



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

## FINANCE, PERSONNEL & SAFETY Markesan City Hall

May 7, 2019  
6:30pm

### AGENDA

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Review and Approval of Vouchers Payable

Police Report & Schedule

- Dodge Charger Setup Invoice Approval
- 2010 Ford Crown Vic Squad

New Business

- Discussion and Action on Vacation Rollover Hours Policy

Old Business

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

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](http://www.markesanwi.gov)

Dated May 6, 2019  
Elizabeth Amend, Clerk-Treasurer

May 7, 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: 35253 - 35322	\$	71,299.21
DD #2880 - 2936	\$	33,347.19
EFT #0836 - 0850	\$	37,207.97
TOTAL	\$	141,854.37
UTILITY CHECKS: #12320 - 12343	\$	209,329.28
TOTAL	\$	209,329.28

With the exception of:

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Signed:

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**City of Markesan**  
**Voucher List**  
April 3 through May 6, 2019

Num	Date	Name	Memo	Original Amount
	04/30/2019		Service Charge	-20.76
EFT-0836	04/03/2019	EMPLOYEE BENEFITS CORPORATION	HRA SOKOLSKI	-25.00
EFT-0837	04/09/2019	EMPLOYEE BENEFITS CORPORATION	HRA MCLEAN	-5.14
EFT-0838	04/16/2019	EMPOWER RETIREMENT (WDC)	4/12/19 PR	-415.00
EFT-0839	04/16/2019	WISCONSIN DEPT. OF REVENUE	4/12/19 PR	-1,110.09
EFT-0840	04/16/2019	INTERNAL REVENUE SERVICE	4/12/19 PR	-5,958.48
EFT-0841	04/23/2019	EMPLOYEE BENEFITS CORPORATION	HRA MCLEAN	-169.72
EFT-0842	04/30/2019	EMPLOYEE BENEFITS CORPORATION	PFLUM HRA	-91.80
EFT-0843	04/30/2019	EMPLOYEE BENEFITS CORPORATION	HRA FEE	-53.00
EFT-0844	04/30/2019	EMPOWER RETIREMENT (WDC)	4/26/19 PR	-415.00
EFT-0845	04/30/2019	WISCONSIN DEPT. OF REVENUE	4/26/19 PR	-1,059.68
EFT-0846	04/30/2019	INTERNAL REVENUE SERVICE	4/26/19 PR	-5,285.26
EFT-0847	04/30/2019	WRS (Wisconsin Retirement System)	April 2019 Retirement	-6,304.78
EFT-0848	05/01/2019	UNITED HEALTHCARE	May 2019 Ins Premium	-15,188.01
EFT-0849	05/01/2019	DELTA DENTAL OF WISCONSIN	May 2019 Ins Premium	-392.92
EFT-0850	05/03/2019	EMPLOYEE BENEFITS CORPORATION	HRA HANSEN	-713.33
			<b>TOTAL EFT PAYMENTS</b>	<b>-37,207.97</b>
DD2880	04/12/2019	Dykstra, Dennis P	Direct Deposit	-116.36
DD2881	04/12/2019	Engel, Wanda S	Direct Deposit	-8.78
DD2882	04/12/2019	Fletcher-Dykstra, Donna	Direct Deposit	-367.79
DD2883	04/12/2019	Frank, Tina M	Direct Deposit	-201.79
DD2884	04/12/2019	Lohrey, DuWayne E	Direct Deposit	-232.72
DD2885	04/12/2019	Olson, Clyde	Direct Deposit	-35.09
DD2886	04/12/2019	Panten, James B	Direct Deposit	-300.59
DD2887	04/12/2019	Phippen, Henry	Direct Deposit	-368.49
DD2888	04/12/2019	Slate, Rich	Direct Deposit	-461.75
DD2889	04/12/2019	Dallman, Beverly	Direct Deposit	-48.75
DD2890	04/12/2019	Jahnke, Terryl	Direct Deposit	-51.94
DD2891	04/12/2019	Metcalf, Dolores	Direct Deposit	-48.75
DD2893	04/12/2019	Amend, Elizabeth A	Direct Deposit	-1,083.44
DD2894	04/12/2019	Barske, Levi C	Direct Deposit	-333.98
DD2895	04/12/2019	Chaon, Janice E	Direct Deposit	-83.35
DD2896	04/12/2019	Chisnell, Gerald	Direct Deposit	-277.05
DD2897	04/12/2019	Doro, Anthony	Direct Deposit	-1,387.82
DD2898	04/12/2019	Glover, Valerie	Direct Deposit	-78.89
DD2899	04/12/2019	Hansen, Martin H	Direct Deposit	-1,256.00
DD2900	04/12/2019	Hazlewood, Lucy	Direct Deposit	-1,136.69
DD2901	04/12/2019	Heberer, Jeffrey	Direct Deposit	-1,249.22
DD2902	04/12/2019	Heiling, Rachel	Direct Deposit	-624.88
DD2903	04/12/2019	Jobs, Kristine	Direct Deposit	-294.75
DD2904	04/12/2019	Krentz, Dorothea M	Direct Deposit	-902.56
DD2905	04/12/2019	McLean, Cody	Direct Deposit	-2,239.91
DD2906	04/12/2019	Meyer, Vanessa K	Direct Deposit	-137.32

