



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 5, 2022

6:00 PM

AGENDA

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Review and Approval of Vouchers Payable

Police Report & Schedule: None

Public Works Part-Time Employee Report

Old Business

- Discussion and Action on Department and Employee Cell Phones

New Business

- Discussion and Action on Continuing Disclosure Services Fee of \$850 for Ehlers Public Finance Advisors
- Discussion and Action on Public Works Supervisor Job Title
- Discussion and Action on City Sponsored Fund Raiser for Dog Park – July 15, 2022

Closed Session: Public Works Supervisor Evaluation

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

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 May 4, 2022
Elizabeth A Amend, Clerk-Treasurer

May 5, 2022

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: 37192 - 37243	\$	106,963.66
DD #4896 - 4954	\$	30,225.57
EFT #1219 - 1228	\$	37,472.82
TOTAL	\$	174,662.05
UTILITY CHECKS: #12948 - 12964	\$	173,936.61
EFT # 1018 - 1019		\$252.36
TOTAL	\$	174,188.97

With the exception of:

Signed:

City of Markesan
Voucher List
April 5 through May 3, 2022

Num	Date	Name	Memo	Original Amount
EFT-1219	04/12/2022	EMPOWER RETIREMENT (WDC)	4/8/22 PR	-540.00
EFT-1220	04/12/2022	INTERNAL REVENUE SERVICE	4/8/22 PR	-4,962.80
EFT-1221	04/12/2022	WISCONSIN DEPT. OF REVENUE	4/8/22 PR	-774.49
EFT-1222	04/21/2022	STATE OF WI HEALTH INS	MAY 2022 HEALTH INS	-18,390.68
EFT-1223	04/26/2022	DELTA DENTAL OF WISCONSIN	DELTAVISION MAY 2022	-20.58
EFT-1224	04/26/2022	DELTA DENTAL OF WISCONSIN	SUPPLEMENTAL DENTAL PLAN MAY 2022	-128.56
EFT-1225	04/26/2022	EMPOWER RETIREMENT (WDC)	4/22/22 PR	-540.00
EFT-1226	04/26/2022	WISCONSIN DEPT. OF REVENUE	4/22/22 PR	-853.02
EFT-1227	04/26/2022	INTERNAL REVENUE SERVICE	4/22/22 PR	-5,203.26
EFT-1228	04/26/2022	WRS (Wisconsin Retirement System)	4/22/22 PR	-6,059.43
			TOTAL EFT PAYMENTS	-37,472.82
DD4896	04/08/2022	Corson, Amy M	Direct Deposit	-115.44
DD4897	04/08/2022	Dykstra, Dennis P	Direct Deposit	-116.35
DD4898	04/08/2022	Engel, Wanda S	Direct Deposit	-77.57
DD4899	04/08/2022	Koos-Abendroth, Cheryl A	Direct Deposit	-288.14
DD4900	04/08/2022	Moore, Kari S	Direct Deposit	-19.38
DD4901	04/08/2022	Olson, Clyde A	Direct Deposit	-185.98
DD4902	04/08/2022	Panten, Beth M	Direct Deposit	-232.73
DD4903	04/08/2022	Phippen, Henry	Direct Deposit	-280.00
DD4904	04/08/2022	Slate, Rich	Direct Deposit	-461.75
DD4905	04/08/2022	Baggett, Gayle S	Direct Deposit	-60.00
DD4906	04/08/2022	Daye, Jean A	Direct Deposit	-52.50
DD4907	04/08/2022	Dirks, Jennifer	Direct Deposit	-71.25
DD4908	04/08/2022	Fletcher-Dykstra, Donna L	Direct Deposit	-79.65
DD4909	04/08/2022	Honnard, Glenda R	Direct Deposit	-56.25
DD4910	04/08/2022	James, Sandra L	Direct Deposit	-63.75
DD4911	04/08/2022	Krogulski, Holly L	Direct Deposit	-56.25
DD4912	04/08/2022	Parker, Shirley M	Direct Deposit	-63.75
DD4913	04/08/2022	Vande Streek, Elizabeth H	Direct Deposit	-75.00
DD4914	04/08/2022	Zacharias, Carmen J	Direct Deposit	-52.50
DD4915	04/08/2022	Amend, Elizabeth A	Direct Deposit	-1,011.50
DD4916	04/08/2022	Behike, Ryan R	Direct Deposit	-1,259.98
DD4917	04/08/2022	Chisnell, Gerald	Direct Deposit	-138.52
DD4918	04/08/2022	Doro, Anthony A	Direct Deposit	-1,555.22
DD4919	04/08/2022	French, Jessica M	Direct Deposit	-285.14
DD4920	04/08/2022	Glover, Valerie	Direct Deposit	-122.90
DD4921	04/08/2022	Heberer, Jeffrey	Direct Deposit	-1,299.73
DD4922	04/08/2022	Heiling, Rachel	Direct Deposit	-564.23
DD4923	04/08/2022	Huhndorf, John E	Direct Deposit	-210.57
DD4924	04/08/2022	Knaub, Sharifyn J	Direct Deposit	-341.64
DD4925	04/08/2022	Krentz, Dorothea M	Direct Deposit	-1,066.13
DD4926	04/08/2022	Krombos, Kailie M	Direct Deposit	-121.97
DD4927	04/08/2022	McLean, Cody	Direct Deposit	-1,408.68

