.95	51.3%
Total 5212011 · Police Patrol-Wages	34,555.29	66,500.00	-31,944.71	52.0%
5212021 · Police Patrol-Outside Services	198.00			
5212022 · Police Patrol-Utilities	158.88	270.00	-111.12	58.8%
5212023 · Police Patrol-Repairs/Supplies	1,868.96	6,000.00	-4,131.04	31.1%
5212033 · Police Patrol-Fuel/Miles	1,098.66			
Total 5212000 · Police Patrol	37,879.79	72,770.00	-34,890.21	52.1%
5213021 · Police Criminal Inv-Suppl/Serv	0.00	1,500.00	-1,500.00	0.0%
5214025 · Police Training	2,733.60	4,000.00	-1,266.40	68.3%
Total 5210000 · Law Enforcement	59,873.32	256,170.00	-196,296.68	23.4%
5219000 · School Crossing Guard	2,679.99	11,000.00	-8,320.01	24.4%
5220000 · Fire Protection				
5220021 · Fire Dept-Annual Budget	10,625.00			
5220034 · Fire Dept-Incident Charges	699.37			
5220000 · Fire Protection - Other	634.50	142,195.00	-141,560.50	0.4%
Total 5220000 · Fire Protection	11,958.87	142,195.00	-130,236.13	8.4%
5230021 · Ambulance Service	26,250.00	31,250.00	-5,000.00	84.0%
5240021 · Building Inspection	1,908.90	3,500.00	-1,591.10	54.5%
5290000 · Other Public Safety				
5290022 · Emergency Govt-Utilities	193.61			
5290023 · Emer Govt-Supp., Equip & Repair	737.55			
5290000 · Other Public Safety - Other	0.00	8,645.00	-8,645.00	0.0%
Total 5290000 · Other Public Safety	931.16	8,645.00	-7,713.84	10.8%
Total 5200000 · Public Safety	103,602.24	452,760.00	-349,157.76	22.9%
5300000 · Public Works				
5310000 · Streets Administration				
5310005 · Streets Admin-CDL Testing	115.00			
5310011 · Streets Admin-Wages	540.68			
5310021 · Streets Admin-Outside Services	62.10			
5310000 · Streets Administration - Other	0.00	12,000.00	-12,000.00	0.0%
Total 5310000 · Streets Administration	717.78	12,000.00	-11,282.22	6.0%