## City of Markesan Voucher List April 3 through May 6, 2019

DD2907	04/12/2019	Overbeck, Nicole M	Direct Deposit	-936.41
DD2908	04/12/2019	Pflum, William	Direct Deposit	-1,554.55
DD2909	04/12/2019	Stellmacher, Nancy	Direct Deposit	-534.17
DD2910	04/12/2019	Stoll, Brittany M	Direct Deposit	-87.73
DD2911	04/12/2019	Stuckart, Kurt A	Direct Deposit	-879.67
DD2912	04/12/2019	Watry, Philip	Direct Deposit	-698.90
DD2913	04/12/2019	Zelenko, Valentina	Direct Deposit	-117.33
DD2914	04/26/2019	Amend, Elizabeth A	Direct Deposit	-1,134.90
DD2915	04/26/2019	Butner, Bonny	Direct Deposit	-70.71
DD2916	04/26/2019	Chaon, Janice E	Direct Deposit	-76.77
DD2917	04/26/2019	Chisnelli, Gerald	Direct Deposit	-138.52
DD2918	04/26/2019	Doro, Anthony	Direct Deposit	-1,387.83
DD2919	04/26/2019	Downs, Christopher JH	Direct Deposit	-314.49
DD2920	04/26/2019	Glover, Valerie	Direct Deposit	-157.78
DD2921	04/26/2019	Hansen, Martin H	Direct Deposit	-1,255.98
DD2922	04/26/2019	Hazlewood, Lucy	Direct Deposit	-974.28
DD2923	04/26/2019	Heberer, Jeffrey	Direct Deposit	-1,249.22
DD2924	04/26/2019	Heiling, Rachel	Direct Deposit	-573.92
DD2925	04/26/2019	Huhndorf, John E	Direct Deposit	-60.96
DD2926	04/26/2019	Jobs, Kristine	Direct Deposit	-104.59
DD2927	04/26/2019	Krentz, Dorothea M	Direct Deposit	-902.56
DD2928	04/26/2019	McLean, Cody	Direct Deposit	-1,458.50
DD2929	04/26/2019	Meyer, Vanessa K	Direct Deposit	-191.33
DD2930	04/26/2019	Overbeck, Nicole M	Direct Deposit	-936.41
DD2931	04/26/2019	Pflum, William	Direct Deposit	-1,554.55
DD2932	04/26/2019	Stellmacher, Nancy	Direct Deposit	-348.83
DD2933	04/26/2019	Stoll, Brittany M	Direct Deposit	-87.73
DD2934	04/26/2019	Stuckart, Kurt A	Direct Deposit	-882.39
DD2935	04/26/2019	Watry, Philip	Direct Deposit	-1,292.11
DD2936	04/26/2019	Jahnke, TerryI	Direct Deposit	-55.41
			<b>TOTAL DIRECT DEPOSIT</b>	<b>-33,347.19</b>
35253	04/03/2019	WELLS FARGO REMITTANCE CENTER	Misc. Charges	-1,383.94
35254	04/04/2019	MARKESAN PUBLIC LIBRARY	3rd Quarter Budget Payment	-16,300.00
35255	04/11/2019	MARKESAN EMERGENCY MANAGEMENT	wages balance from 2018	-49.32
35256	04/11/2019	ADVANCED DISPOSAL	April 2019 Trash & Recycling	-7,023.50
35257	04/11/2019	AIRGAS USA, LLC	Cylinder Rental	-217.01
35258	04/11/2019	AMEND, ELIZABETH	Reimb / Mileage - County & Family Dollar	-37.75
35259	04/11/2019	BALLWEG IMPLEMENT	2520 Tractor / Filter Element	-7,619.62
35260	04/11/2019	BROOKS TRACTOR	Loader	-257.11
35261	04/11/2019	CENTURYLINK	Mar - Apr 2019 Phone & Internet	-660.87
35262	04/11/2019	COMPLETE OFFICE OF WISCONSIN	Toner	-196.28
35263	04/11/2019	EMBLEM ENTERPRISES, INC	Patches	-314.53
35264	04/11/2019	GENERAL ENGINEERING CO., INC.	Municipal Building Inspection	-1,203.30
35265	04/11/2019	GRAND RIVER FIRE DISTRICT	March 2019 Incident Charges	-68.00
35266	04/11/2019	JOHNSON BLOCK AND COMPANY	PSC / Form C / US Census F-65	-1,020.00
35267	04/11/2019	KRENTZ, DOROTHEA	April 2019 Cell Phone Reimb	-15.00

