



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

**COMMITTEE OF THE WHOLE
FINANCE, PERSONNEL & SAFETY**
Markesan City Hall

**May 5, 2020
6:30 PM
AGENDA**

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Review and Approval of Vouchers Payable

Police Report & Schedule

- Department's Response to COVID-19

Old Business

New Business

- Discussion and Action on Crossing Guard Wages
- Discussion and Action on June Dairy Days Rules and Responsibilities
- Discussion and Action on Changing Public Works Director Title to Streets & Public Property Supervisor
- Recognition of City Employees During COVID-19
- Discussion and Action on City of Markesan Chamber of Commerce Using the City of Markesan's Website
- Discussion and Approval of Administrative Policy – Violation Notice Timing and Fines
- Acceptance of Alderperson Brenda Henke Resignation
- Discussion and Action on Emergency Declaration

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: Horicon Bank City Hall
ERGO Bank Post Office
www.markesanwi.gov

Dated May 4, 2020
Elizabeth Amend, Clerk-Treasurer

Closed Session: Fire Fighter Response and Public Works Assistant Hourly Wage

The Common Council may, by roll call vote, convene in Closed Session, pursuant to Wis. Stats. 19.85(1)(c) to consider employment of any public employee over which the governmental body has jurisdiction or exercises responsibility, after which they may reconvene in Open Session pursuant Wis. Stats. 19.85(2).

Reconvene in Open Session to Take Possible Action on Items Discussed in Closed Session.

Adjournment

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Dated May 4, 2020
Elizabeth Amend, Clerk-Treasurer

May 5, 2020

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: 35920 - 35978	\$	43,563.26
DD #3585 - 3637	\$	29,293.91
EFT #0995 - 1004	\$	43,597.87
TOTAL	\$	116,455.04
UTILITY CHECKS: #12546 - 12565	\$	175,893.85
TOTAL	\$	175,893.85

With the exception of:

Signed:

City of Markesan
Voucher List
April 7 through May 4, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
EFT-0995	04/13/2020	WRS (Wisconsin Retirement System)	March 2020 Retirement	-6,029.52
EFT-0996	04/14/2020	EMPOWER RETIREMENT (WDC)	4/10/20 PR	-445.00
EFT-0997	04/14/2020	INTERNAL REVENUE SERVICE	4/10/20 PR	-4,952.02
EFT-0998	04/14/2020	WISCONSIN DEPT. OF REVENUE	4/10/20 PR	-995.06
EFT-0999	04/17/2020	INTUIT	CITY CHECKS	-398.98
EFT-1000	04/21/2020	STATE OF WI HEALTH INS	MAY 2020 HEALTH INS	-18,524.48
EFT-1001	04/28/2020	EMPOWER RETIREMENT (WDC)	4/24/20 PR	-445.00
EFT-1002	04/28/2020	INTERNAL REVENUE SERVICE	4/24/20 PR	-4,925.52
EFT-1003	04/28/2020	WISCONSIN DEPT. OF REVENUE	4/24/20 PR	-1,036.91
EFT-1004	04/28/2020	WRS (Wisconsin Retirement System)	Apr 2020 Retirement	-5,845.38
			TOTAL EFT PAYMENTS	-43,597.87
DD3585	04/10/2020	Dykstra, Dennis P	Direct Deposit	-116.36
DD3586	04/10/2020	Engel, Wanda S	Direct Deposit	-8.77
DD3587	04/10/2020	Fletcher-Dykstra, Donna L	Direct Deposit	-140.37
DD3588	04/10/2020	Frank, Tina M	Direct Deposit	-78.96
DD3589	04/10/2020	Panten, Beth M	Direct Deposit	-35.10
DD3590	04/10/2020	Panten, James B	Direct Deposit	-78.96
DD3591	04/10/2020	Phippen, Henry	Direct Deposit	-175.47
DD3592	04/10/2020	Slate, Rich	Direct Deposit	-461.75
DD3593	04/10/2020	Amend, Elizabeth A	Direct Deposit	-24.74
DD3594	04/10/2020	Behlke, Ryan R	Direct Deposit	-1,111.34
DD3595	04/10/2020	Chisnell, Gerald	Direct Deposit	-138.52
DD3596	04/10/2020	Doro, Anthony	Direct Deposit	-1,473.34
DD3597	04/10/2020	French, Jessica M	Direct Deposit	-157.78
DD3598	04/10/2020	Glover, Valerie	Direct Deposit	-114.70
DD3599	04/10/2020	Hansen, Martin H	Direct Deposit	-1,345.38
DD3600	04/10/2020	Heberer, Jeffrey	Direct Deposit	-1,222.80
DD3601	04/10/2020	Heiling, Rachel	Direct Deposit	-787.88
DD3602	04/10/2020	Huhndorf, John E	Direct Deposit	-729.21
DD3603	04/10/2020	Krentz, Dorothea M	Direct Deposit	-1,008.47
DD3604	04/10/2020	McLean, Cody	Direct Deposit	-1,317.75
DD3605	04/10/2020	Meyer, Vanessa K	Direct Deposit	-134.23
DD3606	04/10/2020	Overbeck, Nicole M	Direct Deposit	-948.78
DD3607	04/10/2020	Pflum, William	Direct Deposit	-1,618.91
DD3608	04/10/2020	Shin, Nara	Direct Deposit	-10.74
DD3609	04/10/2020	Stellmacher, Nancy	Direct Deposit	-6.49
DD3610	04/10/2020	Stoll, Brittany M	Direct Deposit	-120.81
DD3611	04/10/2020	Watry, Phillip	Direct Deposit	-1,293.37
DD3612	04/10/2020	Zelenko, Valentina	Direct Deposit	-145.31
DD3613	04/24/2020	Dirks, Jennifer	Direct Deposit	-45.00
DD3614	04/24/2020	Krogulski, Holly L	Direct Deposit	-56.25
DD3615	04/24/2020	Parker, Shirley M	Direct Deposit	-60.00
DD3616	04/24/2020	Ropella, John J	Direct Deposit	-56.25

