



FINANCE, PERSONNEL & SAFETY Markesan City Hall

December 3, 2020

Immediately Following Public Property & Health Committee Meeting

AGENDA

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

- Discussion and Approval of Payment to Emergency Management Members, Director and Assistant Director
- Discussion and Approval of Emergency Management Christmas Party

Review and Approval of Vouchers Payable

Police Report & Schedule

- Vacation Carryover
- Ted's Piggly Wiggly Donation Day

New Business

- Discussion and Action on Cemetery Sexton Position Applications
- Discussion and Action on Money Transfer Policy
- Discussion and Action on Employee's 2020 Year End Bonus'

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

Dated December 2, 2020
Elizabeth Amend, Clerk-Treasurer

City of Markesan
Voucher List
November 4 through December 2, 2020

Num	Date	Name	Memo	Original Amount
EFT-1058	11/09/2020	STATE OF WI HEALTH INS	DEC 2020 HEALTH INS	-17,781.64
EFT-1059	11/10/2020	EMPOWER RETIREMENT (WDC)	98971-01 P457	-370.00
EFT-1060	11/10/2020	INTERNAL REVENUE SERVICE	39-6006314	-5,261.70
EFT-1061	11/09/2020	WISCONSIN DEPT. OF REVENUE	036-0000583032-02	-1,051.66
EFT-1062	11/10/2020	WELLS FARGO REMITTANCE CENTER	Credit card - COVID and misc supplies	-3,338.08
EFT-1063	11/24/2020	WISCONSIN DEPT. OF REVENUE	11/20/20 PR	-1,229.55
EFT-1064	11/24/2020	WRS (Wisconsin Retirement System)	Nov 2020 Retirement	-6,637.75
EFT-1065	11/24/2020	INTERNAL REVENUE SERVICE	11/20/20 PR	-5,796.06
EFT-1066	11/24/2020	EMPOWER RETIREMENT (WDC)	Nov 2020	-370.00
			TOTAL EFT PAYMENTS	-41,836.44
DD3935	11/06/2020	Krogutski, Holly L		-56.25
DD3936	11/06/2020	Parker, Shirley M		-52.50
DD3937	11/06/2020	Ropella, John J		-56.25
DD3938	11/06/2020	Vande Streek, Elizabeth H		-52.50
DD3939	11/06/2020	Vande Streek, Renee S		-52.50
DD3940	11/06/2020	Zacharias, Carmen J		-52.50
DD3941	11/06/2020	Dykstra, Dennis P		-174.54
DD3942	11/06/2020	Engel, Wanda S		-8.77
DD3943	11/06/2020	Fletcher-Dykstra, Donna L		-327.38
DD3944	11/06/2020	Frank, Tina M		-157.91
DD3945	11/06/2020	Olson, Clyde A		-51.95
DD3946	11/06/2020	Panten, Beth M		-78.96
DD3947	11/06/2020	Panten, James B		-184.24
DD3948	11/06/2020	Phippen, Henry		-315.84
DD3949	11/06/2020	Slate, Rich		-461.75
DD3950	11/06/2020	Amend, Elizabeth A		-1,036.49
DD3951	11/06/2020	Behlke, Ryan R		-1,094.50
DD3952	11/06/2020	Chisnell, Gerald		-138.53
DD3953	11/06/2020	Doro, Anthony		-1,473.35
DD3954	11/06/2020	French, Jessica M		-155.42
DD3955	11/06/2020	Glover, Valerie		-124.26
DD3956	11/06/2020	Heberer, Jeffrey		-1,326.23
DD3957	11/06/2020	Helling, Rachel		-481.48
DD3958	11/06/2020	Huhndorf, John E		-144.07
DD3959	11/06/2020	Jahnke, Terry L		-48.48
DD3960	11/06/2020	Knaub, Sharilyn J		-238.01
DD3961	11/06/2020	Krentz, Dorothea M		-1,043.34
DD3962	11/06/2020	Krombos, Kallie M		-55.46
DD3963	11/06/2020	McLean, Cody		-1,332.85
DD3964	11/06/2020	Meyer, Vanessa K		-150.72
DD3965	11/06/2020	Overbeck, Nicole M		-948.78
DD3966	11/06/2020	Pflum, William		-1,618.77
DD3967	11/06/2020	Shin, Nara		-96.63
DD3968	11/06/2020	Stellmacher, Nancy		-316.22
DD3969	11/06/2020	Stoll, Brittany M		-89.48
DD3970	11/06/2020	Strelow, Joseph W		-1,469.89
DD3971	11/06/2020	Watry, Phillip		-1,283.20
DD3972	11/20/2020	Amend, Elizabeth A		-1,031.97
DD3973	11/20/2020	Behlke, Ryan R		-1,140.47
DD3974	11/20/2020	Chisnell, Gerald		-584.22
DD3975	11/20/2020	Doro, Anthony		-1,473.35
DD3976	11/20/2020	French, Jessica M		-284.94
DD3977	11/20/2020	Glover, Valerie		-145.77
DD3978	11/20/2020	Heberer, Jeffrey		-2,815.71
DD3979	11/20/2020	Helling, Rachel		-655.01
DD3980	11/20/2020	Huhndorf, John E		-311.82
DD3981	11/20/2020	Knaub, Sharilyn J		-214.88
DD3982	11/20/2020	Krentz, Dorothea M		-1,043.33
DD3983	11/20/2020	Krombos, Kallie M		-46.53
DD3984	11/20/2020	McLean, Cody		-1,260.95
DD3985	11/20/2020	Meyer, Vanessa K		-162.49