**City of Markesan
Voucher List
April 5 through May 3, 2022**

DD4928	04/08/2022	Meyer, Vanessa K	Direct Deposit	-209.45
DD4929	04/08/2022	Overbeck, Nicole M	Direct Deposit	-991.13
DD4930	04/08/2022	Pflum, William	Direct Deposit	-1,613.85
DD4931	04/08/2022	Shin, Nara	Direct Deposit	-11.99
DD4932	04/08/2022	Stellmacher, Nancy J	Direct Deposit	-18.54
DD4933	04/08/2022	Stoll, Brittany M	Direct Deposit	-22.84
DD4934	04/08/2022	Weber, Tanner J	Direct Deposit	-782.69
DD4935	04/22/2022	Amend, Elizabeth A	Direct Deposit	-1,063.44
DD4936	04/22/2022	Behlke, Ryan R	Direct Deposit	-1,302.21
DD4937	04/22/2022	Chisnell, Gerald	Direct Deposit	-138.53
DD4938	04/22/2022	Doro, Anthony A	Direct Deposit	-1,555.22
DD4939	04/22/2022	French, Jessica M	Direct Deposit	-219.54
DD4940	04/22/2022	Glover, Valerie	Direct Deposit	-122.90
DD4941	04/22/2022	Heberer, Jeffrey	Direct Deposit	-1,314.71
DD4942	04/22/2022	Heiling, Rachel	Direct Deposit	-570.35
DD4943	04/22/2022	Huhndorf, John E	Direct Deposit	-229.94
DD4944	04/22/2022	Knaub, Sharilyn J	Direct Deposit	-220.74
DD4945	04/22/2022	Krentz, Dorothea M	Direct Deposit	-1,081.14
DD4946	04/22/2022	Krombos, Kailie M	Direct Deposit	-157.96
DD4947	04/22/2022	McLean, Cody	Direct Deposit	-1,687.21
DD4948	04/22/2022	Meyer, Vanessa K	Direct Deposit	-153.93
DD4949	04/22/2022	Overbeck, Nicole M	Direct Deposit	-972.28
DD4950	04/22/2022	Pflum, William	Direct Deposit	-1,628.86
DD4951	04/22/2022	Stellmacher, Nancy J	Direct Deposit	-162.51
DD4952	04/22/2022	Stocker, Tyler J	Direct Deposit	-1,182.91
DD4953	04/22/2022	Stoll, Brittany M	Direct Deposit	-77.63
DD4954	04/22/2022	Weber, Tanner J	Direct Deposit	-938.62
			TOTAL DIRECT DEPOSIT	-30,225.57
37192	04/11/2022	CHRIS' FLORAL & GIFTS	Cornwell / Arrangement	-33.00
37193	04/11/2022	ERGO BANK OF MARKESAN	WRS Loan - Payment #47	-320.64
37194	04/11/2022	GENERAL CODE	Annual Maintenance	-995.00
37195	04/11/2022	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-120.33
37196	04/11/2022	MARKESAN LUMBER	Picnic table repair	-142.19
37197	04/11/2022	MCLEAN CODY	Mclean / Pizza w/ a cop	-168.10
37198	04/11/2022	RENNERT'S FIRE EQUIPMENT	E.M. / Install outlets & run power	-4,129.04
37199	04/11/2022	ROSS, MICHAEL	Reimb / LED Flashlight	-151.32
37200	04/11/2022	SONDALLE LAW OFFICE	March 2022 Legal Services	-181.25
37201	04/11/2022	WASTE MANAGEMENT CORPORATE SERVICES	April 2022 Trash & Recycling	-7,683.03
37202	04/11/2022	WI MUNICIPAL CLERKS ASSC.	Amend / 2022 Dues	-65.00
37203	04/19/2022	MARKESAN KIWANIS CLUB	75th Kiwanis Show	-75.00
37204	04/21/2022	ACTION APPRAISERS & CONSULTANT	2022 2nd Quarter Maintenance	-1,500.00
37205	04/21/2022	AIRGAS USA, LLC	Cylinder Rental	-33.89
37206	04/21/2022	ALCIVIA	Mar 2022 Fuel	-881.29
37207	04/21/2022	ALLIANT ENERGY/WP&L	Mar - Apr 2022 Electric Bills	-3,264.27
37208	04/21/2022	AMEND, ELIZABETH	Reimb / Mileage & Election Supplies	-94.38
37209	04/21/2022	BALLWEG IMPLEMENT	Oil	-240.10