City of Markesan
Voucher List
April 7 through May 4, 2020

DD3617	04/24/2020	Amend, Elizabeth A	Direct Deposit	-970.58
DD3618	04/24/2020	Behlke, Ryan R	Direct Deposit	-1,128.40
DD3619	04/24/2020	Chisnell, Gerald	Direct Deposit	-138.53
DD3620	04/24/2020	Doro, Anthony	Direct Deposit	-1,473.36
DD3621	04/24/2020	French, Jessica M	Direct Deposit	-183.69
DD3622	04/24/2020	Glover, Valerie	Direct Deposit	-114.70
DD3623	04/24/2020	Hansen, Martin H	Direct Deposit	-1,344.54
DD3624	04/24/2020	Heberer, Jeffrey	Direct Deposit	-1,222.80
DD3625	04/24/2020	Heiling, Rachel	Direct Deposit	-481.48
DD3626	04/24/2020	Huhndorf, John E	Direct Deposit	-504.26
DD3627	04/24/2020	Jahnke, Terry L	Direct Deposit	-65.81
DD3628	04/24/2020	Krentz, Dorothea M	Direct Deposit	-1,043.32
DD3629	04/24/2020	McLean, Cody	Direct Deposit	-1,317.75
DD3630	04/24/2020	Meyer, Vanessa K	Direct Deposit	-131.87
DD3631	04/24/2020	Overbeck, Nicole M	Direct Deposit	-948.78
DD3632	04/24/2020	Pflum, William	Direct Deposit	-1,618.91
DD3633	04/24/2020	Stellmacher, Nancy	Direct Deposit	-0.64
DD3634	04/24/2020	Stoll, Brittany M	Direct Deposit	-147.65
DD3635	04/24/2020	Watry, Philip	Direct Deposit	-1,254.74
DD3636	04/24/2020	Zelenko, Valentina	Direct Deposit	-136.75
DD3637	04/24/2020	Olson, Clyde A	Direct Deposit	-41.56
			TOTAL DIRECT DEPOSIT	-29,293.91
35920	04/10/2020	Heiling, Rachel	Stipend / COVID-19	-500.00
35921	04/17/2020	ADVANCED DISPOSAL	Apr 2020 Trash & Recycling	-7,076.11
35922	04/17/2020	AMEND, ELIZABETH	Reimb / Food for Election	-42.62
35923	04/17/2020	BEHLKE, RYAN	Apr 2020 Cell Phone Reimb	-15.00
35924	04/17/2020	BERLIN JOURNAL NEWSPAPERS	2 Year Subscription	-67.00
35925	04/17/2020	CENTURYLINK	VOID:	0.00
35926	04/17/2020	COMPLETE OFFICE OF WISCONSIN	Paper / Labels / Markers	-108.89
35927	04/17/2020	EMC INSURANCE	Property & Liability / Workers Comp	-3,682.96
35928	04/17/2020	ERGO BANK OF MARKESAN	WRS Loan - Payment #24	-320.64
35929	04/17/2020	GENERAL ENGINEERING CO., INC.	Building Inspection	-1,027.20
35930	04/17/2020	HOMAN AUTO SALES, INC.	2019 Dodge / Oil Change & Tire Rotation	-64.84
35931	04/17/2020	JOHNSON BLOCK AND COMPANY	2019 Audit	-13,572.32
35932	04/17/2020	LAKESIDE MUNICIPAL COURT	Lorenzo Harris Citation Payment	-124.00
35933	04/17/2020	LANDMARK SERVICES COOPERATIVE	Mar 2020 Fuel	-186.13
35934	04/17/2020	MARKESAN DISTRICT SCHOOLS	MOBILE HOME LOTTERY CREDIT	-938.52
35935	04/17/2020	MARKESAN WATER & SEWER	35 W Charles St - Del. W/S Amount Pd from Tax	-375.41
35936	04/17/2020	MCLEAN CODY	Reimb / Pizzas & COVID 19 Supplies	-75.99
35937	04/17/2020	MID-AMERICAN RESEARCH CHEMICAL	Liner	-74.10
35938	04/17/2020	MID-STATE ORGANIZED CRIME	2020 Membership Fees	-100.00
35939	04/17/2020	NESS ELECTRIC, INC	Street Lights	-330.76
35940	04/17/2020	PFLUM, WILLIAM A.	Reimb / COVID-19 Supplies	-12.75
35941	04/17/2020	POWERSPORTS COMPANY	Blade for Weed Trimmer	-112.51
35942	04/17/2020	SECURIAN FINANCIAL GROUP, INC.	May 2020 Life Ins Premium	-121.68
35943	04/17/2020	SHELL FLEET	Mar 2020 Fuel	-324.27