City of Markesan
Voucher List
November 4 through December 2, 2020

Num	Date	Name	Memo	Original Amount
DD3986	11/20/2020	Overbeck, Nicole M		-952.18
DD3987	11/20/2020	Pflum, William		-1,618.77
DD3988	11/20/2020	Shin, Nara		-89.46
DD3989	11/20/2020	Stellmacher, Nancy		-168.16
DD3990	11/20/2020	Stoil, Brittany M		-80.55
DD3991	11/20/2020	Strelow, Joseph W		-1,469.90
DD3992	11/20/2020	Watry, Phillip		<u>-1,305.73</u>
			TOTAL DIRECT DEPOSIT PAYMENTS	-33,616.19
36285	11/05/2020	ARAMARK	10/29/20 Rug Cleaning	-50.00
36286	11/05/2020	BERGEMANN'S AUTOCARE	Police Dept Vehicles-oil and tire repair	-329.37
36287	11/05/2020	BERLIN JOURNAL NEWSPAPERS	Public Test / Council / Budget / Ord.	-946.40
36288	11/05/2020	CENTURYLINK	Oct-Nov 2020 Invoice	-405.13
36289	11/05/2020	COMPLETE OFFICE OF WISCONSIN	City Letterhead	-430.00
36290	11/05/2020	GENERAL CODE	2020 Update of Book	-3,259.74
36291	11/05/2020	GREEN LAKE COUNTY TREASURER	Chlp Seal	-11,209.46
36292	11/05/2020	INTEGRITY LAWN SERVICE & SUPPLY, INC	Spark Plug for Lawn Equipment	-31.69
36293	11/05/2020	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-229.22
36294	11/05/2020	MCLEAN CODY	Reimb / Pizza & COVID Expenses	-123.75
36295	11/05/2020	NAPRALLA TIRE	Blue Plow Truck Repair	-263.50
36296	11/05/2020	NESS ELECTRIC, INC	PW Shop lights	-382.54
36297	11/05/2020	RENNHACK CONSTRUCTION CO INC	Concrete Work / Hornet's Nest	-10,132.82
36298	11/05/2020	SECURIAN FINANCIAL GROUP, INC.	Dec 2020 Life Ins Premium	-143.86
36299	11/05/2020	SONDALLE LAW OFFICE	October 2020 Legal Services	-226.00
36300	11/06/2020	MARKESAN PUBLIC LIBRARY	2020 4th Quarter Budget Payment	-16,300.00
36301	11/12/2020	AIRGAS USA, LLC	Cylinder Rental	-32.12
36302	11/12/2020	AMEND, ELIZABETH	Election Reimb / Mileage & Food	-119.85
36303	11/12/2020	BEHLKE, RYAN	Nov 2020 Cell Phone Reimb	-15.00
36304	11/12/2020	CHRIS' FLORAL & GIFTS	Sympathy / Bark	-61.09
36306	11/12/2020	COMPLETE OFFICE OF WISCONSIN	Paper / TP / Paper Towel	-214.75
36306	11/12/2020	GENERAL ENGINEERING CO., INC.	Municipal Building Inspection	-827.40
36307	11/12/2020	HUB INTERNATIONAL MIDWEST LTD.	Public Official Bond Policies	-850.00
36308	11/12/2020	KRENTZ, DOROTHEA	Nov 2020 Cell Phone Reimb	-15.00
36309	11/12/2020	MCLEAN CODY	Nov 2020 Cell Phone Reimb	-15.00
36310	11/12/2020	PFLUM, WILLIAM A.	Phone/COVID Grant/Laptop/Zoom/test kits	-4,226.06
36311	11/12/2020	SHELL FLEET	Oct 2020 Fuel	-273.54
36312	11/12/2020	WATRY PHILIP	Nov 2020 Cell Phone Reimb	-15.00
36313	11/16/2020	SOUTHERN G. LAKE CO. AMBULANCE	Ambulance portion 2020 shared revenue	-4,732.61
36314	11/17/2020	GREEN LAKE COUNTY CLERK	2020 Dog Licenses	-1,060.00
36315	11/20/2020	ADVANCED DISPOSAL	Nov 2020 Trash & Recycling	-7,367.52
36316	11/20/2020	ALLIANT ENERGY/WP&L	Oct - Nov 2020 Electric Bills	-3,076.31
36317	11/20/2020	CDW GOVERNMENT	COVID- IT Security/Grant	-1,541.84
36318	11/20/2020	EMC INSURANCE	Property & Liability / Workers Comp	-3,682.90
36319	11/20/2020	ERGO BANK OF MARKESAN	WRS Loan - Payment #31	-320.64
36320	11/20/2020	LANDMARK SERVICES COOPERATIVE	October 2020	-528.66
36321	11/20/2020	MARKESAN, CITY OF-PETTY CASH	Election Supplies	-20.00
36322	11/20/2020	MODERN RENTALS, INC.	Leaf Vac Filter	-8.95
36323	11/20/2020	PRE-EMPLOYMENT FUND	November 2020 Pre Employment / Behlke	-76.92
36324	11/20/2020	VERIZON WIRELESS	Oct - Nov 2020 Cell Phone	-133.95
36325	11/20/2020	WE ENERGIES	Oct - Nov 2020 Gas Bills	-793.72
36326	11/20/2020	WELLS FARGO REMITTANCE CENTER	Amazon / SpeeDee	-144.72
36327	11/30/2020	ARAMARK	November 2020	-108.50
36328	11/30/2020	CENTURYLINK BUSINESS SERVICES	Oct - Nov 2020 Phone & Internet	-444.87
36329	11/30/2020	COMPLETE OFFICE OF WISCONSIN	Paper / Paper Towel / Pens	-84.28
36330	11/30/2020	GENERAL ENGINEERING CO., INC.	Landfill Monitoring	-829.25
36331	11/30/2020	RENNERT'S FIRE EQUIPMENT	Battery	<u>-172.95</u>
			TOTAL CHECK PAYMENTS	-76,233.58
			TOTAL	<u>-151,686.21</u>