**City of Markesan
Voucher List
April 5 through May 3, 2022**

37210	04/21/2022	EMC INSURANCE	Property & Liability / Workers Comp	-4,234.93
37211	04/21/2022	HORICON BANK VISA	1&1 / BOR / Amazon	-98.55
37212	04/21/2022	JOHNSON BLOCK AND COMPANY	2021 Audit	-2,800.00
37213	04/21/2022	PFLUM, WILLIAM A.	Reimb / Mileage & Panten Gift	-62.94
37214	04/21/2022	PRE-EMPLOYMENT FUND	April 2022 Pre Employment / Behlke & Weber	-205.12
37215	04/21/2022	SHELL FLEET	Mar 2022 Fuel	-791.95
37216	04/21/2022	SONDALLE FORD	2019 Dodge / Mount & Balance 4 Tires	-962.47
37217	04/21/2022	THEDACARE AT WORK	Stocker / Pre-Employment Screening	-80.00
37218	04/21/2022	VERIZON WIRELESS	Apr - May 2022 Cell Phone	-99.73
37219	04/21/2022	WELLS FARGO REMITTANCE CENTER	Google / State of WI	-129.00
37220	04/21/2022	WI DEPARTMENT OF JUSTICE	TIME Billing	-231.00
37221	04/25/2022	SECURIAN FINANCIAL GROUP, INC.	APRIL ACCIDENT INS 2022 - 76038	-58.04
37222	04/28/2022	MARKESAN, CITY OF-PETTY CASH	Postage	-47.19
37223	04/29/2022	MARKESAN WATER & SEWER	2021 INTRAFUND BALANCE TO UTIL	-62,867.45
37224	05/03/2022	AL'S PLUMBING	Test Backflo Preventers	-350.00
37225	05/03/2022	ARAMARK	April 2022 Rug Cleaning	-125.38
37226	05/03/2022	BERGEMANN'S AUTOCARE	2014 Ford / Alignment & lower control arm	-399.67
37227	05/03/2022	BERLIN JOURNAL NEWSPAPERS	Council / Door Hangers / Weed Notice	-1,099.37
37228	05/03/2022	CENTURYLINK	Apr - May 2022 Phone / Internet	-415.94
37229	05/03/2022	CENTURYLINK BUSINESS SERVICES	Mar - Apr 2022 Phone & Internet	-439.53
37230	05/03/2022	COMPLETE OFFICE OF WISCONSIN	Office Supplies	-306.65
37231	05/03/2022	GENERAL ENGINEERING CO., INC.	Municipal Building Inspection	-1,959.45
37232	05/03/2022	GRAND RIVER FIRE DISTRICT	March 2022 Incident Charges	-291.82
37233	05/03/2022	GREEN LAKE COUNTY CLERK	2022 Dog Licenses (Dec. '21 - Apr '22)	-991.50
37234	05/03/2022	HUHDORF, JOHN	Reimb / Park Supplies	-21.16
37235	05/03/2022	INTEGRITY LAWN SERVICE & SUPPLY, INC	chainsaw filter	-4.83
37236	05/03/2022	JOHNSON BLOCK AND COMPANY	2021 Audit	-4,880.00
37237	05/03/2022	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-143.56
37238	05/03/2022	MARKESAN LUMBER	S&S Supplies	-97.46
37239	05/03/2022	MID-AMERICAN RESEARCH CHEMICAL	Gloves / Garbage Bags	-649.70
37240	05/03/2022	POWERSPORTS COMPANY	Parts for lawn mower	-139.22
37241	05/03/2022	SUPERIOR CHEMICAL CORPORATION	Bathroom Cleaner	-412.49
37242	05/03/2022	THEDACARE AT WORK	Huhndorf / Pre-Employment Screening	-80.00
37243	05/03/2022	WE ENERGIES	Mar - Apr 2022 Gas Bills	-1,409.73
			TOTAL CHECK PAYMENTS	-106,963.66
			TOTAL PAYMENTS	-174,662.05

**Markesan Utilities
Voucher List
April 5 through May 3, 2022**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
EFT-1018	04/25/2022	ERGO BANK	deposit slips	-38.22
EFT-1019	04/25/2022	ERGO BANK	NSF Check	-214.14
			TOTAL EFT PAYMENTS	-252.36
12948	04/11/2022	INVICTUS TRANSPORTATION	Shipping	-1,155.00
12949	04/11/2022	USA BLUEBOOK	Supplies	-439.13
12950	04/12/2022	STATE OF WI - ENVIRONMENTAL IMPROVEMENT	BOND LOAN PYMTS	-142,853.12
12951	04/21/2022	ALCIVIA	March 2022 Fuel	-153.01
12952	04/21/2022	ALLIANT ENERGY/WP&L	Mar - Apr 2022 Electric Bill	-2,542.28
12953	04/21/2022	KINAS EXCAVATING, INC.	Repair Watermain on Hwy 44	-1,154.45
12954	04/21/2022	MARKESAN, CITY OF	Apr 2022 PR Reimb	-14,697.24
12955	04/26/2022	MARKESAN, CITY OF	Mar 2022 Expense Reimb	-6,033.63
12956	04/28/2022	MARKESAN-PETTY CASH	Postage	-35.52
12957	05/03/2022	CENTURYLINK	Apr - May 2022 Phone / Internet	-181.43
12958	05/03/2022	CORE & MAIN	2022 Project	-2,284.12
12959	05/03/2022	INVICTUS TRANSPORTATION	Shipping	-1,155.00
12960	05/03/2022	MARKESAN LUMBER	Supplies	-461.39
12961	05/03/2022	U.S. CELLULAR	Apr - May 2022 Cell Phone	-53.65
12962	05/03/2022	USA BLUEBOOK	Supplies	-495.68
12963	05/03/2022	WE ENERGIES	Mar - Apr 2022 Gas Bills	-116.96
12964	05/03/2022	WI-DNR	2022 Water Use Fees	-125.00
			TOTAL CHECK PAYMENTS	-173,936.61
			TOTAL PAYMENTS	-174,188.97