City of Markesan Voucher List April 7 through May 4, 2020

35944	04/17/2020	SLATE RICHARD	Reimb / COVID-19 - Gloves	-12.64
35945	04/17/2020	SONDALLE LAW OFFICE	Mar 2020 Legal Services	-346.00
35946	04/17/2020	TED'S PIGGLY WIGGLY	Supplies/Food for Hansen Party	-21.21
35947	04/17/2020	WI DEPARTMENT OF JUSTICE	TIME Billing	-198.00
35948	04/17/2020	CENTURYLINK	Mar - Apr 2020 Phone & Internet	-169.21
35949	04/17/2020	CENTURYLINK BUSINESS SERVICES	Feb - March 2020 Phone & Internet	-433.49
35950	04/20/2020	MARKESAN WATER & SEWER	Andrea Metke Refund / Put to W/S	-50.00
35951	04/20/2020	PANTEN, KAREN	Panten Refund / Community Room Use - COVID-	-50.00
35952	04/23/2020	AIRGAS USA, LLC	Cylinder Rental	-32.12
35953	04/23/2020	ALLIANT ENERGY/WP&L	March - Apr 2020 Electric Bills	-3,184.90
35954	04/23/2020	GRAND RIVER FIRE DISTRICT	March 2020 Incidents	-654.84
35955	04/23/2020	JAHNKE PLUMBING LLC	Faucet at City Garage	-98.50
35956	04/23/2020	LANDMARK SERVICES COOPERATIVE	March 2020 Fuel	-198.00
35957	04/23/2020	MARKESAN, CITY OF-PETTY CASH	Postage	-36.50
35958	04/23/2020	OVERBECK, NICOLE	Reimb / COVID-19 - Gloves	-23.96
35959	04/23/2020	PRE-EMPLOYMENT FUND	April 2020 Pre Employment / Behlke	-76.92
35960	04/23/2020	THE UNIFORM SHOPPE	Badge / Name Plate	-90.90
35961	04/23/2020	VERIZON WIRELESS	Apr - May 2020 Cell Phone	-7.59
35962	04/23/2020	WE ENERGIES	Mar - Apr 2020 Gas Bills	-1,107.41
35963	04/28/2020	MARKESAN SNO-DRIFTERS	Refund of Big Building Rental on 5/17/2020	-60.00
35964	04/30/2020	AL'S PLUMBING	Test Backflo Preventers	-390.00
35965	04/30/2020	CENTURYLINK BUSINESS SERVICES	March - Apr 2020 Phone & Internet	-429.90
35966	04/30/2020	CODY'S LAWN SERVICE	Stump Removal	-395.00
35967	04/30/2020	COMPLETE OFFICE OF WISCONSIN	Ink / Paper Towel	-81.38
35968	04/30/2020	PFLUM, WILLIAM A.	COVID-19 Supplies / Face Shields & Cleaning St	-54.49
35969	04/30/2020	PUBLIC SAFETY CENTER	COVID-19 / N95 Masks	-60.00
35970	04/30/2020	THEDACARE AT WORK	Pre-Employment Drug Screen / Strelow	-74.00
35971	04/30/2020	WELLS FARGO REMITTANCE CENTER	.Gov / Amazon / AED	-1,106.96
35972	04/30/2020	MARKESAN WATER & SEWER	DNR LEAD SERVICE DISBURSEMENT	-3,150.00
35973	05/04/2020	ARAMARK	4/2/20 Rug Cleaning	-56.75
35974	05/04/2020	BERGEMANN'S AUTOCARE	2014 Ford / Replace headlight bulb	-33.42
35975	05/04/2020	BERLIN JOURNAL NEWSPAPERS	Council / Liquor / Weeds / Ord. 257 & 258	-1,251.88
35976	05/04/2020	CENTURYLINK	Apr - May 2020 Emergency Lines	-38.19
35977	05/04/2020	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-328.02
35978	05/04/2020	TED'S PIGGLY WIGGLY	Election Supplies	-7.38
			TOTAL CHECK PAYMENTS	-43,563.26
			TOTAL PAYMENTS	-116,455.04

**Markesan Utilities
Voucher List
April 7 through May 4, 2020**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
12546	04/16/2020	MARKESAN, CITY OF	Mar 2020 PR Reimb	-13,289.11
12547	04/17/2020	EHLERS & ASSOCIATES, INC	8038-CP Fee Invoice	-150.00
12548	04/17/2020	LANDMARK SERVICES COOPERATIVE	Mar 2020 Fuel	-22.79
12549	04/17/2020	NORTHERN LAKE SERVICE	Supplies	-922.00
12550	04/17/2020	STATE OF WI - ENVIRONMENTAL IMPROVEMEN	BOND LOAN PYMTS	-137,833.33
12551	04/23/2020	ALLIANT ENERGY/WP&L	Mar - Apr 2020 Electric Bill	-2,535.24
12552	04/23/2020	BADGER LABORATORIES & ENG.	Testing	-308.00
12553	04/23/2020	ENVIRONMENTAL CONSULTING	WET Testing	-1,275.00
12554	04/23/2020	MARKESAN-PETTY CASH	Postage	-17.64
12555	04/23/2020	MARKESAN, CITY OF	Apr 2020 PR Reimb	-13,258.89
12556	04/23/2020	MARTELLE WATER TREATMENT	Sodium Hypochlorite	-199.20
12557	04/23/2020	WE ENERGIES	Mar - Apr 2020 Gas Bills	-101.47
12558	04/28/2020	MARCH'S PUMPING SERVICE	Nov / Dec 2019 Loads & Pit	-1,915.00
12559	04/28/2020	US POSTMASTER	Postcard Stamps	-35.00
12560	04/29/2020	MARCH'S PUMPING SERVICE	Loads of Sludge	-3,105.00
12561	04/30/2020	NORTH CENTRAL LABS, INC.	Supplies	-108.27
12562	04/30/2020	NORTHERN LAKE SERVICE	Sample	-28.00
12563	04/30/2020	U.S. CELLULAR	Apr - May 2020 Cell Phone	-48.24
12564	05/04/2020	CENTURYLINK	Apr - May 2020 Phone & Internet	-172.14
12565	05/04/2020	NORTH CENTRAL LABS, INC.	Supplies	-569.53
			TOTAL CHECK PAYMENTS	-175,893.85
			TOTAL PAYMENTS	-175,893.85