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

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
5311000 · Public Works Shop				
5311011 · PW Shop-Wages	480.60			
5311022 · PW Shop-Utilities	2,425.57			
5311033 · PW Shop-Fuel	32.42			
5311034 · PW Shop-Supplies/Tools	929.65			
5311000 · Public Works Shop - Other	0.00	11,750.00	-11,750.00	0.0%
Total 5311000 · Public Works Shop	3,868.24	11,750.00	-7,881.76	32.9%
5312000 · Public Works Mach & Equip				
5312011 · PW Mach & Equip-Wages	4,263.18			
5312023 · PW Mach & Equip-Repair/Supplies	4,493.40			
5312033 · PW Mach & Equip-Fuel	218.71			
5312000 · Public Works Mach & Equip - Other	0.00	35,500.00	-35,500.00	0.0%
Total 5312000 · Public Works Mach & Equip	8,975.29	35,500.00	-26,524.71	25.3%
5331000 · Road Maintenance	0.00	13,000.00	-13,000.00	0.0%
5331100 · 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				
5331911 · Snow & Ice Control-Wages	9,810.04			
5331933 · Snow & Ice Control-Fuel	3,106.90			
5331934 · Snow & Ice Control-Supplies	3,856.72			
5331900 · Snow & Ice Control - Other	0.00	25,099.00	-25,099.00	0.0%
Total 5331900 · Snow & Ice Control	16,773.66	25,099.00	-8,325.34	66.8%
5342022 · Street Lighting	7,504.23	29,000.00	-21,495.77	25.9%
5343100 · Sidewalks	0.00	500.00	-500.00	0.0%
5344000 · Storm Sewers				
5344111 · Storm Sewers-Wages	942.93			
5344000 · Storm Sewers - Other	0.00	1,750.00	-1,750.00	0.0%
Total 5344000 · Storm Sewers	942.93	1,750.00	-807.07	53.9%
5344100 · Street Cleaning	48.06	1,800.00	-1,751.94	2.7%
5345000 · Parking Lots	0.00	500.00	-500.00	0.0%
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	1,344.60			
5362021 · Sanitation/Trash-Outside Serv.	9,311.20			
5362000 · Sanitation/Trash - Other	0.00	62,100.00	-62,100.00	0.0%
Total 5362000 · Sanitation/Trash	10,655.80	62,100.00	-51,444.20	17.2%
5363100 · Landfill Monitoring	0.00	2,500.00	-2,500.00	0.0%
5363500 · Recycling Center				
5363511 · Recycling Center-Wages	930.17			
5363533 · Recycling Center-Fuel	16.19			
5363500 · Recycling Center - Other	17.54	4,500.00	-4,482.46	0.4%
Total 5363500 · Recycling Center	963.90	4,500.00	-3,536.10	21.4%
5363521 · Recycling-Curbside	4,135.80	25,630.00	-21,494.20	16.1%
5363600 · Recycling Center-Mackford	167.56	1,200.00	-1,032.44	14.0%
5363700 · Recycling Center-Manchester	167.57	1,200.00	-1,032.43	14.0%
5363800 · Recycling Center-Green Lake	317.57	2,500.00	-2,182.43	12.7%
5364000 · Weed Control	0.00	1,500.00	-1,500.00	0.0%
Total 5300000 · Public Works	55,238.39	235,029.00	-179,790.61	23.5%
5400000 · Health & Human Services				
5490000 · Cemetery				
5491011 · Cemetery-Wages	89.43			
5491022 · Cemetery-Utilities	67.08			
5490000 · Cemetery - Other	0.00	7,300.00	-7,300.00	0.0%
Total 5490000 · Cemetery	156.51	7,300.00	-7,143.49	2.1%

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

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
Total 5400000 · Health & Human Services	156.51	7,300.00	-7,143.49	2.1%
5500000 · Culture, Rec & Educ				
5510000 · Library				
5511011 · Library-Wages	347.60			
5511021 · Library-Annual Budget	32,600.00			
5510000 · Library - Other	0.00	65,200.00	-65,200.00	0.0%
Total 5510000 · Library	32,947.60	65,200.00	-32,252.40	50.5%
5520000 · Parks				
5520011 · Parks-Wages	780.35			
5520022 · Parks-Utilities	735.33			
5520023 · Parks-Repairs/Supplies	332.79			
5520033 · Parks-Fuel	24.30			
5520000 · Parks - Other	0.00	11,000.00	-11,000.00	0.0%
Total 5520000 · Parks	1,872.77	11,000.00	-9,127.23	17.0%
5530000 · City Events/Banners				
5530011 · City Events/Banners-Wages	219.57			
5530021 · City Events/Banner-Outside Srvc	392.23			
5530034 · City Events/Banners-Supplies	3.90			
5530000 · City Events/Banners - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5530000 · City Events/Banners	615.70	3,000.00	-2,384.30	20.5%
5530100 · Summer Rec Program	4,000.00	2,000.00	2,000.00	200.0%
Total 5500000 · Culture, Rec & Educ	39,436.07	81,200.00	-41,763.93	48.6%
5600000 · Conservation & Development				
5670000 · Advertising & Promotion	100.00	1,500.00	-1,400.00	6.7%
5671000 · Industrial Park Development	71.25			
5671021 · TIF Fees	245.00	300.00	-55.00	81.7%
5690000 · Zoning & Development	0.00	250.00	-250.00	0.0%
5691000 · Mapping	0.00	250.00	-250.00	0.0%
Total 5600000 · Conservation & Development	416.25	2,300.00	-1,883.75	18.1%
5900000 · Debt Service				
5911000 · 2009 Bond Issue	193,990.00	193,990.00	0.00	100.0%
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	219.41	479.55	-260.14	45.8%
5926250 · 2018A Bond Issue Interest	19,687.50			
Total 5900000 · Debt Service	223,292.51	252,402.82	-29,110.31	88.5%
6000000 · Capital Outlay				
6571400 · Outlay - City Hall	383.00	4,000.00	-3,617.00	9.6%
6571900 · Outlay - General Accounting	2,347.00	2,347.00	0.00	100.0%
6572200 · Outlay - Fire Department	0.00	5,000.00	-5,000.00	0.0%
6573000 · Outlay - Police Patrol	25,932.00	5,000.00	20,932.00	518.6%
6573240 · Outlay - Machines & Equipment	3,150.00	6,000.00	-2,850.00	52.5%
6573270 · Outlay - Garages & Sheds	0.00	3,000.00	-3,000.00	0.0%
6573310 · Outlay - Streets	0.00	10,299.60	-10,299.60	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%
Total 6000000 · Capital Outlay	31,996.50	39,446.60	-7,450.10	81.1%
Total Expense	569,740.75	1,425,840.75	-856,100.00	40.0%
Net Ordinary Income	264,804.02	0.00	264,804.02	100.0%
Net Income	264,804.02	0.00	264,804.02	100.0%