City of Markesan
Treasurer's Report Budget vs. Actual
 January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100000 · Taxes				
4133000 · PILOT's Water Dept	0.00	60,000.00	-60,000.00	0.0%
4111000 · City Taxes & Overrun	612,421.07	612,421.00	0.07	100.0%
4112000 · TIF Increment	0.00	100,000.00	-100,000.00	0.0%
4114000 · Mobile Home Fees	104.88	70.00	34.88	149.8%
4132000 · PILOT's MRH	11,492.61	13,000.00	-1,507.39	88.4%
4180000 · Interest on Taxes	198.24	1,000.00	-801.76	19.8%
4190000 · State Personal Prop Aid	0.00	4,635.18	-4,635.18	0.0%
4195000 · State TID Personal Prop Aid	0.00	4,110.31	-4,110.31	0.0%
Total 4100000 · Taxes	624,216.80	795,236.49	-171,019.69	78.5%
4300000 · Intergovernmental Revenues				
4341000 · Shared Revenue	0.00	438,641.58	-438,641.58	0.0%
4342000 · Fire Dues	0.00	3,300.00	-3,300.00	0.0%
4343000 · Exempt Comp Aid	0.00	3,888.16	-3,888.16	0.0%
4344000 · Lottery Credit- Mobil Home	85.50			
4345000 · Lottery Credit	167.27			
4353100 · Transportation Aids	48,937.52	98,146.85	-49,209.33	49.9%
4354500 · Recycling Grant	0.00	5,900.00	-5,900.00	0.0%
4379100 · EMS (Ambulance) Reimb	6,745.97	5,000.00	1,745.97	134.9%
Total 4300000 · Intergovernmental Revenues	55,936.26	554,876.59	-498,940.33	10.1%
4400000 · Licenses & Permits				
4410100 · Alcohol Licenses	155.01	2,500.00	-2,344.99	6.2%
4410200 · Operator's Licenses	145.00	1,800.00	-1,655.00	8.1%
4410300 · Soda Water Licenses	20.00	80.00	-60.00	25.0%
4410400 · Cigarette Licenses	75.00	300.00	-225.00	25.0%
4410500 · Other Business Lic.	0.00	300.00	-300.00	0.0%
4410900 · Cable Franchise Fees	0.00	1,200.00	-1,200.00	0.0%
4420000 · Dog Licenses (City)	928.83	900.00	28.83	103.2%
4430000 · Building Permits	2,140.00	3,400.00	-1,260.00	62.9%
4440000 · Land Use Permits	0.00	250.00	-250.00	0.0%
Total 4400000 · Licenses & Permits	3,463.84	10,730.00	-7,266.16	32.3%
4500000 · Fines, Forfeits & Penalties				
4510000 · Ordinance Violations	4,391.21	9,000.00	-4,608.79	48.8%
4510100 · Parking Violations	300.00	600.00	-300.00	50.0%
4500000 · Fines, Forfeits & Penalties - Other	-529.50			
Total 4500000 · Fines, Forfeits & Penalties	4,161.71	9,600.00	-5,438.29	43.4%
4600000 · Public Charges for Services				
4610000 · Clerk-Treas Fees	410.00	1,600.00	-1,190.00	25.6%
4610100 · Publication Fees	29.00	250.00	-221.00	11.6%
4621000 · Police Dept Fees	110.00	200.00	-90.00	55.0%
4632200 · Snow Removal Fees	220.00	220.00	0.00	100.0%
4643500 · Recycle Fees	888.08	3,000.00	-2,111.92	29.6%
4644000 · Weed Control Charges	134.46	500.00	-365.54	26.9%
4654000 · Cemetery Sales	1,250.00	500.00	750.00	250.0%
4672000 · Park Shelter Use	1,100.00	1,500.00	-400.00	73.3%
4674300 · Comm Ctr Use	130.00	150.00	-20.00	86.7%
Total 4600000 · Public Charges for Services	4,271.54	7,920.00	-3,648.46	53.9%
4700000 · Intergov't Charges for Services				
4732100 · School Liason	24,894.76	57,000.00	-32,105.24	43.7%
4734100 · Recycle Ctr-Towns	0.00	15,000.00	-15,000.00	0.0%
4739100 · Crossing Guard Reimb	0.00	5,500.00	-5,500.00	0.0%
Total 4700000 · Intergov't Charges for Services	24,894.76	77,500.00	-52,605.24	32.1%
4800000 · Miscellaneous Revenue				
4811000 · Interest-City Investments	630.58	1,500.00	-869.42	42.0%
4820000 · Rent-Muni Bldg	5,400.00	15,000.00	-9,600.00	36.0%
4820100 · Rent-Land	0.00	2,362.00	-2,362.00	0.0%
4820200 · Rent-Cell Tower	4,986.70	11,000.00	-6,013.30	45.3%
4840900 · Ins Dividends	0.00	1,800.00	-1,800.00	0.0%
4850000 · Donations	257.62	9,100.00	-8,842.38	2.8%
4850050 · Playground Donations	49,061.62			
4850100 · Police Donations	0.00	3,000.00	-3,000.00	0.0%
4890000 · Exp Reimb-All Types	2,194.14	2,500.00	-305.86	87.8%
Total 4800000 · Miscellaneous Revenue	62,530.66	46,262.00	16,268.66	135.2%