City of Markesan
Treasurer's Report Budget vs. Actual
 January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100000 · Taxes				
4133000 · PILOT's Water Dept	0.00	69,000.00	-69,000.00	0.0%
4111000 · City Taxes & Overrun	612,421.00	0.00	612,421.00	100.0%
4112000 · TIF Increment	0.00	90,000.00	-90,000.00	0.0%
4114000 · Mobile Home Fees	250.91	2,800.00	-2,549.09	9.0%
4132000 · PILOT's MRH	13,011.69	14,500.00	-1,488.31	89.7%
4180000 · Interest on Taxes				
4180100 · Interest on Delq PP Taxes/Util	29.90			
4180150 · INTEREST ON SPECIAL CHARGES	172.06			
4180000 · Interest on Taxes - Other	569.11	1,000.00	-430.89	56.9%
Total 4180000 · Interest on Taxes	771.07	1,000.00	-228.93	77.1%
4100000 · Taxes - Other	0.00	612,421.00	-612,421.00	0.0%
Total 4100000 · Taxes	626,454.67	789,721.00	-163,266.33	79.3%
4200000 · Special Assessments	3,525.58			
4300000 · Intergovernmental Revenues				
4341000 · Shared Revenue	0.00	444,543.48	-444,543.48	0.0%
4342000 · Fire Dues	0.00	3,300.00	-3,300.00	0.0%
4343000 · Exempt Comp Aid	0.00	3,515.80	-3,515.80	0.0%
4344000 · Lottery Credit- Mobil Home	104.28			
4345000 · Lottery Credit	24,465.04			
4352100 · Police Training	-59.34			
4353100 · Transportation Aids	40,784.02	81,568.06	-40,784.04	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%
Total 4300000 · Intergovernmental Revenues	65,294.00	543,927.34	-478,633.34	12.0%
4400000 · Licenses & Permits				
4410100 · Alcohol Licenses	520.00	2,300.00	-1,780.00	22.6%
4410200 · Operator's Licenses	265.00	1,200.00	-935.00	22.1%
4410300 · Soda Water Licenses	25.00	100.00	-75.00	25.0%
4410400 · Cigarette Licenses	75.00	300.00	-225.00	25.0%
4410500 · Other Business Lic.	0.00	150.00	-150.00	0.0%
4410900 · Cable Franchise Fees	300.00	1,200.00	-900.00	25.0%
4420000 · Dog Licenses (City)	799.33	750.00	49.33	106.6%
4430000 · Building Permits	2,125.00	1,000.00	1,125.00	212.5%
4440000 · Land Use Permits	0.00	250.00	-250.00	0.0%
Total 4400000 · Licenses & Permits	4,109.33	7,250.00	-3,140.67	56.7%
4500000 · Fines, Forfeits & Penalties				
4510000 · Ordinance Violations	2,665.14	8,250.00	-5,584.86	32.3%
4510100 · Parking Violations	200.00	500.00	-300.00	40.0%
4500000 · Fines, Forfeits & Penalties - Other	-124.00			
Total 4500000 · Fines, Forfeits & Penalties	2,741.14	8,750.00	-6,008.86	31.3%
4600000 · Public Charges for Services				
4610000 · Clerk-Treas Fees	282.38	1,500.00	-1,217.62	18.8%
4610100 · Publication Fees	58.00	400.00	-342.00	14.5%
4610200 · Garbage/Recycle Cart	18.75			
4621000 · Police Dept Fees	89.00	200.00	-111.00	44.5%
4632200 · Snow Removal Fees	110.00	200.00	-90.00	55.0%
4643500 · Recycle Fees	771.62	2,000.00	-1,228.38	38.6%
4644000 · Weed Control Charges	1,027.82	1,000.00	27.82	102.8%
4654000 · Cemetery Sales	0.00	500.00	-500.00	0.0%
4672000 · Park Shelter Use	170.00	1,300.00	-1,130.00	13.1%
4674300 · Comm Ctr Use	100.00	600.00	-500.00	16.7%
Total 4600000 · Public Charges for Services	2,627.57	7,700.00	-5,072.43	34.1%
4700000 · Intergov't Charges for Services				
4732100 · School Liason	23,372.98	56,192.00	-32,819.02	41.6%
4734100 · Recycle Ctr-Towns	0.00	9,000.00	-9,000.00	0.0%
4739100 · Crossing Guard Reimb	0.00	6,300.00	-6,300.00	0.0%
Total 4700000 · Intergov't Charges for Services	23,372.98	71,492.00	-48,119.02	32.7%
4800000 · Miscellaneous Revenue				
4811000 · Interest-City Investments	12.60	1,000.00	-987.40	1.3%
4813000 · Spcl Assmt / Spcl Chrg Interest	3,353.02			
4820000 · Rent-Muni Bldg	1,000.00	3,000.00	-2,000.00	33.3%
4820100 · Rent-Land	0.00	2,362.00	-2,362.00	0.0%