## City of Markesan Voucher List

April 3 through May 6, 2019

35268	04/11/2019	LANDMARK SERVICES COOPERATIVE	March 2019 Fuel	-368.71
35269	04/11/2019	MARKESAN WATER & SEWER	Jan - Mar 2019 W/S Bill	-448.42
35270	04/11/2019	MCLEAN CODY	April 2019 Cell Phone Reimb	-15.00
35271	04/11/2019	NESS ELECTRIC LLC	Street Light Repair	-49.14
35272	04/11/2019	PACKER CITY INT'L	Light Head	-138.56
35273	04/11/2019	PERSONNEL EVALUATION, INC.	PEP Booklets / Billing	-159.10
35274	04/11/2019	PFLUM, WILLIAM A.	April 2019 Cell Phone Reimb	-15.00
35275	04/11/2019	SONDALLE LAW OFFICE	March 2019 Legal Services	-131.25
35276	04/11/2019	STUCKART, KURT	April 2019 Cell Phone Reimb	-15.00
35277	04/11/2019	THE UNIFORM SHOPPE	Pflum / Gear	-272.00
35278	04/11/2019	THEDACARE AT WORK	Watry / Pre-Employment Drug Screen	-161.00
35279	04/11/2019	WATRY PHILIP	April 2019 Cell Phone Reimb	-15.00
35280	04/12/2019	MARKESAN, CITY OF-PETTY CASH	Postage	-20.85
35281	04/12/2019	ALLIANT ENERGY/WP&L	Mar - Apr 2019 Electric Bills	-2,422.67
35282	04/16/2019	SECURIAN FINANCIAL GROUP, INC.	MAY 2018 LIFE INS	-112.63
35283	04/15/2019	WI ENVIRONMENTAL IMPROVEMENT FUND	VOID: CWF/ SDW LOAN PYMNT	0.00
35284	04/12/2019	Zacharias, Jeanette	Payroll	-48.75
35285	04/23/2019	ALLIANT ENERGY/WP&L	Mar - Apr 2019 Electric Bills	-761.62
35286	04/23/2019	EMC INSURANCE	Property & Liability / Workers Comp	-3,483.10
35287	04/23/2019	ERGO BANK OF MARKESAN	WRS Loan - Payment #12	-320.64
35288	04/23/2019	VERIZON WIRELESS	Mar - Apr 2019 Cell Phone	-118.15
35289	04/23/2019	WE ENERGIES	Mar - Apr 2019 Gas Bills	-1,286.12
35290	04/25/2019	10-8 VIDEO, LLC	Front and Rear Camera	-2,043.95
35291	04/25/2019	AMEND, ELIZABETH	Mileage Reimb / Howards Grove WMCA Mtg	-77.72
35292	04/25/2019	BERLIN EMS	Blood Draw	-50.00
35293	04/25/2019	SHELL FLEET	March 2019 Fuel	-871.72
35294	04/25/2019	WELLS FARGO REMITTANCE CENTER	Amazon / WMCA / Google	-289.31
35295	04/25/2019	WI DEPARTMENT OF JUSTICE	Time Billing	-198.00
35296	04/26/2019	PRE-EMPLOYMENT FUND	Apr 2019 Pre Employment / Stuckart	-76.92
35297	04/30/2019	KINAS EXCAVATING, INC.	Flood / Clear Stones	-884.26
35298	04/30/2019	MARKESAN HIGH SCHOOL YEARBOOK	Yearbook Ad	-40.00
35299	04/30/2019	MID-STATE SUPPLY	Hein Park	-51.69
35300	04/30/2019	RENNERT'S FIRE EQUIPMENT	Hein Park / Aluminum Angle	-36.48
35301	04/30/2019	SUPERIOR CHEMICAL CORPORATION	Sanitizer / Cleaner	-133.15
35302	05/06/2019	B.C. COMMERCIAL LAUNDRY SERV.	April 2019 Rug Cleaning	-45.50
35303	05/06/2019	BERLIN JOURNAL NEWSPAPERS	Council / Ord. 249 & 250	-530.25
35304	05/06/2019	CHRIS' FLORAL & GIFTS	Plant / Hazlewood	-50.00
35305	05/06/2019	COMPLETE OFFICE OF WISCONSIN	Envelopes	-50.04
35306	05/06/2019	GENERAL ENGINEERING CO., INC.	Landfill Monitoring	-1,841.05
35307	05/06/2019	GRAND RIVER FIRE DISTRICT	Fire Station Concrete	-13,161.75
35308	05/06/2019	GRAPHIC SIGN & LETTER CO., INC	New Squad Decals	-189.04
35309	05/06/2019	GREEN LAKE COUNTY TREASURER	Sandbags / Election Charges	-744.60
35310	05/06/2019	KRENTZ, DOROTHEA	May 2019 Cell Phone Reimb	-15.00
35311	05/06/2019	LANDMARK SERVICES COOPERATIVE	April 2019 Fuel	-329.88
35312	05/06/2019	MARKESAN AUTO, HOME & FARM	Misc Charges	-304.75
35313	05/06/2019	MCLEAN CODY	May 2019 Cell Phone Reimb	-15.00
35314	05/06/2019	NESS ELECTRIC LLC	Fluorescent Lamps	-192.37

### City of Markesan Voucher List

April 3 through May 6, 2019

35315	05/06/2019	PFLUM, WILLIAM A.	May 2019 Cell Phone Reimb	-15.00
35316	05/06/2019	PORTAGE GLASS COMPANY	Re-work 2 door locks	-272.00
35317	05/06/2019	SONDALLE LAW OFFICE	April 2019 Legal Services	-112.50
35318	05/06/2019	SOUTHERN GL CO. SENIOR TRANS.	Replacement Vehicle	-808.34
35319	05/06/2019	STUCKART, KURT	May 2019 Cell Phone Reimb	-15.00
35320	05/06/2019	WATRY PHILIP	May 2019 Cell Phone Reimb	-15.00
35321	05/06/2019	WAUPUN EQUIPMENT CO., INC.	Bobcat S570	-1,000.00
35322	05/06/2019	US POSTMASTER	2 Rolls of Stamps	-110.00
			<b>TOTAL CHECK PAYMENTS</b>	<b>-71,299.21</b>
			<b>TOTAL PAYMENTS</b>	<b>-141,854.37</b>