City of Markesan
Treasurer's Report Budget vs. Actual
January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
Total Income	779,475.57	1,502,125.08	-722,649.51	51.9%
Gross Profit	779,475.57	1,502,125.08	-722,649.51	51.9%
Expense				
5100000 · General Government				
5100100 · W&S Expense Reimb	4,674.49			
5100111 · Accts Rec - W&S Wages	51.45			
5100112 · Accts Rec - W&S WRS	-27.87			
5100114 · Accts Rec - W&S Insurance	-40.92			
5100200 · Library Expense Reimb	-2,281.23			
5110000 · Legislative				
5110111 · Council	0.00	10,500.00	-10,500.00	0.0%
5110211 · Mayor	1,500.00	8,300.00	-6,800.00	18.1%
5111011 · Committees	0.00	400.00	-400.00	0.0%
Total 5110000 · Legislative	1,500.00	19,200.00	-17,700.00	7.8%
5130000 · Legal				
5130021 · City Atty-General	418.75	2,800.00	-2,381.25	15.0%
5130121 · City Atty-Prosecution	381.25	1,000.00	-618.75	38.1%
5131021 · Muni Code Updates	995.00	1,500.00	-505.00	66.3%
Total 5130000 · Legal	1,795.00	5,300.00	-3,505.00	33.9%
5140000 · General Administration				
5141011 · Legislative Support-Wages	2,091.84	16,000.00	-13,908.16	13.1%
5141032 · Legislative Support-Publication	2,663.50			
5142011 · General Admin-Wages	6,242.93	30,000.00	-23,757.07	20.8%
5142021 · General Admin-Outside Services	318.20			
5142025 · General Admin-Training/Dues	170.00			
5142031 · General Admin-Office Supplies	1,206.96			
5142033 · General Admin-Mileage	33.06			
5143011 · Elections-Wages	2,011.02	5,000.00	-2,988.98	40.2%
5143032 · Elections-Publication	15.25			
5143034 · Elections-Supplies	112.97			
5144011 · Licensing & Permits-Wages	799.81	3,000.00	-2,200.19	26.7%
5144032 · Licensing & Permits-Publication	62.00			
Total 5140000 · General Administration	15,727.54	54,000.00	-38,272.46	29.1%
5150000 · Financial Administration				
5150011 · General Accounting-Wages	5,752.99	18,000.00	-12,247.01	32.0%
5150521 · Independent Audit	10,379.45	9,400.00	979.45	110.4%
5151113 · Medicare (default)	2,179.70	7,450.00	-5,270.30	29.3%
5151213 · Social Security	6,599.28	26,500.00	-19,900.72	24.9%
5151314 · Health Insurance	33,210.80	143,000.00	-109,789.20	23.2%
5151414 · Life Insurance	188.14	600.00	-411.86	31.4%
5151611 · Paid Time Off (PTO)-Wages	11,760.18			
5152012 · Wisconsin Retirement System	10,703.52	36,000.00	-25,296.48	29.7%
5155011 · Property Assessment-Wages	0.00	6,200.00	-6,200.00	0.0%
5155021 · Prop. Assmnt.-Outside Services	3,317.76			
5155111 · Prop Tax Collection-Wages	887.59	3,000.00	-2,112.41	29.6%
5155121 · Prop Tax Collection-Outside Ser	422.80			
5156005 · Prop & Liability Ins	8,176.43	22,500.00	-14,323.57	36.3%
5156100 · Workers Comp - Calculated	45.96			
5156105 · Workers Comp	3,861.52	13,000.00	-9,138.48	29.7%
5156205 · Employee Bonds	0.00	900.00	-900.00	0.0%
Total 5150000 · Financial Administration	97,486.12	286,550.00	-189,063.88	34.0%
5160000 · Municipal Building				
5160011 · Municipal Building-Wages	1,434.31			
5160021 · Municipal Building-Outside Serv	1,417.95			
5160022 · Municipal Building-Utilities	10,443.32			
5160023 · Municipal Building-Repairs&Supp	1,373.76			
5160000 · Municipal Building - Other	0.00	46,000.00	-46,000.00	0.0%
Total 5160000 · Municipal Building	14,669.34	46,000.00	-31,330.66	31.9%
Total 5100000 · General Government	133,553.92	411,050.00	-277,496.08	32.5%
5150520 · Bank Service Charges	50.00			
5200000 · Public Safety				
5210000 · Law Enforcement				
5210001 · Police Administration				
5210011 · Police Admin-Wages	21,718.99			
5210019 · Police Admin-Uniforms	999.76			
5210022 · Police Admin-Utilities	1,480.82			