City of Markesan
Treasurer's Report Budget vs. Actual
January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
4820200 · Rent-Cell Tower	3,603.76	10,300.00	-6,696.24	35.0%
4840900 · Ins Dividends	0.00	2,500.00	-2,500.00	0.0%
4850000 · Donations	600.00	4,600.00	-4,000.00	13.0%
4850100 · Police Donations	3,826.79			
4890000 · Exp Reimb-All Types	2,205.70	2,500.00	-294.30	88.2%
Total 4800000 · Miscellaneous Revenue	14,601.87	26,262.00	-11,660.13	55.6%
4900000 · Other Financing Sources				
4910010 · 2018A Bond Income	0.00	75,000.00	-75,000.00	0.0%
Total 4900000 · Other Financing Sources	0.00	75,000.00	-75,000.00	0.0%
Total Income	742,727.14	1,530,102.34	-787,375.20	48.5%
Gross Profit	742,727.14	1,530,102.34	-787,375.20	48.5%
Expense				
5100000 · General Government				
5100100 · W&S Expense Reimb	11,325.17			
5100112 · Accts Rec - W&S WRS	-151.47			
5100114 · Accts Rec - W&S Insurance	-22.60			
5100200 · Library Expense Reimb	78.00			
5110000 · Legislative				
5110111 · Council	0.00	11,000.00	-11,000.00	0.0%
5110211 · Mayor	2,000.00	7,700.00	-5,700.00	26.0%
5111011 · Committees	0.00	500.00	-500.00	0.0%
Total 5110000 · Legislative	2,000.00	19,200.00	-17,200.00	10.4%
5130000 · Legal				
5130021 · City Atty-General	877.25	4,000.00	-3,122.75	21.9%
5130121 · City Atty-Prosecution	48.75	3,000.00	-2,951.25	1.6%
5131021 · Muni Code Updates	890.00	1,500.00	-610.00	59.3%
Total 5130000 · Legal	1,816.00	8,500.00	-6,684.00	21.4%
5140000 · General Administration				
5141011 · Legislative Support-Wages	1,822.61	15,000.00	-13,177.39	12.2%
5141025 · Legislat. Support-Training/Dues	32.50			
5141032 · Legislative Support-Publication	2,989.26			
5142011 · General Admin-Wages	5,842.69	27,000.00	-21,157.31	21.6%
5142021 · General Admin-Outside Services	413.33			
5142025 · General Admin-Training/Dues	97.50			
5142031 · General Admin-Office Supplies	1,667.81			
5143011 · Elections-Wages	2,935.50	6,000.00	-3,064.50	48.9%
5143032 · Elections-Publication	32.30			
5143034 · Elections-Supplies	459.70			
5144011 · Licensing & Permits-Wages	689.81	2,200.00	-1,510.19	31.4%
5144032 · Licensing & Permits-Publication	58.00			
Total 5140000 · General Administration	17,041.01	50,200.00	-33,158.99	33.9%
5150000 · Financial Administration				
5150011 · General Accounting-Wages	5,052.56	20,000.00	-14,947.44	25.3%
5150521 · Independent Audit	6,535.77	7,300.00	-764.23	89.5%
5151113 · Medicare (default)	2,393.72	5,957.00	-3,563.28	40.2%
5151213 · Social Security	8,248.07	24,000.00	-15,751.93	34.4%
5151314 · Health Insurance	50,737.89	140,000.00	-89,262.11	36.2%
5151315 · HRA-Health Reimbursement	1,079.23			
5151414 · Life Insurance	209.81	650.00	-440.19	32.3%
5151611 · Paid Time Off (PTO)-Wages	20,969.11			
5152012 · Wisconsin Retirement System	12,404.85	37,000.00	-24,595.15	33.5%
5155011 · Property Assessment-Wages	0.00	6,000.00	-6,000.00	0.0%
5155021 · Prop. Assmnt.-Outside Services	1,750.53			
5155111 · Prop Tax Collection-Wages	1,136.72	2,700.00	-1,563.28	42.1%
5155121 · Prop Tax Collection-Outside Ser	445.01			
5156005 · Prop & Liability Ins	6,536.36	19,150.00	-12,613.64	34.1%
5156100 · Workers Comp - Calculated	55.39			
5156105 · Workers Comp	4,029.69	11,500.00	-7,470.31	35.0%
5156205 · Employee Bonds	0.00	850.00	-850.00	0.0%
5150000 · Financial Administration - Other	10.00			
Total 5150000 · Financial Administration	121,594.71	275,107.00	-153,512.29	44.2%
5160000 · Municipal Building				
5160011 · Municipal Building-Wages	2,680.63			
5160021 · Municipal Building-Outside Serv	1,176.09			
5160022 · Municipal Building-Utilities	6,133.37			
5160023 · Municipal Building-Repairs&Supp	2,758.55			