Markesan Utilities
Voucher List
November 4 through December 2, 2020

Num	Date	Name	Memo	Original Amount
EFT-0450	12/01/2020	UNITED STATES DEPT. OF AGRICULTURE	Loan Payment	-16,377.00
TOTAL			TOTAL EFT PAYMENTS	-16,377.00
12658	11/05/2020	CARUS LLC	Supply	-466.37
12659	11/05/2020	CENTURYLINK	Oct - Nov 2020 Phone & internet	-174.28
12660	11/05/2020	DEPT. OF NATURAL RESOURCES	Cert # 01453 / Doro - Wastewater Oper	-45.00
12661	11/05/2020	NORTH CENTRAL LABS, INC.	Supplies	-90.77
12662	11/05/2020	NORTHERN LAKE SERVICE	Sample	-28.00
12663	11/12/2020	HEBERER, JEFFREY	Nov 2020 Cell Phone Reimb	-15.00
12664	11/12/2020	LANDMARK SERVICES COOPERATIVI	Fuel	-653.31
12665	11/12/2020	MARTELLE WATER TREATMENT	Sodium Hypochlorite	-99.60
12666	11/12/2020	MODERN RENTALS, INC	Parts	-396.09
12667	11/12/2020	WI STATE LAB. OF HYGIENE	Samples	-197.00
12668	11/12/2020	US POSTMASTER	1 Roll of Postcard Stamps	-35.00
12669	11/19/2020	ALLIANT ENERGY/WP&L	Oct - Nov 2020 Electric Bill	-2,305.94
12670	11/19/2020	MARKESAN-PETTY CASH	Postage	-9.20
12671	11/19/2020	MARKESAN, CITY OF	Nov 2020 PR Reimb	-16,437.45
12672	11/19/2020	WE ENERGIES	Oct - Nov 2020 Gas Bills	-23.99
12673	11/24/2020	GENERAL ENGINEERING CO., INC.	WWTP Permit	-240.00
12674	11/24/2020	LANDMARK SERVICES COOPERATIVI	Sept 2020 Fuel	-51.60
12675	11/24/2020	U.S. CELLULAR	Oct - Nov 2020 Cell Phone	-48.24
12676	11/24/2020	USA BLUEBOOK	Water and Sewer repairs	-178.90
12677	11/30/2020	MARKESAN, CITY OF	Sept/Oct Expense Reimbursement	-2,826.59
12678	11/30/2020	MID-AMERICAN RESEARCH CHEMICA	Sanitizer	-88.20
12679	11/30/2020	U.S. CELLULAR	Nov - Dec 2020 Cell Phone	-48.24
TOTAL			TOTAL CHECK PAYMENTS	-24,458.77
			TOTAL	-40,835.77