City of Markesan
Treasurer's Report Budget vs. Actual
January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
5210034 · Police Admin-Supplies	1,081.28			
5210035 · Police Admin - Donations	72.78			
5210001 · Police Administration - Other	0.00	80,800.00	-80,800.00	0.0%
Total 5210001 · Police Administration	25,353.63	80,800.00	-55,446.37	31.4%
5212000 · Police Patrol				
5212011 · Police Patrol-Wages				
5213011 · Police Criminal Invest-Wages	0.00	1,300.00	-1,300.00	0.0%
5212011 · Police Patrol-Wages - Other	39,683.78			
Total 5212011 · Police Patrol-Wages	39,683.78	1,300.00	38,383.78	3,052.6%
5212021 · Police Patrol-Outside Services	524.44			
5212022 · Police Patrol-Utilities	184.90			
5212023 · Police Patrol-Repairs/Supplies	2,025.62			
5212033 · Police Patrol-Fuel/Miles	1,966.60			
5212000 · Police Patrol - Other	0.00	178,430.00	-178,430.00	0.0%
Total 5212000 · Police Patrol	44,385.34	179,730.00	-135,344.66	24.7%
5213021 · Police Criminal Inv-Suppl/Serv	268.74			
5214025 · Police Training	251.26	1,400.00	-1,148.74	17.9%
Total 5210000 · Law Enforcement	70,258.97	261,930.00	-191,671.03	26.8%
5219000 · School Crossing Guard	3,585.20	11,000.00	-7,414.80	32.6%
5220000 · Fire Protection				
5220021 · Fire Dept-Annual Budget	12,312.50	24,000.00	-11,687.50	51.3%
5220022 · Water Hydrant Rental	0.00	113,586.00	-113,586.00	0.0%
5220034 · Fire Dept-Incident Charges	809.95			
Total 5220000 · Fire Protection	13,122.45	137,586.00	-124,463.55	9.5%
5230021 · Ambulance Service	6,745.97	29,000.00	-22,254.03	23.3%
5240021 · Building Inspection	5,029.85	9,000.00	-3,970.15	55.9%
5290000 · Other Public Safety				
5290011 · Emergency Govt-Wages	0.00	7,870.00	-7,870.00	0.0%
5290022 · Emergency Govt-Utilities	257.00			
5290023 · Emer Govt-Supp., Equip & Repair	834.70			
Total 5290000 · Other Public Safety	1,091.70	7,870.00	-6,778.30	13.9%
Total 5200000 · Public Safety	99,834.14	456,386.00	-356,551.86	21.9%
5300000 · Public Works				
5310000 · Streets Administration				
5310011 · Streets Admin-Wages	689.51			
5310021 · Streets Admin-Outside Services	2,274.38			
5310000 · Streets Administration - Other	0.00	6,500.00	-6,500.00	0.0%
Total 5310000 · Streets Administration	2,963.89	6,500.00	-3,536.11	45.6%
5311000 · Public Works Shop				
5311011 · PW Shop-Wages	385.85			
5311022 · PW Shop-Utilities	3,379.15			
5311033 · PW Shop-Fuel	55.92			
5311034 · PW Shop-Supplies/Tools	914.31			
5311000 · Public Works Shop - Other	0.00	13,000.00	-13,000.00	0.0%
Total 5311000 · Public Works Shop	4,735.23	13,000.00	-8,264.77	36.4%
5312000 · Public Works Mach & Equip				
5312011 · PW Mach & Equip-Wages	5,284.83			
5312023 · PW Mach & Equip-Repair/Supplies	1,588.15			
5312033 · PW Mach & Equip-Fuel	377.47			
5312000 · Public Works Mach & Equip - Other	0.00	36,000.00	-36,000.00	0.0%
Total 5312000 · Public Works Mach & Equip	7,250.45	36,000.00	-28,749.55	20.1%
5331000 · Road Maintenance				
5331011 · Road Maintenance-Wages	24.00			
5331000 · Road Maintenance - Other	0.00	10,150.00	-10,150.00	0.0%
Total 5331000 · Road Maintenance	24.00	10,150.00	-10,126.00	0.2%
5331100 · Curbs & Gutters	0.00	500.00	-500.00	0.0%
5331200 · Traffic Signs & Markings				
5331211 · Traffic Signs, Markings-Wages	96.60			
5331200 · Traffic Signs & Markings - Other	0.00	2,000.00	-2,000.00	0.0%