**Markesan Utilities  
Voucher List  
April 3 through May 6, 2019**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
12320	04/11/2019	HEBERER, JEFFREY	April 2019 Cell Phone Reimb	-15.00
12321	04/11/2019	LANDMARK SERVICES COOPERATIVE	March 2019 Fuel	-37.18
12322	04/11/2019	MARKESAN WATER & SEWER	Jan - Mar '19 W/S Bill	-987.48
12323	04/11/2019	MULCAHY/SHAW WATER, INC.	Perform Equipment Calibration	-250.00
12324	04/11/2019	NESS ELECTRIC	Direct Purchase / Phosphorus Upgrade	-5,525.51
12325	04/11/2019	USA BLUEBOOK	Backflow / Supplies	-1,073.48
12326	04/12/2019	MARKESAN-PETTY CASH	Postage	-10.10
12327	04/15/2019	STATE OF WI - ENVIRONMENTAL IMPROVEMEN	BOND LOAN PYMTS	-109,898.18
12328	04/23/2019	ALLIANT ENERGY/WP&L	Mar - Apr 2019 Electric Bill	-2,555.00
12329	04/23/2019	BREWER HEATING & COOLING	Repair gas leaks on piping	-390.24
12330	04/23/2019	MARKESAN, CITY OF	Feb / Mar Expense Reimb	-8,189.62
12331	04/23/2019	NORTHERN LAKE SERVICE	Sample	-26.00
12332	04/23/2019	WE ENERGIES	Mar - Apr 2019 Gas Bills	-79.38
12333	04/26/2019	MARKESAN, CITY OF	April 2019 Payroll Reimb	-11,641.55
12334	04/29/2019	US POSTMASTER	Postcard Stamps	-35.00
12335	04/30/2019	U.S. CELLULAR	Apr - May 2019 Cell Phone	-48.24
12336	04/30/2019	STAAB CONSTRUCTION CORP	Pay App 10 & 11	-67,416.03
12337	05/06/2019	AIRGAS USA, LLC	Supply	-36.44
12338	05/06/2019	HEBERER, JEFFREY	May 2019 Cell Phone Reimb	-15.00
12339	05/06/2019	LANDMARK SERVICES COOPERATIVE	April 2019 Fuel	-109.15
12340	05/06/2019	NORTH CENTRAL LABS, INC.	Supplies	-727.05
12341	05/06/2019	USA BLUEBOOK	Brass Brushing	-123.65
12342	05/06/2019	WI STATE LAB. OF HYGIENE	S&S Supplies	-30.00
12343	05/06/2019	US POSTMASTER	2 Rolls of Stamps	-110.00
			<b>TOTAL CHECK PAYMENTS</b>	<b>-209,329.28</b>
			<b>TOTAL PAYMENTS</b>	<b>-209,329.28</b>

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

	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100000 · Taxes				
4111000 · 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%
<b>Total 4180000 · Interest on Taxes</b>	<b>-196.88</b>	<b>1,000.00</b>	<b>-1,196.88</b>	<b>-19.7%</b>
<b>Total 4100000 · Taxes</b>	<b>688,198.75</b>	<b>809,442.00</b>	<b>-121,243.25</b>	<b>85.0%</b>
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			
4345000 · Lottery Credit	24,249.48			
4353001 · Lead Serv Lines-DNR Grant	57,342.82			
4353100 · Transportation Aids	35,464.36	70,928.75	-35,464.39	50.0%
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>116,341.62</b>	<b>505,444.75</b>	<b>-389,103.13</b>	<b>23.0%</b>
4400000 · Licenses & Permits				
4410100 · Alcohol Licenses	10.00	2,300.00	-2,290.00	0.4%
4410200 · Operator's Licenses	210.00	1,200.00	-990.00	17.5%
4410300 · Soda Water Licenses	30.00	100.00	-70.00	30.0%
4410400 · Cigarette Licenses	75.00	300.00	-225.00	25.0%
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	1,673.75	1,000.00	673.75	167.4%
4440000 · Land Use Permits	500.00	250.00	250.00	200.0%
<b>Total 4400000 · Licenses &amp; Permits</b>	<b>3,641.60</b>	<b>7,200.00</b>	<b>-3,558.40</b>	<b>50.6%</b>
4500000 · Fines, Forfeits & Penalties				
4510000 · Ordinance Violations	3,605.85	8,250.00	-4,644.15	43.7%
4510100 · Parking Violations	100.00	500.00	-400.00	20.0%
<b>Total 4500000 · Fines, Forfeits &amp; Penalties</b>	<b>3,705.85</b>	<b>8,750.00</b>	<b>-5,044.15</b>	<b>42.4%</b>
4600000 · Public Charges for Services				
4610000 · Clerk-Treas Fees	994.92	1,500.00	-505.08	66.3%
4610100 · Publication Fees	0.00	400.00	-400.00	0.0%
4610200 · Garbage/Recycle Cart	54.38			
4621000 · Police Dept Fees	65.00	250.00	-185.00	26.0%
4632200 · Snow Removal Fees	2,903.17	200.00	2,703.17	1,451.6%
4643500 · Recycle Fees	384.00	2,000.00	-1,616.00	19.2%
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	135.00	400.00	-265.00	33.8%
<b>Total 4600000 · Public Charges for Services</b>	<b>6,624.90</b>	<b>7,250.00</b>	<b>-625.10</b>	<b>91.4%</b>
4700000 · Intergov't Charges for Services				
4732100 · School Liason	17,168.80	56,192.00	-39,023.20	30.6%
4734100 · Recycle Ctr-Towns	9,508.14			
4739100 · Crossing Guard Reimb	6,289.33	5,800.00	489.33	108.4%
<b>Total 4700000 · Intergov't Charges for Services</b>	<b>32,966.27</b>	<b>61,992.00</b>	<b>-29,025.73</b>	<b>53.2%</b>
4800000 · Miscellaneous Revenue				
4811000 · Interest-City Investments	274.13	1,000.00	-725.87	27.4%
4820000 · Rent-Muni Bldg	1,000.00	3,000.00	-2,000.00	33.3%