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

Ordinary Income/Expense Income	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
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	365.38	2,800.00	-2,434.62	13.0%
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	569.45	1,000.00	-430.55	56.9%
Total 4180000 · Interest on Taxes	771.41	1,000.00	-228.59	77.1%
4190000 · State Personal Prop Aid	4,635.18			
4195000 · State TID Personal Prop Aid	4,110.31			
4100000 · Taxes - Other	0.00	612,421.00	-612,421.00	0.0%
Total 4100000 · Taxes	635,314.97	789,721.00	-154,406.03	80.4%
4200000 · Special Assessments	3,525.58			
4300000 · Intergovernmental Revenues				
4354600 · Routes to Recovery Grant	21,449.83			
4341000 · Shared Revenue	439,842.75	444,543.48	-4,700.73	98.9%
4342000 · Fire Dues	3,214.32	3,300.00	-85.68	97.4%
4343000 · Exempt Comp Aid	3,888.16	3,515.80	372.36	110.6%
4344000 · Lottery Credit- Mobil Home	104.28			
4353100 · Transportation Aids	81,568.06	81,568.06	0.00	100.0%
4354500 · Recycling Grant	5,871.55	6,000.00	-128.45	97.9%
4379100 · EMS (Ambulance) Reimb	0.00	5,000.00	-5,000.00	0.0%
Total 4300000 · Intergovernmental Revenues	555,938.95	543,927.34	12,011.61	102.2%
4400000 · Licenses & Permits				
4410100 · Alcohol Licenses	3,035.49	2,300.00	735.49	132.0%
4410200 · Operator's Licenses	1,745.00	1,200.00	545.00	145.4%
4410300 · Soda Water Licenses	90.00	100.00	-10.00	90.0%
4410400 · Cigarette Licenses	300.00	300.00	0.00	100.0%
4410500 · Other Business Lic.	100.00	150.00	-50.00	66.7%
4410900 · Cable Franchise Fees	1,200.00	1,200.00	0.00	100.0%
4420000 · Dog Licenses (City)	799.33	750.00	49.33	106.6%
4430000 · Building Permits	3,845.00	1,000.00	2,845.00	384.5%
4440000 · Land Use Permits	500.00	250.00	250.00	200.0%
Total 4400000 · Licenses & Permits	11,614.82	7,250.00	4,364.82	160.2%
4500000 · Fines, Forfeits & Penalties				
4510000 · Ordinance Violations	6,171.72	8,250.00	-2,078.28	74.8%
4510100 · Parking Violations	540.00	500.00	40.00	108.0%
4500000 · Fines, Forfeits & Penalties - Other	-124.00			
Total 4500000 · Fines, Forfeits & Penalties	6,587.72	8,750.00	-2,162.28	75.3%
4600000 · Public Charges for Services				
4674500 · Public Works Street Sweeping	56.00			
4610000 · Clerk-Treas Fees	1,236.65	1,500.00	-263.35	82.4%
4610100 · Publication Fees	232.00	400.00	-168.00	58.0%
4610200 · Garbage/Recycle Cart	461.09			
4621000 · Police Dept Fees	300.00	200.00	100.00	150.0%
4632200 · Snow Removal Fees	110.00	200.00	-90.00	55.0%
4643500 · Recycle Fees	3,715.24	2,000.00	1,715.24	185.8%
4644000 · Weed Control Charges	1,350.03	1,000.00	350.03	135.0%
4654000 · Cemetery Sales	1,140.00	500.00	640.00	228.0%
4672000 · Park Shelter Use	495.00	1,300.00	-805.00	38.1%
4674300 · Comm Ctr Use	65.00	600.00	-535.00	10.8%
Total 4600000 · Public Charges for Services	9,161.01	7,700.00	1,461.01	119.0%
4700000 · Intergov't Charges for Services				
4732100 · School Liason	44,892.51	56,192.00	-11,299.49	79.9%
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	44,892.51	71,492.00	-26,599.49	62.8%
4800000 · Miscellaneous Revenue				
4850200 · Discounts Earned	13.46			
4811000 · Interest-City Investments	1,220.88	1,000.00	220.88	122.1%