City of Markesan
Treasurer's Report Budget vs. Actual
 January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
Total 5331200 · Traffic Signs & Markings	96.60	2,000.00	-1,903.40	4.8%
5331300 · Bridges & Culverts	0.00	1,000.00	-1,000.00	0.0%
5331900 · Snow & Ice Control				
5331911 · Snow & Ice Control-Wages	7,219.32			
5331933 · Snow & Ice Control-Fuel	2,068.88			
5331900 · Snow & Ice Control - Other	0.00	25,000.00	-25,000.00	0.0%
Total 5331900 · Snow & Ice Control	9,288.20	25,000.00	-15,711.80	37.2%
5342022 · Street Lighting	8,645.17	27,000.00	-18,354.83	32.0%
5343100 · Sidewalks				
5343111 · Sidewalks-Wages	19.32			
5343100 · Sidewalks - Other	0.00	20,000.00	-20,000.00	0.0%
Total 5343100 · Sidewalks	19.32	20,000.00	-19,980.68	0.1%
5344000 · Storm Sewers				
5344111 · Storm Sewers-Wages	38.64			
5344000 · Storm Sewers - Other	0.00	1,250.00	-1,250.00	0.0%
Total 5344000 · Storm Sewers	38.64	1,250.00	-1,211.36	3.1%
5344100 · Street Cleaning	960.72	1,500.00	-539.28	64.0%
5346000 · Parking Lots	0.00	500.00	-500.00	0.0%
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	872.28			
5362021 · Sanitation/Trash-Outside Serv.	20,033.36			
5362000 · Sanitation/Trash - Other	0.00	70,200.00	-70,200.00	0.0%
Total 5362000 · Sanitation/Trash	20,905.64	70,200.00	-49,294.36	29.8%
5363100 · Landfill Monitoring	0.00	2,800.00	-2,800.00	0.0%
5363500 · Recycling Center				
5363511 · Recycling Center-Wages	1,209.10			
5363533 · Recycling Center-Fuel	27.96			
5363500 · Recycling Center - Other	23.61	8,000.00	-7,976.39	0.3%
Total 5363500 · Recycling Center	1,260.67	8,000.00	-6,739.33	15.8%
5363521 · Recycling-CurbSide	8,894.88	27,000.00	-18,105.12	32.9%
5363600 · Recycling Center-Mackford	394.01	6,000.00	-5,605.99	6.6%
5363700 · Recycling Center-Manchester	394.03	4,000.00	-3,605.97	9.9%
5363800 · Recycling Center-Green Lake	764.44	5,000.00	-4,235.56	15.3%
5364000 · Weed Control				
5364034 · Weed Control-Supplies	123.00			
5364000 · Weed Control - Other	0.00	1,500.00	-1,500.00	0.0%
Total 5364000 · Weed Control	123.00	1,500.00	-1,377.00	8.2%
Total 5300000 · Public Works	66,758.89	268,900.00	-202,141.11	24.8%
5400000 · Health & Human Services				
5490000 · Cemetery				
5491011 · Cemetery-Wages	919.44			
5491022 · Cemetery-Utilities	92.63			
5490000 · Cemetery - Other	0.00	11,540.00	-11,540.00	0.0%
Total 5490000 · Cemetery	1,012.07	11,540.00	-10,527.93	8.8%
Total 5400000 · Health & Human Services	1,012.07	11,540.00	-10,527.93	8.8%
5500000 · Culture, Rec & Educ				
5510000 · Library				
5511011 · Library-Wages	483.03			
5511021 · Library-Annual Budget	50,400.00			
5510000 · Library - Other	0.00	67,200.00	-67,200.00	0.0%
Total 5510000 · Library	50,883.03	67,200.00	-16,316.97	75.7%
5520000 · Parks				
5520011 · Parks-Wages	1,555.03			
5520022 · Parks-Utilities	1,214.45			
5520023 · Parks-Repairs/Supplies	775.31			
5520033 · Parks-Fuel	41.95			
5520000 · Parks - Other	0.00	17,900.00	-17,900.00	0.0%
Total 5520000 · Parks	3,586.74	17,900.00	-14,313.26	20.0%
5530000 · City Events/Banners				

City of Markesan
Treasurer's Report Budget vs. Actual
January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
5530011 · City Events/Banners-Wages	227.95			
5530000 · City Events/Banners - Other	0.00	3,100.00	-3,100.00	0.0%
Total 5530000 · City Events/Banners	227.95	3,100.00	-2,872.05	7.4%
5530100 · Summer Rec Program	2,000.00	2,000.00	0.00	100.0%
5531000 · Events Comm. (Special Events)	1,289.09	6,000.00	-4,710.91	21.5%
Total 5500000 · Culture, Rec & Educ	57,986.81	96,200.00	-38,213.19	60.3%
5600000 · Conservation & Development				
5670000 · Advertising & Promotion	0.00	250.00	-250.00	0.0%
5671000 · Industrial Park Development	93.84			
5671021 · TIF Fees	2,336.80			
5690000 · Zoning & Development	0.00	250.00	-250.00	0.0%
5691000 · Mapping	0.00	500.00	-500.00	0.0%
Total 5600000 · Conservation & Development	2,430.64	1,000.00	1,430.64	243.1%
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	105,000.00	105,000.00	0.00	100.0%
Total 5912000 · 2018 Bond Issue Princ.	105,000.00	105,750.00	-750.00	99.3%
5916000 · Principal Long-Term Debt	1,108.20	3,404.00	-2,295.80	32.6%
5918000 · Safety Equipment-Principal	0.00	5,283.36	-5,283.36	0.0%
5925000 · Safety Equipment-Interest	0.00	491.56	-491.56	0.0%
5926000 · Interest Long Term Debt	174.36	409.00	-234.64	42.6%
5926250 · 2018A Bond Issue Interest	17,687.50	34,272.50	-16,585.00	51.6%
5927000 · Patrol Car Principal Loan	2,617.53			
5927500 · Patrol Car Interest Loan	269.93			
Total 5900000 · Debt Service	126,857.52	149,610.42	-22,752.90	84.8%
6000000 · Capital Outlay				
6571400 · Outlay - City Hall	0.00	5,000.00	-5,000.00	0.0%
6571900 · Outlay - General Acctg Admin	0.00	3,000.00	-3,000.00	0.0%
6572200 · Outlay - Fire Department	53,546.75	53,000.00	546.75	101.0%
6572900 · Outlay - Emergency Govt	4,129.04	8,500.00	-4,370.96	48.6%
6573270 · Outlay - Garages & Sheds	0.00	1,500.00	-1,500.00	0.0%
6573310 · Outlay - Streets	0.00	30,054.66	-30,054.66	0.0%
6573320 · Outlay - 2022 Streets Project	2,611.71			
6573460 · Outlay - Parking Lots	0.00	1,500.00	-1,500.00	0.0%
6574200 · Outlay - Recycling Center	0.00	5,000.00	-5,000.00	0.0%
6575100 · Outlay - Cemetery	0.00	12,150.00	-12,150.00	0.0%
6576100 · Outlay - Library	0.00	800.00	-800.00	0.0%
6576200 · Outlay - Parks	0.00	5,000.00	-5,000.00	0.0%
6576300 · Outlay - Codification	0.00	2,000.00	-2,000.00	0.0%
Total 6000000 · Capital Outlay	60,287.50	127,504.66	-67,217.16	47.3%
Total Expense	548,771.49	1,522,191.08	-973,419.59	36.1%
Net Ordinary Income	230,704.08	-20,066.00	250,770.08	-1,149.7%
Net Income	230,704.08	-20,066.00	250,770.08	-1,149.7%