City of Markesan
Treasurer's Report Budget vs. Actual
 January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
5160000 · Municipal Building - Other	0.00	44,100.00	-44,100.00	0.0%
Total 5160000 · Municipal Building	12,748.64	44,100.00	-31,351.36	28.9%
Total 5100000 · General Government	166,429.46	397,107.00	-230,677.54	41.9%
5150520 · Bank Service Charges	50.00			
5200000 · Public Safety				
5210000 · Law Enforcement				
5210001 · Police Administration				
5210011 · Police Admin-Wages	22,139.48	63,700.00	-41,560.52	34.8%
5210019 · Police Admin-Uniforms	272.75	1,300.00	-1,027.25	21.0%
5210021 · Police Admin-Outside Services	718.76			
5210022 · Police Admin-Utilities	873.43	270.00	603.43	323.5%
5210034 · Police Admin-Supplies	1,072.67	6,000.00	-4,927.33	17.9%
5210035 · Police Admin - Donations	3,645.00			
Total 5210001 · Police Administration	28,722.09	71,270.00	-42,547.91	40.3%
5212000 · Police Patrol				
5212011 · Police Patrol-Wages				
5213011 · Police Criminal Invest-Wages	43.96			
5212011 · Police Patrol-Wages - Other	49,408.64	164,000.00	-114,591.36	30.1%
Total 5212011 · Police Patrol-Wages	49,452.60	164,000.00	-114,547.40	30.2%
5212021 · Police Patrol-Outside Services	560.00	5,000.00	-4,440.00	11.2%
5212022 · Police Patrol-Utilities	226.62	600.00	-373.38	37.8%
5212023 · Police Patrol-Repairs/Supplies	872.54	12,000.00	-11,127.46	7.3%
5212033 · Police Patrol-Fuel/Miles	1,223.21			
Total 5212000 · Police Patrol	52,334.97	181,600.00	-129,265.03	28.8%
5213021 · Police Criminal Inv-Suppl/Serv	0.00	1,400.00	-1,400.00	0.0%
5214025 · Police Training	167.24	1,500.00	-1,332.76	11.1%
Total 5210000 · Law Enforcement	81,224.30	255,770.00	-174,545.70	31.8%
5219000 · School Crossing Guard	3,778.79	11,000.00	-7,221.21	34.4%
5220000 · Fire Protection				
5220021 · Fire Dept-Annual Budget	11,050.00	38,850.00	-27,800.00	28.4%
5220022 · Water Hydrant Rental	0.00	113,000.00	-113,000.00	0.0%
5220034 · Fire Dept-Incident Charges	1,477.63			
Total 5220000 · Fire Protection	12,527.63	151,850.00	-139,322.37	8.3%
5230021 · Ambulance Service	0.00	26,000.00	-26,000.00	0.0%
5240021 · Building Inspection	3,095.45	7,000.00	-3,904.55	44.2%
5290000 · Other Public Safety				
5290022 · Emergency Govt-Utilities	403.13			
5290023 · Emer Govt-Suppl., Equip & Repair	852.63			
5290000 · Other Public Safety - Other	0.00	8,000.00	-8,000.00	0.0%
Total 5290000 · Other Public Safety	1,255.76	8,000.00	-6,744.24	15.7%
Total 5200000 · Public Safety	101,881.93	459,620.00	-357,738.07	22.2%
5300000 · Public Works				
5310000 · Streets Administration				
5310005 · Streets Admin-CDL Testing	115.00			
5310011 · Streets Admin-Wages	1,225.13			
5310021 · Streets Admin-Outside Services	644.34			
5310000 · Streets Administration - Other	0.00	6,750.00	-6,750.00	0.0%
Total 5310000 · Streets Administration	1,984.47	6,750.00	-4,765.53	29.4%
5311000 · Public Works Shop				
5311011 · PW Shop-Wages	1,336.50			
5311022 · PW Shop-Utilities	1,508.97			
5311033 · PW Shop-Fuel	51.37			
5311034 · PW Shop-Supplies/Tools	1,358.71			
5311000 · Public Works Shop - Other	0.00	12,900.00	-12,900.00	0.0%
Total 5311000 · Public Works Shop	4,255.55	12,900.00	-8,644.45	33.0%
5312000 · Public Works Mach & Equip				
5312011 · PW Mach & Equip-Wages	7,724.90			
5312023 · PW Mach & Equip-Repair/Supplies	2,403.26			
5312033 · PW Mach & Equip-Fuel	346.71			
5312000 · Public Works Mach & Equip - Other	0.00	36,000.00	-36,000.00	0.0%

City of Markesan
Treasurer's Report Budget vs. Actual
 January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Total 5312000 · Public Works Mach & Equip	10,474.87	36,000.00	-25,525.13	29.1%
5331000 · Road Maintenance				
5331011 · Road Maintenance-Wages	271.45			
5331000 · Road Maintenance - Other	0.00	12,100.00	-12,100.00	0.0%
Total 5331000 · Road Maintenance	271.45	12,100.00	-11,828.55	2.2%
5331100 · Curbs & Gutters	0.00	525.00	-525.00	0.0%
5331200 · Traffic Signs & Markings	0.00	2,010.00	-2,010.00	0.0%
5331300 · Bridges & Culverts	0.00	500.00	-500.00	0.0%
5331900 · Snow & Ice Control				
5331911 · Snow & Ice Control-Wages	6,240.98			
5331933 · Snow & Ice Control-Fuel	2,270.33			
5331900 · Snow & Ice Control - Other	0.00	25,000.00	-25,000.00	0.0%
Total 5331900 · Snow & Ice Control	8,511.31	25,000.00	-16,488.69	34.0%
5342022 · Street Lighting	8,058.31	24,000.00	-15,941.69	33.6%
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	1,202.45	1,800.00	-597.55	66.8%
5345000 · Parking Lots				
5345011 · Parking Lots-Wages	24.75			
5345000 · Parking Lots - Other	0.00	525.00	-525.00	0.0%
Total 5345000 · Parking Lots	24.75	525.00	-500.25	4.7%
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	1,946.03			
5362021 · Sanitation/Trash-Outside Serv.	21,449.56			
5362000 · Sanitation/Trash - Other	0.00	63,000.00	-63,000.00	0.0%
Total 5362000 · Sanitation/Trash	23,395.59	63,000.00	-39,604.41	37.1%
5363100 · Landfill Monitoring	0.00	3,000.00	-3,000.00	0.0%
5363500 · Recycling Center				
5363511 · Recycling Center-Wages	1,292.10			
5363523 · Recycling Center-Markesan	18.44			
5363533 · Recycling Center-Fuel	25.70			
5363500 · Recycling Center - Other	27.50	5,500.00	-5,472.50	0.5%
Total 5363500 · Recycling Center	1,363.74	5,500.00	-4,136.26	24.8%
5363521 · Recycling-Curbside	6,369.75	26,000.00	-19,630.25	24.5%
5363600 · Recycling Center-Mackford	242.34	2,100.00	-1,857.66	11.5%
5363700 · Recycling Center-Manchester	242.36	1,200.00	-957.64	20.2%
5363800 · Recycling Center-Green Lake	467.36	2,100.00	-1,632.64	22.3%
5364000 · Weed Control				
5364034 · Weed Control-Supplies	115.00			
5364000 · Weed Control - Other	0.00	1,500.00	-1,500.00	0.0%
Total 5364000 · Weed Control	115.00	1,500.00	-1,385.00	7.7%
Total 5300000 · Public Works	66,979.30	228,760.00	-161,780.70	29.3%
5400000 · Health & Human Services				
5490000 · Cemetery				
5491011 · Cemetery-Wages	791.85			
5491022 · Cemetery-Utilities	69.74			
5491034 · Cemetery-Supplies	194.20			
5490000 · Cemetery - Other	0.00	8,500.00	-8,500.00	0.0%
Total 5490000 · Cemetery	1,055.79	8,500.00	-7,444.21	12.4%
Total 5400000 · Health & Human Services	1,055.79	8,500.00	-7,444.21	12.4%
5500000 · Culture, Rec & Educ				
5510000 · Library				
5511011 · Library-Wages	664.86			
5511021 · Library-Annual Budget	32,600.00			
5510000 · Library - Other	0.00	65,200.00	-65,200.00	0.0%
Total 5510000 · Library	33,264.86	65,200.00	-31,935.14	51.0%
5520000 · Parks				
5520011 · Parks-Wages	1,164.50			