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

	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
4813000 · Spcl Assmt / Spcl Chrg Interest	3,353.02			
4820000 · Rent-Muni Bldg	2,750.00	3,000.00	-250.00	91.7%
4820100 · Rent-Land	2,362.50	2,362.00	0.50	100.0%
4820200 · Rent-Cell Tower	10,012.65	10,300.00	-287.35	97.2%
4840900 · Ins Dividends	2,737.00	2,500.00	237.00	109.5%
4850000 · Donations	9,680.35	4,600.00	5,080.35	210.4%
4850100 · Police Donations	9,875.79			
4890000 · Exp Reimb-All Types	9,627.48	2,500.00	7,127.48	385.1%
Total 4800000 · Miscellaneous Revenue	51,633.13	26,262.00	25,371.13	196.6%
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	1,318,668.69	1,530,102.34	-211,433.65	86.2%
Gross Profit	1,318,668.69	1,530,102.34	-211,433.65	86.2%
Expense				
5100000 · General Government				
5100213 · Accts Rec - Library Health Ins	-4,150.38			
5100100 · W&S Expense Reimb	1,116.46			
5100111 · Accts Rec - W&S Wages	8,125.97			
5100112 · Accts Rec - W&S WRS	197.09			
5100114 · Accts Rec - W&S Insurance	4,074.52			
5100200 · Library Expense Reimb	341.40			
5100211 · Accts Rec - Library Wages	-8,125.97			
5100212 · Accts Rec - Library WRS	-548.51			
5110000 · Legislative				
5110111 · Council	2,439.28	11,000.00	-8,560.72	22.2%
5110211 · Mayor	5,500.00	7,700.00	-2,200.00	71.4%
5111011 · Committees	0.00	500.00	-500.00	0.0%
Total 5110000 · Legislative	7,939.28	19,200.00	-11,260.72	41.4%
5130000 · Legal				
5130021 · City Atty-General	2,414.75	4,000.00	-1,585.25	60.4%
5130121 · City Atty-Prosecution	448.75	3,000.00	-2,551.25	15.0%
5131021 · Muni Code Updates	4,149.74	1,500.00	2,649.74	276.6%
Total 5130000 · Legal	7,013.24	8,500.00	-1,486.76	82.5%
5140000 · General Administration				
5141011 · Legislative Support-Wages	5,608.94	15,000.00	-9,391.06	37.4%
5141025 · Legislat. Support-Training/Dues	32.50			
5141032 · Legislative Support-Publication	7,730.13			
5142011 · General Admin-Wages	18,224.62	27,000.00	-8,775.38	67.5%
5142021 · General Admin-Outside Services	690.42			
5142025 · General Admin-Training/Dues	207.50			
5142031 · General Admin-Office Supplies	4,001.82			
5143011 · Elections-Wages	7,328.20	6,000.00	1,328.20	122.1%
5143032 · Elections-Publication	46.68			
5143034 · Elections-Supplies	11,611.62			
5144011 · Licensing & Permits-Wages	1,887.13	2,200.00	-312.87	85.8%
5144032 · Licensing & Permits-Publication	215.75			
Total 5140000 · General Administration	57,585.31	50,200.00	7,385.31	114.7%
5150000 · Financial Administration				
5150011 · General Accounting-Wages	12,789.22	20,000.00	-7,210.78	63.9%
5150034 · General Accounting-Supplies	1,931.60			
5150521 · Independent Audit	9,335.77	7,300.00	2,035.77	127.9%
5151113 · Medicare (default)	6,155.45	5,957.00	198.45	103.3%
5151213 · Social Security	21,598.73	24,000.00	-2,401.27	90.0%
5151314 · Health Insurance	137,334.74	140,000.00	-2,665.26	98.1%
5151315 · HRA-Health Reimbursement	1,099.55			
5151414 · Life Insurance	549.60	650.00	-100.40	84.6%
5151611 · Paid Time Off (PTO)-Wages	54,160.21			
5152012 · Wisconsin Retirement System	33,298.79	37,000.00	-3,701.21	90.0%
5155011 · Property Assessment-Wages	0.00	6,000.00	-6,000.00	0.0%
5155021 · Prop. Assmnt.-Outside Services	4,600.53			
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	18,200.64	19,150.00	-949.36	95.0%
5156100 · Workers Comp - Calculated	147.17			
5156105 · Workers Comp	11,647.76	11,500.00	147.76	101.3%
5156205 · Employee Bonds	850.00	850.00	0.00	100.0%

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

	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
5150000 · Financial Administration - Other	10.00			
Total 5150000 · Financial Administration	315,291.49	275,107.00	40,184.49	114.6%
5160000 · Municipal Building				
5160011 · Municipal Building-Wages	7,386.37			
5160021 · Municipal Building-Outside Serv	4,367.50			
5160022 · Municipal Building-Utilities	18,069.19			
5160023 · Municipal Building-Repairs&Supp	7,290.97			
5160000 · Municipal Building - Other	0.00	44,100.00	-44,100.00	0.0%
Total 5160000 · Municipal Building	37,114.03	44,100.00	-6,985.97	84.2%
Total 5100000 · General Government	425,973.93	397,107.00	28,866.93	107.3%
5150520 · Bank Service Charges	90.00			
5200000 · Public Safety				
5210000 · Law Enforcement				
5210001 · Police Administration				
5210011 · Police Admin-Wages	60,523.14	63,700.00	-3,176.86	95.0%
5210019 · Police Admin-Uniforms	982.10	1,300.00	-317.90	75.5%
5210021 · Police Admin-Outside Services	1,211.78			
5210022 · Police Admin-Utilities	5,562.72	270.00	5,292.72	2,060.3%
5210034 · Police Admin-Supplies	9,831.26	6,000.00	3,831.26	163.9%
5210035 · Police Admin - Donatlons	5,382.67			
5210001 · Police Administration - Other	66.00			
Total 5210001 · Police Administration	83,559.67	71,270.00	12,289.67	117.2%
5212000 · Police Patrol				
5212011 · Police Patrol-Wages				
5211011 · Police Training-Wages	19.21			
5213011 · Police Criminal Invest-Wages	43.96			
5212011 · Police Patrol-Wages - Other	122,591.81	164,000.00	-41,408.19	74.8%
Total 5212011 · Police Patrol-Wages	122,654.98	164,000.00	-41,345.02	74.8%
5212021 · Police Patrol-Outside Services	2,235.17	5,000.00	-2,764.83	44.7%
5212022 · Police Patrol-Utilities	616.30	600.00	16.30	102.7%
5212023 · Police Patrol-Repairs/Supplies	6,279.91	12,000.00	-5,720.09	52.3%
5212033 · Police Patrol-Fuel/Miles	3,832.82			
Total 5212000 · Police Patrol	135,619.18	181,600.00	-45,980.82	74.7%
5213021 · Police Criminal Inv-Suppl/Serv	1,814.66	1,400.00	414.66	129.6%
5214025 · Police Training	494.24	1,500.00	-1,005.76	32.9%
Total 5210000 · Law Enforcement	221,487.75	255,770.00	-34,282.25	86.6%
5219000 · School Crossing Guard	5,912.29	11,000.00	-5,087.71	53.7%
5220000 · Fire Protection				
5220021 · Fire Dept-Annual Budget	25,314.32	38,850.00	-13,535.68	65.2%
5220022 · Water Hydrant Rental	0.00	113,000.00	-113,000.00	0.0%
5220034 · Fire Dept-Incident Charges	1,758.52			
Total 5220000 · Fire Protection	27,072.84	151,850.00	-124,777.16	17.8%
5230021 · Ambulance Service	28,732.51	26,000.00	2,732.51	110.5%
5240021 · Building Inspection	8,286.95	7,000.00	1,286.95	118.4%
5290000 · Other Public Safety				
5290022 · Emergency Govt-Utilities	814.64			
5290023 · Emer Govt-Supp., Equip & Repair	1,319.64			
5290000 · Other Public Safety - Other	0.00	8,000.00	-8,000.00	0.0%
Total 5290000 · Other Public Safety	2,134.28	8,000.00	-5,865.72	26.7%
Total 5200000 · Public Safety	293,626.62	459,620.00	-165,993.38	63.9%
5300000 · Public Works				
5310000 · Streets Administration				
5310005 · Streets Admin-CDL Testing	115.00			
5310011 · Streets Admin-Wages	4,464.38			
5310021 · Streets Admin-Outside Services	896.17			
5310000 · Streets Administration - Other	0.00	6,750.00	-6,750.00	0.0%
Total 5310000 · Streets Administration	5,475.55	6,750.00	-1,274.45	81.1%
5311000 · Public Works Shop				
5311011 · PW Shop-Wages	2,931.01			
5311022 · PW Shop-Utilities	3,049.09			