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

	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
4820100 · Rent-Land	0.00	2,362.00	-2,362.00	0.0%
4820200 · Rent-Cell Tower	3,533.08	10,300.00	-6,766.92	34.3%
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	1,158.12	2,500.00	-1,341.88	46.3%
4800000 · Miscellaneous Revenue - Other	89.99			
<b>Total 4800000 · Miscellaneous Revenue</b>	<b>7,155.32</b>	<b>25,762.00</b>	<b>-18,606.68</b>	<b>27.8%</b>
4900000 · Other Financing Sources				
4910000 · Loan Proceeds	25,932.00			
<b>Total 4900000 · Other Financing Sources</b>	<b>25,932.00</b>			
<b>Total Income</b>	<b>888,125.06</b>	<b>1,425,840.75</b>	<b>-537,715.69</b>	<b>62.3%</b>
<b>Gross Profit</b>	<b>888,125.06</b>	<b>1,425,840.75</b>	<b>-537,715.69</b>	<b>62.3%</b>
<b>Expense</b>				
5100000 · General Government				
5100100 · W&S Expense Reimb	-5,181.97			
5100111 · Accts Rec - W&S Wages	90.12			
5100112 · Accts Rec - W&S WRS	-195.20			
5100114 · Accts Rec - W&S Insurance	-10.63			
5100200 · Library Expense Reimb	-1,880.02			
5110000 · Legislative				
5110111 · Council	0.00	11,000.00	-11,000.00	0.0%
5110211 · Mayor	2,025.00	8,000.00	-5,975.00	25.3%
5111011 · Committees	0.00	500.00	-500.00	0.0%
<b>Total 5110000 · Legislative</b>	<b>2,025.00</b>	<b>19,500.00</b>	<b>-17,475.00</b>	<b>10.4%</b>
5130000 · Legal				
5130021 · City Atty-General	343.75	4,000.00	-3,656.25	8.6%
5130121 · City Atty-Prosecution	506.25	3,000.00	-2,493.75	16.9%
5131021 · Muni Code Updates	495.00	1,500.00	-1,005.00	33.0%
<b>Total 5130000 · Legal</b>	<b>1,345.00</b>	<b>8,500.00</b>	<b>-7,155.00</b>	<b>15.8%</b>
5140000 · General Administration				
5141011 · Legislative Support-Wages	1,523.74	11,500.00	-9,976.26	13.2%
5141032 · Legislative Support-Publication	1,153.13			
5142011 · General Admin-Wages	5,596.80	33,400.00	-27,803.20	16.8%
5142021 · General Admin-Outside Services	240.00			
5142025 · General Admin-Training/Dues	142.00			
5142031 · General Admin-Office Supplies	1,253.30			
5142033 · General Admin-Mileage	142.68			
5143011 · Elections-Wages	1,021.03	5,660.61	-4,639.58	18.0%
5143032 · Elections-Publication	14.38			
5143034 · Elections-Supplies	469.83			
5144011 · Licensing & Permits-Wages	780.45	2,000.00	-1,219.55	39.0%
<b>Total 5140000 · General Administration</b>	<b>12,337.34</b>	<b>52,560.61</b>	<b>-40,223.27</b>	<b>23.5%</b>
5150000 · Financial Administration				
5150011 · General Accounting-Wages	6,893.20	20,000.00	-13,106.80	34.5%
5150521 · Independent Audit	6,967.00	7,000.00	-33.00	99.5%
5151113 · Medicare (default)	2,372.66	5,170.00	-2,797.34	45.9%
5151213 · Social Security	7,923.02	22,105.00	-14,181.98	35.8%
5151314 · Health Insurance	32,502.37	105,516.72	-73,014.35	30.8%
5151315 · HRA-Health Reimbursement	4,143.41			
5151414 · Life Insurance	227.64	615.00	-387.36	37.0%
5151611 · Paid Time Off (PTO)-Wages	23,754.00			
5152012 · Wisconsin Retirement System	11,333.47	31,405.00	-20,071.53	36.1%
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	1,288.74	2,550.00	-1,261.26	50.5%
5155121 · Prop Tax Collection-Outside Ser	310.15			
5156005 · Prop & Liability Ins	4,530.94	17,000.00	-12,469.06	26.7%
5156100 · Workers Comp - Calculated	54.11			
5156105 · Workers Comp	3,130.78	11,480.00	-8,349.22	27.3%
5156205 · Employee Bonds	0.00	850.00	-850.00	0.0%