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 April 6, 2019

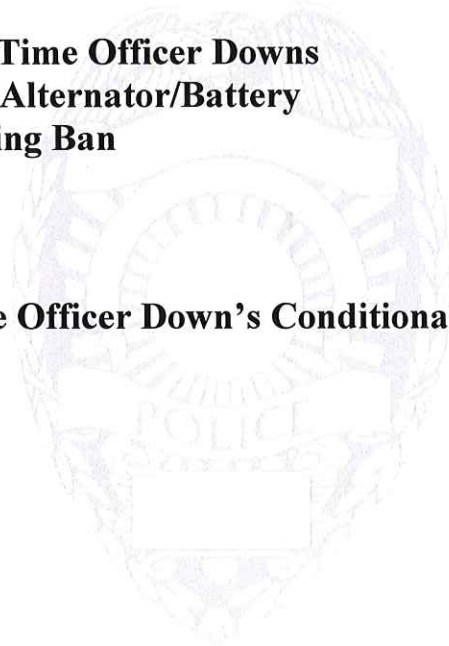
March 2019

Agenda:

- 1. Part Time Officer Downs**
- 2. SUV Alternator/Battery**
- 3. Feeding Ban**

Appendix:

- 1. Part Time Officer Down's Conditional Offer**



Part Time Officer Chris Downs

This department is currently seeking to fill two part time positions; Chris Downs is a full time police officer for the City of Princeton. Chris Downs has expressed interest in working part time for the City of Markesan. Chris Downs has been full time for the City of Princeton for the past three years and thus would take little to no training. This department is requesting that Chris Downs be approved for the position of part time police officer at the rate of \$16.91/hour. Attached is the conditional offer.

SUV Alternator/Battery

On Wednesday, March 20, 2019, the SUV patrol squad died and wouldn't start or run without being jump started. It was taken up to KT where they found the battery was aging but also that the alternator wasn't charging the battery properly. It was discovered that the alternator for the Ford Police Utility Vehicle was a "special" alternator which was a 220 amp alternator. This department reached out to numerous auto part dealers and repair shops and Rennert's here in Markesan came in lowest for the part of \$540.00. KT then put the alternator in and replaced the battery.

It was an emergency repair as the squad car has been partially stripped and is no longer in good working order. The proper repairs have been completed and the SUV is working properly once again.

Deer Feeding Ban

The DNR Deer Feeding Ban has been published on our department Facebook page along with being placed in the newspaper and in our city newsletter. If you have citizens that have questions please feel free to point them to City Hall where reading material will be available along with the DNR Warden's phone number should they have further questions.