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

	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
5311033 · PW Shop-Fuel	219.97			
5311034 · PW Shop-Supplies/Tools	3,656.20			
5311000 · Public Works Shop - Other	0.00	12,900.00	-12,900.00	0.0%
Total 5311000 · Public Works Shop	9,856.27	12,900.00	-3,043.73	76.4%
5312000 · Public Works Mach & Equip				
5312011 · PW Mach & Equip-Wages	13,867.78			
5312023 · PW Mach & Equip-Repair/Supplies	8,624.49			
5312033 · PW Mach & Equip-Fuel	1,484.78			
5312000 · Public Works Mach & Equip - Other	0.00	36,000.00	-36,000.00	0.0%
Total 5312000 · Public Works Mach & Equip	23,977.05	36,000.00	-12,022.95	66.6%
5331000 · Road Maintenance				
5331011 · Road Maintenance-Wages	1,994.20			
5331023 · Road Maintenance-Repair/Supply	7,206.41			
5331033 · Road Maintenance-Fuel	295.06			
5331000 · Road Maintenance - Other	0.00	12,100.00	-12,100.00	0.0%
Total 5331000 · Road Maintenance	9,495.67	12,100.00	-2,604.33	78.5%
5331100 · Curbs & Gutters				
5331111 · Curbs & Gutters-Wages	238.50			
5331100 · Curbs & Gutters - Other	0.00	525.00	-525.00	0.0%
Total 5331100 · Curbs & Gutters	238.50	525.00	-286.50	45.4%
5331200 · Traffic Signs & Markings				
5331211 · Traffic Signs, Markings-Wages	1,823.63			
5331223 · Traffic Sign & Mark-Repair/Supp	136.02			
5331200 · Traffic Signs & Markings - Other	0.00	2,010.00	-2,010.00	0.0%
Total 5331200 · Traffic Signs & Markings	1,959.65	2,010.00	-50.35	97.5%
5331300 · Bridges & Culverts				
5331321 · Bridges & Culverts-Outside Serv	665.00			
5331300 · Bridges & Culverts - Other	0.00	500.00	-500.00	0.0%
Total 5331300 · Bridges & Culverts	665.00	500.00	165.00	133.0%
5331900 · Snow & Ice Control				
5331911 · Snow & Ice Control-Wages	6,259.73			
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	8,530.06	25,000.00	-16,469.94	34.1%
5342022 · Street Lighting	23,084.31	24,000.00	-915.69	96.2%
5343100 · Sidewalks				
5343111 · Sidewalks-Wages	24.00			
5343100 · Sidewalks - Other	0.00	500.00	-500.00	0.0%
Total 5343100 · Sidewalks	24.00	500.00	-476.00	4.8%
5344000 · Storm Sewers				
5344111 · Storm Sewers-Wages	148.50			
5344000 · Storm Sewers - Other	0.00	1,750.00	-1,750.00	0.0%
Total 5344000 · Storm Sewers	148.50	1,750.00	-1,601.50	8.5%
5344100 · Street Cleaning	2,594.46	1,800.00	794.46	144.1%
5345000 · Parking Lots				
5345011 · Parking Lots-Wages	72.75			
5345000 · Parking Lots - Other	0.00	525.00	-525.00	0.0%
Total 5345000 · Parking Lots	72.75	525.00	-452.25	13.9%
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	7,879.66			
5362021 · Sanitation/Trash-Outside Serv.	54,464.98			
5362000 · Sanitation/Trash - Other	0.00	63,000.00	-63,000.00	0.0%
Total 5362000 · Sanitation/Trash	62,344.64	63,000.00	-655.36	99.0%
5363100 · Landfill Monitoring	2,750.95	3,000.00	-249.05	91.7%
5363500 · Recycling Center				
5363511 · Recycling Center-Wages	4,746.61			
5363523 · Recycling Center-Markesan	492.19			
5363533 · Recycling Center-Fuel	109.98			
5363500 · Recycling Center - Other	132.36	5,500.00	-5,367.64	2.4%