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

	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
Total 5150000 · Financial Administration	107,181.56	230,841.72	-123,660.16	46.4%
5160000 · Municipal Building				
5160011 · Municipal Building-Wages	1,977.94			
5160021 · Municipal Building-Outside Serv	751.50			
5160022 · Municipal Building-Utilities	9,864.36			
5160023 · Municipal Building-Repairs&Supp	1,851.20			
5160000 · Municipal Building - Other	0.00	44,000.00	-44,000.00	0.0%
Total 5160000 · Municipal Building	14,445.00	44,000.00	-29,555.00	32.8%
Total 5100000 · General Government	130,156.20	355,402.33	-225,246.13	36.6%
5150520 · Bank Service Charges	96.68			
5200000 · Public Safety				
5210000 · Law Enforcement				
5210001 · Police Administration				
5210011 · Police Admin-Wages	21,218.57	156,000.00	-134,781.43	13.6%
5210019 · Police Admin-Uniforms	775.89	1,300.00	-524.11	59.7%
5210021 · Police Admin-Outside Services	542.16	5,000.00	-4,457.84	10.8%
5210022 · Police Admin-Utilities	1,078.30	600.00	478.30	179.7%
5210034 · Police Admin-Supplies	685.16	15,000.00	-14,314.84	4.6%
Total 5210001 · Police Administration	24,300.08	177,900.00	-153,599.92	13.7%
5212000 · Police Patrol				
5212011 · Police Patrol-Wages				
5211011 · Police Training-Wages	422.24			
5212011 · Police Patrol-Wages - Other	44,968.70	66,500.00	-21,531.30	67.6%
Total 5212011 · Police Patrol-Wages	45,390.94	66,500.00	-21,109.06	68.3%
5212021 · Police Patrol-Outside Services	557.00			
5212022 · Police Patrol-Utilities	207.57	270.00	-62.43	76.9%
5212023 · Police Patrol-Repairs/Supplies	4,101.95	6,000.00	-1,898.05	68.4%
5212033 · Police Patrol-Fuel/Miles	1,802.36			
Total 5212000 · Police Patrol	52,059.82	72,770.00	-20,710.18	71.5%
5213021 · Police Criminal Inv-Suppl/Serv	50.00	1,500.00	-1,450.00	3.3%
5214025 · Police Training	2,733.60	4,000.00	-1,266.40	68.3%
Total 5210000 · Law Enforcement	79,143.50	256,170.00	-177,026.50	30.9%
5219000 · School Crossing Guard	4,012.49	11,000.00	-6,987.51	36.5%
5220000 · Fire Protection				
5220021 · Fire Dept-Annual Budget	10,625.00			
5220034 · Fire Dept-Incident Charges	767.37			
5220000 · Fire Protection - Other	634.50	142,195.00	-141,560.50	0.4%
Total 5220000 · Fire Protection	12,026.87	142,195.00	-130,168.13	8.5%
5230021 · Ambulance Service	26,250.00	31,250.00	-5,000.00	84.0%
5240021 · Building Inspection	3,112.20	3,500.00	-387.80	88.9%
5290000 · Other Public Safety				
5290011 · Emergency Govt-Wages	49.32			
5290022 · Emergency Govt-Utilities	256.95			
5290023 · Emer Govt-Suppl., Equip & Repair	1,037.55			
5290000 · Other Public Safety - Other	0.00	8,645.00	-8,645.00	0.0%
Total 5290000 · Other Public Safety	1,343.82	8,645.00	-7,301.18	15.5%
Total 5200000 · Public Safety	125,888.88	452,760.00	-326,871.12	27.8%
5300000 · Public Works				
5310000 · Streets Administration				
5310005 · Streets Admin-CDL Testing	115.00			
5310011 · Streets Admin-Wages	636.80			
5310021 · Streets Admin-Outside Services	967.76			
5310000 · Streets Administration - Other	0.00	12,000.00	-12,000.00	0.0%
Total 5310000 · Streets Administration	1,719.56	12,000.00	-10,280.44	14.3%
5311000 · Public Works Shop				