City of Markesan
Treasurer's Report Budget vs. Actual
 January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
5520022 · Parks-Utilities	542.03			
5520023 · Parks-Repairs/Supplies	952.19			
5520033 · Parks-Fuel	38.53			
5520000 · Parks - Other	0.00	16,000.00	-16,000.00	0.0%
Total 5520000 · Parks	2,697.25	16,000.00	-13,302.75	16.9%
5530000 · City Events/Banners				
5530011 · City Events/Banners-Wages	798.52			
5530021 · City Events/Banner-Outside Srvc	323.50			
Total 5530000 · City Events/Banners	1,122.02			
5530100 · Summer Rec Program	2,000.00	2,000.00	0.00	100.0%
5531000 · Events Comm. (Special Events)	4,656.33	5,000.00	-343.67	93.1%
Total 5500000 · Culture, Rec & Educ	43,740.46	88,200.00	-44,459.54	49.6%
5600000 · Conservation & Development				
5670000 · Advertising & Promotion	115.00	500.00	-385.00	23.0%
5671000 · Industrial Park Development	69.59			
5671021 · TIF Fees	650.77	300.00	350.77	216.9%
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	835.36	1,300.00	-464.64	64.3%
5900000 · Debt Service				
5912000 · 2018 Bond Issue Princ.				
5912100 · 2018 Bond Issue Fees	0.00	750.00	-750.00	0.0%
5912000 · 2018 Bond Issue Princ. - Other	100,000.00	100,000.00	0.00	100.0%
Total 5912000 · 2018 Bond Issue Princ.	100,000.00	100,750.00	-750.00	99.3%
5916000 · Principal Long-Term Debt	1,046.86			
5926000 · Interest Long Term Debt	235.70	640.15	-404.45	36.8%
5926100 · Principle Long Term Debt	0.00	3,207.53	-3,207.53	0.0%
5926250 · 2018A Bond Issue Interest	19,687.50	38,425.00	-18,737.50	51.2%
5927000 · Patrol Car Principal Loan	2,417.83	4,879.98	-2,462.15	49.5%
5927500 · Patrol Car Interest Loan	469.63	894.94	-425.31	52.5%
Total 5900000 · Debt Service	123,857.52	148,797.60	-24,940.08	83.2%
6000000 · Capital Outlay				
6571400 · Outlay - City Hall	0.00	5,000.00	-5,000.00	0.0%
6571500 · Outlay - General Acctg Admin	0.00	2,500.00	-2,500.00	0.0%
6572200 · Outlay - Fire Department	0.00	8,500.00	-8,500.00	0.0%
6572900 · Outlay - Emergency Govt	0.00	5,000.00	-5,000.00	0.0%
6573240 · Outlay - Machines & Equipment	0.00	20,000.00	-20,000.00	0.0%
6573270 · Outlay - Garages & Sheds	0.00	1,500.00	-1,500.00	0.0%
6573310 · Outlay - Streets	0.00	95,000.00	-95,000.00	0.0%
6573460 · Outlay - Parking Lots	0.00	1,500.00	-1,500.00	0.0%
6574200 · Outlay - Recycling Center	0.00	1,500.00	-1,500.00	0.0%
6575100 · Outlay - Cemetery	0.00	2,000.00	-2,000.00	0.0%
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	0.00	146,300.00	-146,300.00	0.0%
Total Expense	504,829.82	1,478,584.60	-973,754.78	34.1%
Net Ordinary Income	237,897.32	51,517.74	186,379.58	461.8%
Net Income	237,897.32	51,517.74	186,379.58	461.8%



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 5, 2020

April 2020

Agenda:

Department's Response to COVID-19

Appendix:

Departments Continued Response to COVID-19

Our department continues to assist the community with its overall response to COVID-19 we have kept busy helping those with concerns, answering questions and providing assistance whenever needed.

We have continued to assist in providing much needed supplies to our most at-risk and vulnerable populations. We check in weekly with both the Markesan Resident Home and the Barrett House to assist if possible in getting them needed supplies. We also have stayed in close communication with our local first responders and local police departments to ensure they all have the proper amount of supplies and materials. This department has been humbled and extremely grateful for the various donations of PPE and other items. These items have been distributed to other local agencies along with the Markesan Resident Home and the Barrett House.

This department is also working closely with Del Monte in regards to the upcoming canning season. Del Monte has been working hard to develop a plan to mitigate any possible issues. We will continue to work with Del Monte on this issue.

The Common Council and I would like to thank all the City employees, especially Rachel Heiling, Tony Doro and Chief Will Pflum, for the exceptional job of stepping up during the COVID-19 crisis last month. During that time, the employees worked as a team to make sure the office and the election ran smooth. It is with great appreciation, that during this time of need, we can count on our staff to be there for us.