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Markesan Police Department
William A. Pflum, Chief of Police

Conditional Offer of Employment

The City of Markesan is offering you a conditional offer of employment as a part-time police officer with the Markesan Police Department. The employment offer is contingent on you passing:

1. A pre-employment medical physical
2. A pre-employment drug screen

The conditional offer of employment:

1. Starting date of employment is April 10, 2019
2. Starting pay will be \$16.91/hour

All other benefits will be presented to you by the City of Markesan Clerk.

Sincerely,

Rich Slate
Mayor/City of Markesan

Offer Accepted:

Date

Chris Downs

This department is requesting that regular part-time employees receive pro-rated sick time and a pro-rated personal days.

As you can see in the attachments, our Employee Handbook does not mention pro-rated sick and personal days for regular part-time employees, but yet our Benefits Summary states that the regular part-time employee does receive this benefit.

Regular part-time employees do get pro-rated holiday and vacation, so to be consistent, the department is asking for the regular part-time employees to also receive sick and personal days pro-rated.

Your consideration is much appreciated.

Betsy Amend

City of Markesan
2018 Benefits Summary – Full-time Employees

Holidays	
Full time and Regular Part-time employees upon date of hire	9 ½ holidays (plus 1 personal day – 2 personal days if no sick leave used in prior year)
Regular Part-time employees receive pro-rated amount	(See Employee Manual for approved holidays)
★ Bereavement, Other Time Off and Sick Leave	
Full time and Regular Part-time employees upon date of hire	Bereavement leave for death in immediate family (See Employee Manual) Full time employees will accrue sick leave benefits at the rate of 8 hours per month, up to 96 hours per year.
★ Regular Part-time employees receive pro-rated amount	Judicial leave for jury duty Family & Medical leave (unpaid)

For More Information: contact the City Clerk, City of Markesan

Every effort has been made to ensure the accuracy of this information. From time to time these benefits will be amended and in the event of a discrepancy, error or interpretation, plan documents, administrative policy and city discretion will prevail.

Sick Leave

* Regular full-time employees are eligible for paid sick leave benefits for periods of temporary absence due to illnesses or injuries. Sick leave benefits may be used for an absence due to an employee's own illness or injury or that of a family member who resides in the employee's household. Sick leave benefits are to be used solely in the event of illness or injury, and may not be used for any other absence. In the event of a work related illness or injury, available sick leave or other paid time off will be paid less a carve-out for any worker's compensation payments, IC insurance, social security, etc., that is received.

If an employee is absent for more than three (3) consecutive work days due to illness or injury, a medical provider's "return to work" authorization must be placed in his/her personnel file, verifying the employee's ability to return to work, and identifying any restrictions. No employee shall be allowed to return to work without a properly signed authorization from a medical provider.

Eligible employees will accrue sick leave benefits at the rate of 8 hours per month, up to 96 hours (12 days) per year, to be available for use as of January 1 each year. Sick leave will be prorated on the first January 1 following an employee's date of hire, based on the number of full months of employment in the first year. Sick leave shall not be used until it has accrued. Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 720-hours (90 days) of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Employees who are unable to report to work due to illness or injury should notify their Department Head before the scheduled start of their workday if possible. The Department Head must also be contacted on each additional day of absence. Compensation for sick days will commence on the first day of illness, but the City reserves the right to verify any illness or injury.

Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment, except retirement (see Separation of Service). Whenever an eligible employee is laid off due to lack of work or on an approved leave of absence, any accumulated unused sick leave allowance shall continue in effect if such employee returns to work within one year from the date of layoff or leave. Any approved leave not covered by sick leave, vacation time, comp time and holiday time shall be without pay and with no accumulation of benefits during the unpaid time off.

In the event of a serious injury or illness that requires an employee to be off work for an extended period of time, other employees may transfer unused sick, vacation, or compensatory time to the benefit of the affected employee, up to a maximum transfer of 5 days (40 hours) per transferring employee. Such transfer is voluntary, and at the discretion of individual employees.

See "Personal Days" and "Separation of Service - Unused Sick Leave Conversion" for additional information regarding sick leave.