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

	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
5311011 · PW Shop-Wages	576.72			
5311022 · PW Shop-Utilities	3,082.66			
5311033 · PW Shop-Fuel	64.43			
5311034 · PW Shop-Supplies/Tools	1,226.28			
5311000 · Public Works Shop - Other	0.00	11,750.00	-11,750.00	0.0%
<b>Total 5311000 · Public Works Shop</b>	<b>4,950.09</b>	<b>11,750.00</b>	<b>-6,799.91</b>	<b>42.1%</b>
5312000 · Public Works Mach & Equip				
5312011 · PW Mach & Equip-Wages	5,286.82			
5312023 · PW Mach & Equip-Repair/Supplies	5,610.27			
5312033 · PW Mach & Equip-Fuel	434.84			
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>11,331.93</b>	<b>35,500.00</b>	<b>-24,168.07</b>	<b>31.9%</b>
5331000 · Road Maintenance				
5331011 · Road Maintenance-Wages	212.66			
5331033 · Road Maintenance-Fuel	13.29			
5331000 · Road Maintenance - Other	0.00	13,000.00	-13,000.00	0.0%
<b>Total 5331000 · Road Maintenance</b>	<b>225.95</b>	<b>13,000.00</b>	<b>-12,774.05</b>	<b>1.7%</b>
5331100 · Curbs & Gutters	0.00	500.00	-500.00	0.0%
5331200 · Traffic Signs & Markings				
5331211 · Traffic Signs, Markings-Wages	75.69			
5331200 · Traffic Signs & Markings - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5331200 · Traffic Signs &amp; Markings</b>	<b>75.69</b>	<b>2,000.00</b>	<b>-1,924.31</b>	<b>3.8%</b>
5331300 · Bridges & Culverts	0.00	500.00	-500.00	0.0%
5331900 · Snow & Ice Control				
5331911 · Snow & Ice Control-Wages	10,106.72			
5331933 · Snow & Ice Control-Fuel	3,538.16			
5331934 · Snow & Ice Control-Supplies	3,856.72			
5331900 · Snow & Ice Control - Other	0.00	25,099.00	-25,099.00	0.0%
<b>Total 5331900 · Snow &amp; Ice Control</b>	<b>17,501.60</b>	<b>25,099.00</b>	<b>-7,597.40</b>	<b>69.7%</b>
5342022 · Street Lighting	9,832.69	29,000.00	-19,167.31	33.9%
5343100 · Sidewalks	0.00	500.00	-500.00	0.0%
5344000 · Storm Sewers				
5344111 · Storm Sewers-Wages	1,015.02			
5344000 · Storm Sewers - Other	0.00	1,750.00	-1,750.00	0.0%
<b>Total 5344000 · Storm Sewers</b>	<b>1,015.02</b>	<b>1,750.00</b>	<b>-734.98</b>	<b>58.0%</b>
5344100 · Street Cleaning	514.23	1,800.00	-1,285.77	28.6%
5345000 · Parking Lots				
5345011 · Parking Lots-Wages	8.41			
5345000 · Parking Lots - Other	0.00	500.00	-500.00	0.0%
<b>Total 5345000 · Parking Lots</b>	<b>8.41</b>	<b>500.00</b>	<b>-491.59</b>	<b>1.7%</b>
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	1,809.56			
5362021 · Sanitation/Trash-Outside Serv.	13,966.80			
5362000 · Sanitation/Trash - Other	0.00	62,100.00	-62,100.00	0.0%
<b>Total 5362000 · Sanitation/Trash</b>	<b>15,776.36</b>	<b>62,100.00</b>	<b>-46,323.64</b>	<b>25.4%</b>
5363100 · Landfill Monitoring	1,841.05	2,500.00	-658.95	73.6%
5363500 · Recycling Center				
5363511 · Recycling Center-Wages	1,425.92			
5363533 · Recycling Center-Fuel	32.20			
5363500 · Recycling Center - Other	22.50	4,500.00	-4,477.50	0.5%
<b>Total 5363500 · Recycling Center</b>	<b>1,480.62</b>	<b>4,500.00</b>	<b>-3,019.38</b>	<b>32.9%</b>
5363521 · Recycling-Curbside	6,203.70	25,630.00	-19,426.30	24.2%
5363600 · Recycling Center-Mackford	247.53	1,200.00	-952.47	20.6%
5363700 · Recycling Center-Manchester	247.54	1,200.00	-952.46	20.6%