Everyone made an unfortunate situation safe for our community.

Again, thank you for your dedication and support to the City of Markesan. I am proud to be part of such a great team!

Sincerely,

A handwritten signature in black ink that reads "Betsy Amend". The signature is written in a cursive, flowing style.

Betsy Amend

City Clerk-Treasurer

City of Markesan Common Council



150 S. BRIDGE ST. • MARKESAN, WI 53946 • 920-398-3031

Administrative Policy – “Violation Notice Timing and Fines”

The purpose of this policy is to provide the Building Inspector a documented violation notice procedure.

The Building Inspector administers and enforces City ordinances which regulate the City Property Maintenance codes. When a violation of an ordinance standard is identified, the Building Inspector is required by ordinance to:

1. Notice the property owner of the violation and
2. Indicate the number of days that the violation exists or existed on the property.

The notice begins the enforcement process by informing the property owner of the violation. The number of days is used by the Police Chief to assign a fine or forfeiture to the property owner for violating the City ordinance.

After a violation has been verified by visual inspection by department staff or other qualified professionals:

1. The property owner shall be mailed a notice of violation letter by either registered or certified mail or by personal service.
2. The notice of violation shall provide 30 calendar days for the property owner to resolve the violation.
3. If after 30 days the violation is again verified to exist on the property, the property owner shall be provided a final 30 days to resolve the violation.
4. If the violation is verified to exist on the property 30 days after the final notice was mailed, the violation is to be turned over to Public Property Committee. This is accomplished by a memorandum that includes the specifics of the case of violation, the timeline of Department actions, and the Department’s expectations for resolution.

The above procedure shall be applied and enforced concurrently with a property owner’s efforts to resolve the violation(s). However, the Building Inspector may reserve the right to discontinue enforcement and not request prosecution by the Public Property Committee or Police Chief if the violation is resolved within 60 days of the notice of violation. Any deviation from this policy shall be approved by the Building Inspector and documented in the parcel file.

This policy mirrors ordinance language that states that “each day that the violation exists, after receiving notice of the violation from the Building Inspector by certified or registered mail or personal service per Ch. 801.11 Wis. Stats., shall constitute a separate offense. It shall be interpreted through this policy that the number of days that would be applied to the fine or forfeiture would be the number of days between when the violation was first noticed to the property owner and when the violation is resolved.

If the property is deemed unsafe, dilapidated and unable to repair, the Building Inspector and Public Property Committee may order for the building to be razed per Ch. 66.0413 Wis. Stats.

Dear Mayor Slate, City Council, City Staff and Citizens of Markesan, Wisconsin:

During the past seventeen years, I have had the honor and privilege to serve on several committees and as a Councilperson for the great City of Markesan, Wisconsin. I have done my best to give back to the community I grew up in, the people who supported my family and helped shape the person I am today.

I have made the difficult decision to resign my Councilperson position effective June 10, 2020.

I have only gratitude and respect for the time and commitment the Mayor, Council people and City Staff give to our City. I want to thank the residents of Markesan who have let me represent them, my fellow Council Members, past and present, who I served with, the Mayor, City Clerk, and the City Staff who work every day to keep Markesan running and thriving. I wish you all success as you continue your work to maintain Markesan as the best place to call home.

Respectfully,

Brenda Henke

CITY OF MARKESAN REOLUTION 01-2020
DECLARATION OF HEALTH EMERGENCY

THE COMMON COUNCIL OF THE CITY OF MARKESAN DOES HERBY DECLARE AS FOLLOWS:

WHEREAS, The infectious disease named COVID-19 has been identified in the State of Wisconsin as a disease which can spread through the community as a danger to public health and safety, and

WHEREAS, No cases of said disease have yet been diagnosed in the City of Markesan-yet City residents and visitors are at increasing risk of contracting said disease, and

WHEREAS, The World Health Organization has declared a Public Health Emergency of International Concern, and the US department of Health and Human Services has declared a Public Health Emergency, and

WHEREAS, Wisconsin Governor Anthony Evers has issued Executive Order #72 declaring a health emergency in response to the COVID-19 Coronavirus; and

WHEREAS, In order to protect the health and well-being of its residents, the City of Markesan must avail itself of all resources at its disposal to respond to and contain the presence of COVID-19 in the City.

WHEREAS, declaring a state of emergency will facilitate and expedite the use of resources to protect persons from the impacts of the spread of COVID-19 while ensuring continuity of critical operations within the City of Markesan.

NOW THEREFORE BE IT RESOLVED, The Markesan Common Council under the power vested in it by Wis. Stat. §323.11, hereby declares a state of emergency in the City of Markesan.

BE IT FURTHER RESOLVED, that the state of emergency shall last only so long as the Governor of the State of Wisconsin continues the public health emergency under Wis. Stat. §323.02(16).

BE IT FURTHER RESOLVED that the Mayor has authority to grant limited exceptions to current city policies and ordinances where it is the best interest of the city and consistent with Wis. Ch. 323 (Emergency Management) and any State or Federal legislation connected with the COVID-19 pandemic.

BE IT FURTHER RESOLVED, if the Mayor is unable to perform the duties under this resolution, the power to make decisions shall lie with the City Common Council President.

BE IT FURTHER RESOLVED that so long as the meeting is consistent with the requirements of open meetings, the Common Council or its committees may conduct electronic meetings for conducting city business.

This resolution was adopted at a special common council meeting held on 23 of March, 2020. The resolution passed with 6 Yea and 0 Nay.

Rich Slate

Mayor Rich Slate

Rachel Heiting

Deputy Clerk Rachel Heiting