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

	Jan - Nov 20	Budget	\$ Over Budget	% of Budget
Total 5363500 · Recycling Center	5,481.14	5,500.00	-18.86	99.7%
5363521 · Recycling-Curbside	21,286.53	26,000.00	-4,713.47	81.9%
5363600 · Recycling Center-Mackford	1,409.05	2,100.00	-690.95	67.1%
5363700 · Recycling Center-Manchester	1,409.09	1,200.00	209.09	117.4%
5363800 · Recycling Center-Green Lake	2,293.79	2,100.00	193.79	109.2%
5364000 · Weed Control				
5364011 · Weed Control-Wages	995.25			
5364034 · Weed Control-Supplies	159.10			
5364000 · Weed Control - Other	0.00	1,500.00	-1,500.00	0.0%
Total 5364000 · Weed Control	1,154.35	1,500.00	-345.65	77.0%
Total 5300000 · Public Works	184,251.31	228,760.00	-44,508.69	80.5%
5400000 · Health & Human Services				
5490000 · Cemetery				
5491011 · Cemetery-Wages	9,591.25			
5491022 · Cemetery-Utilities	231.05			
5491033 · Cemetery-Fuel	181.60			
5491034 · Cemetery-Supplies	230.14			
5490000 · Cemetery - Other	0.00	8,500.00	-8,500.00	0.0%
Total 5490000 · Cemetery	10,234.04	8,500.00	1,734.04	120.4%
Total 5400000 · Health & Human Services	10,234.04	8,500.00	1,734.04	120.4%
5500000 · Culture, Rec & Educ				
5510000 · Library				
5511011 · Library-Wages	1,745.10			
5511021 · Library-Annual Budget	65,200.00			
5510000 · Library - Other	0.00	65,200.00	-65,200.00	0.0%
Total 5510000 · Library	66,945.10	65,200.00	1,745.10	102.7%
5520000 · Parks				
5520011 · Parks-Wages	8,961.14			
5520022 · Parks-Utilities	1,793.82			
5520023 · Parks-Repairs/Supplies	2,561.26			
5520033 · Parks-Fuel	304.42			
5520000 · Parks - Other	0.00	16,000.00	-16,000.00	0.0%
Total 5520000 · Parks	13,620.74	16,000.00	-2,379.26	85.1%
5530000 · City Events/Banners				
5530011 · City Events/Banners-Wages	1,599.90			
5530021 · City Events/Banner-Outside Srvc	323.50			
Total 5530000 · City Events/Banners	1,923.40			
5530100 · Summer Rec Program	2,000.00	2,000.00	0.00	100.0%
5531000 · Events Comm. (Special Events)	14,336.40	5,000.00	9,336.40	286.7%
Total 5500000 · Culture, Rec & Educ	98,825.64	88,200.00	10,625.64	112.0%
5600000 · Conservation & Development				
5670000 · Advertising & Promotion	215.00	500.00	-285.00	43.0%
5671000 · Industrial Park Development	226.09			
5671021 · TIF Fees	1,777.27	300.00	1,477.27	592.4%
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	2,218.36	1,300.00	918.36	170.6%
5900000 · Debt Service				
5912000 · 2018 Bond Issue Princ.				
5912100 · 2018 Bond Issue Fees	750.00	750.00	0.00	100.0%
5912000 · 2018 Bond Issue Princ. - Other	100,000.00	100,000.00	0.00	100.0%
Total 5912000 · 2018 Bond Issue Princ.	100,750.00	100,750.00	0.00	100.0%
5916000 · Principal Long-Term Debt	2,890.32			
5926000 · Interest Long Term Debt	636.72	640.15	-3.43	99.5%
5926100 · Principle Long Term Debt	0.00	3,207.53	-3,207.53	0.0%
5926250 · 2018A Bond Issue Interest	38,425.00	38,425.00	0.00	100.0%
5927000 · Patrol Car Principal Loan	4,872.05	4,879.98	-7.93	99.8%
5927500 · Patrol Car Interest Loan	902.87	894.94	7.93	100.9%
Total 5900000 · Debt Service	148,476.96	148,797.60	-320.64	99.8%
6000000 · Capital Outlay				

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

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6571400 · Outlay - City Hall	0.00	5,000.00	-5,000.00	0.0%
6571900 · 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	13,283.06	95,000.00	-81,716.94	14.0%
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	1,000.00	3,000.00	-2,000.00	33.3%
Total 6000000 · Capital Outlay	14,283.06	146,300.00	-132,016.94	9.8%
Total Expense	1,177,979.92	1,478,584.60	-300,604.68	79.7%
Net Ordinary Income	140,688.77	51,517.74	89,171.03	273.1%
Net Income	140,688.77	51,517.74	89,171.03	273.1%



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 December 3, 2020*

November 2020

Agenda:

- **Ted's Piggly Wiggly Donation Day**
- **Vacation Carry Over**

Appendix:

Ted's Piggly Wiggly Donation Day

On Election Day, November 3rd-Ted's Piggly Wiggly was once again kind enough to hold their give back campaign to the Markesan Police Department. On this day, Ted's Piggly Wiggly donates back to the police department 5% of their sales on that day.