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

	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
5363800 · Recycling Center-Green Lake	472.54	2,500.00	-2,027.46	18.9%
5364000 · Weed Control	0.00	1,500.00	-1,500.00	0.0%
<b>Total 5300000 · Public Works</b>	<b>73,444.51</b>	<b>235,029.00</b>	<b>-161,584.49</b>	<b>31.2%</b>
<b>5400000 · Health &amp; Human Services</b>				
5490000 · Cemetery				
5491011 · Cemetery-Wages	368.17			
5491022 · Cemetery-Utilities	89.99			
5491033 · Cemetery-Fuel	7.59			
5490000 · Cemetery - Other	0.00	7,300.00	-7,300.00	0.0%
<b>Total 5490000 · Cemetery</b>	<b>465.75</b>	<b>7,300.00</b>	<b>-6,834.25</b>	<b>6.4%</b>
<b>Total 5400000 · Health &amp; Human Services</b>	<b>465.75</b>	<b>7,300.00</b>	<b>-6,834.25</b>	<b>6.4%</b>
<b>5500000 · Culture, Rec &amp; Educ</b>				
5510000 · Library				
5511011 · Library-Wages	538.98			
5511021 · Library-Annual Budget	48,900.00			
5510000 · Library - Other	0.00	65,200.00	-65,200.00	0.0%
<b>Total 5510000 · Library</b>	<b>49,438.98</b>	<b>65,200.00</b>	<b>-15,761.02</b>	<b>75.8%</b>
5520000 · Parks				
5520011 · Parks-Wages	1,308.99			
5520022 · Parks-Utilities	914.75			
5520023 · Parks-Repairs/Supplies	578.69			
5520033 · Parks-Fuel	54.00			
5520000 · Parks - Other	0.00	11,000.00	-11,000.00	0.0%
<b>Total 5520000 · Parks</b>	<b>2,856.43</b>	<b>11,000.00</b>	<b>-8,143.57</b>	<b>26.0%</b>
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%
<b>Total 5530000 · City Events/Banners</b>	<b>615.70</b>	<b>3,000.00</b>	<b>-2,384.30</b>	<b>20.5%</b>
5530100 · Summer Rec Program	4,000.00	2,000.00	2,000.00	200.0%
<b>Total 5500000 · Culture, Rec &amp; Educ</b>	<b>56,911.11</b>	<b>81,200.00</b>	<b>-24,288.89</b>	<b>70.1%</b>
<b>5600000 · Conservation &amp; Development</b>				
5670000 · Advertising & Promotion	100.00	1,500.00	-1,400.00	6.7%
5671000 · Industrial Park Development	93.04			
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%
<b>Total 5600000 · Conservation &amp; Development</b>	<b>438.04</b>	<b>2,300.00</b>	<b>-1,861.96</b>	<b>19.0%</b>
<b>5900000 · Debt Service</b>				
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	287.61	479.55	-191.94	60.0%
5926250 · 2018A Bond Issue Interest	19,687.50			
<b>Total 5900000 · Debt Service</b>	<b>223,360.71</b>	<b>252,402.82</b>	<b>-29,042.11</b>	<b>88.5%</b>
<b>6000000 · Capital Outlay</b>				
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	13,161.75	5,000.00	8,161.75	263.2%
6573000 · Outlay - Police Patrol	25,932.00	5,000.00	20,932.00	518.6%
6573240 · Outlay - Machines & Equipment	10,709.75	6,000.00	4,709.75	178.5%
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%

**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
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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>52,718.00</b>	<b>39,446.60</b>	<b>13,271.40</b>	<b>133.6%</b>
<b>Total Expense</b>	<b>663,479.88</b>	<b>1,425,840.75</b>	<b>-762,360.87</b>	<b>46.5%</b>
<b>Net Ordinary Income</b>	<b>224,645.18</b>	<b>0.00</b>	<b>224,645.18</b>	<b>100.0%</b>
<b>Net Income</b>	<b>224,645.18</b>	<b>0.00</b>	<b>224,645.18</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 May 7, 2019*

**April 2019**

### **Agenda:**

- 1. Police Dodge Charger**
- 2. 2010 Ford Crown Victoria**

### **Appendix:**

### **Police Dodge Charger**

The Police Dodge Charger is now set up and in service. Because we were going from a Ford Crown Victoria to a Dodge Charger many of the items that go into a squad couldn't be transferred over. However, the entire set up and new equipment purchases fell within our budget. The new dash camera unit was paid for entirely out of the donation fund that was generously donated from Ted's Piggly Wiggly and the Manchester Rod and Gun Club. This department requests approval to pay the bill to Rennert's Fire Equipment Supply for \$7,784.55 which you will see in the itemized statement covers all costs of the new supplies/equipment for the squad and the set up and install of the Dodge Charger. \$5,000 will be taken from police patrol outlay and \$2,784.55 will be taken from police patrol equipment.

This department wants to extend a thank you to Rennert's Fire Equipment Supply for donating over \$2,000 dollars in additional lights and extras for the Dodge Charger. These were donated by Rennert's as a thank you to the police department and city.

### **2010 Ford Crown Victoria**

This department is seeking guidance on what you would like done with the 2010 Ford Crown Victoria. It still has most of the equipment and lights on it. If we are going to sell it either through the auction company in Ripon or by sealed bid, we will need to get the entire car stripped down and have all the equipment removed from the squad. Rennert's quoted this department at \$450 to accomplish that task.

My concern is I am unsure how much this squad will bring at auction or sealed bid. It has 164,000 miles, makes some interesting noises and the headlights recently developed an issue where both headlights won't turn on, one does but the other won't turn on. We had KT look at the lights a while ago and they advised it would be an expensive repair of close to \$800-\$1000 to get the headlights working properly again. That is a repair I feel can't be justified with the overall low value of the squad.

This department has thought of several options.

1. We keep the squad and city employees can use it as a runner during the daytime if we need to go to Green Lake for a meeting or Berlin for training. Once it no longer runs or works, we pay the tear down fee and sell it "as is" for scrap.
2. Rennert's has offered to do the tear down of all equipment for free in exchange for the squad. They would remove all of our equipment and return it to us, remove the decals off the squad. Then they would keep the squad in lieu of payment.
3. We pay the tear down fee, then sell the squad "as is" via either auction or sealed bid.

An employee may have an exception to the above rule; for example, large department projects or lack of employees in a department, where an 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.

Dan Sondalle has approved the above paragraph to be added to the vacation policy in the handbook. The Finance Committee needs to decide on the cap of hours that will be allowed to be rolled over.



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

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.

**The financial impact if granted would be:**

**5 hours sick x 12 months = 60 hours sick time = \$971.40 per year**

**5 hours personal time = \$80.95**

This is not an amount that would be above budget, because we already budget the employee's annual salary.

Your consideration is much appreciated.

Betsy Amend