Customers also donated through the round up program and through donation containers sat out at the checkout counters. Due to the generosity of Ted's Piggly Wiggly along with a generous donation of \$1,000 dollars from Pollesch Excavating and from the shoppers in all, the police department received \$2489.00 in donations. These funds will be put into the donation account and will be used to purchase lifesaving equipment along with community relations items to help continue to build on our community policing model.

We are so thankful for all the support, THANK YOU!

Vacation Carry Over

The pandemic of COVID-19 has left many with cancelled vacation plans. Officer Watry and I found ourselves in that situation. The vacation was rescheduled several times beginning in the spring all the way until fall but as we all can see, the pandemic still has a strong hold on our country.

With that said due to the extenuating circumstances of 2020, Officer Watry and I are both asking if we can carry an additional 20 hours of vacation over to 2021. We thank you for your understanding.



Betsy Amend <bamend@markesanwi.gov>

RE: Transfer of money

1 message

Brent Nelson <BNelson@johnsonblock.com>
To: Betsy Amend <bamend@markesanwi.gov>

Fri, Oct 30, 2020 at 10:10 AM

Hi Betsy,

Performing the bank transfers online certainly sounds more efficient than the current process. With performing the transfers online, I understand the concern about losing control and agree that it would be good to maintain a dual approval process (i.e. You and Rachel).

If there is an audit trail to show that the transfers were approved by 2 people, I'm ok with online bank transfers. The audit trail could be you and Rachel initialing and dating some type of bank transaction report. It may also be worth asking the bank if they have a process that requires two approvals prior to an online transfer being allowed to post.

I'm also ok with moving more funds to the LGIP account to get more interest.

Brent

MONEY TRANSFER POLICY

TRANSFERS BETWEEN REGULAR CHECKING AND MONEY MARKET ACCOUNT FOR THE CITY

The Clerk-Treasurer will transfer funds between the regular checking and money market accounts only.

This is to take advantage of the better interest rate offered.

Procedure:

When making a transfer, the Clerk-Treasurer must have a document stating date and how much money is being transferred. That document is to be signed by the Clerk-Treasurer and Deputy Clerk-Treasurer and kept on file for the auditors.

TRANSFERS BETWEEN REGULAR CHECKING, MONEY MARKET ACCOUNT AND CD'S TO LOCAL GOVERNMENT INVESTMENT POOL FOR BOTH CITY AND UTILITY DEPARTMENTS

The Clerk-Treasurer will transfer from the regular checking, money market account, or CD's to the Local Government Investment Pool when needed to get the best interest rate.

The same procedure will take place as stated above.

2020 Year-End Employee Gifts

Name	Gift Amount	Gross Wage	SS	MEDICARE	WRS
<u>Admin</u>					
Rachel Heiling	\$75.00	87.62 *	5.43244	1.27049	5.91435
Betsy Amend	\$75.00	87.62 *	5.43244	1.27049	5.91435
Jerry Chisnell	\$25.00	27.07	1.67834	0.392515	
<u>Police</u>					
Tina Frank	\$15.00	16.25	1.0075	0.235625	
Donna Dykstra	\$25.00	27.07	1.67834	0.392515	
Henry Phippen	\$25.00	27.07	1.67834	0.392515	
Wanda Engel	\$15.00	16.25	1.0075	0.235625	
Beth Panten	\$15.00	16.25	1.0075	0.235625	
James Panten	\$15.00	16.25	1.0075	0.235625	
Cody McLean	\$75.00	87.68 *	5.43616	1.27136	10.293632
Will Pflum	\$75.00	87.68 *	5.43616	1.27136	10.293632
Ryan Behlke	\$75.00	87.68 *	5.43616	1.27136	10.293632
Phil Watry	\$75.00	87.68 *	5.43616	1.27136	10.293632
<u>Public Works</u>					
Joe Strelow	\$75.00	87.62 *	5.43244	1.27049	5.91435
Dors Krentz	\$75.00	87.62 *	5.43244	1.27049	5.91435
John Hundorf	\$25.00	27.07	1.67834	0.392515	
<u>Recycling</u>					
Dennis Dykstra	\$25.00	27.07	1.67834	0.392515	
<u>Water/Sewer</u>					
Tony Doro	\$75.00	87.62 *	5.43244	1.27049	5.91435
Jeff Heberer	\$75.00	87.62 *	5.43244	1.27049	5.91435
Total	\$935.00	\$1,076.79	66.76098	15.61	76.660628
TOTAL					\$1,235.83

*WRS