Cell Phone Use

After discussion with Dan Sondalle and Will Pflum, the City attorney will create a form for each employee to sign if they use their personal cell phone for City business.



The first step will be to get this form to all employees that use their personal cell phones for City business. It will depend on if the employee is willing to sign the form, or not be willing to have their phone open to an open records request if needed.

At that point, the City will need to address buying phones for the employees or not.

Second, the Police Department is satisfied with the jetpack that they have with Verizon, because the tower is in town and they receive excellent service. The City will stay contracted with Verizon for the Police Department jetpack and two backup cell phones that are only charged by the minute. The monthly bill for this will be approximately \$45.00 a month.

If the employees do use their cell phones for City business, this department recommends a reimbursement payment of \$20 a month to the employees.

★ Complete: 5 - signed agreement
4 - did not sign agreement

Continuing Disclosure Services Fee Adjustment - Markesan

1 message

Sara Beecher <SBeecher@ehlers-inc.com>

Fri, Apr 8, 2022 at 10:50 AM

To: "bamend@markesanwi.gov" <bamend@markesanwi.gov>

Cc: Annie Mallon <AMallon@ehlers-inc.com>, Brian Roemer <BRoemer@ehlers-inc.com>

Betsy,

Under the terms of Ehlers' continuing disclosure services agreement with you, we are required to provide proper notice of any fee changes. Effective January 1, 2023, Ehlers' Continuing Disclosure Fees will increase fees as described in the below schedule:

What service category is your municipality currently subject to?

Limited Disclosure

Full Disclosure Services:

Number of Issuer Continuing Disclosure Undertakings	Annual Fee
One (1) to three (3) Continuing Disclosure Undertakings	\$3,150
Four (4) to six (6) Continuing Disclosure Undertakings	\$3,700
Seven (7) or more Continuing Disclosure Undertakings	\$4,250

If an issuer's CDU requires quarterly or semiannual periodic filings, Ehlers will assess an additional \$500 fee per CDU filing.

Limited Disclosure Services:

Ehlers will provide limited continuing disclosure services for an annual fee of \$850.

Why the fee increase?

As an issuer of municipal securities, ensuring compliance with the Securities and Exchange Commission's continuing disclosure requirements is essential to your ability to maintain unfettered access to the capital markets. Over the last few years, regulatory reporting requirements have expanded to include SEC event notices for disclosure of certain debt and material changes to financial obligations. In addition, underwriter diligence in reviewing our clients' compliance with existing disclosure undertakings related to new bond issuance has become more rigorous. Because both these developments demand more time and resources to deliver the level of service and accuracy our clients expect, we must adjust fees upward. This is the first time we've increased Continuing Disclosure fees in more than seven years.

Committed to exceptional client service.

Ehlers stands committed to helping you comply – in all regards – with your disclosure obligations. We believe our investments in this work, along with modest fee adjustments, will allow us to deliver exceptional client value and service, ensure accurate and timely reporting and verifications, and meet the changing needs of municipal market participants.

We appreciate and thank you for the privilege of serving you. If you have any questions or need additional information, please contact me directly.

Sincerely,

Sara Beecher

Public Finance Manager

Sara Beecher

Public Finance Manager

O: (262) 796-6172 | ehlers-inc.com



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POSITION DESCRIPTION

TITLE: Public Property and Streets Supervisor

DEPARTMENTS: Streets, Building & Utilities; and
Public Property and Health Committees

A. JOB DESCRIPTION

The Public Property and Streets Supervisor shall be under the direction of the Council and the Mayor and will report monthly, or as needed to the Streets, Building & Utilities; and Public Property and Health Committees and is responsible for the administration and supervision of City streets and property. Primary duties shall include, but not be limited to, street and storm water maintenance including snow removal, cleaning, and repairs; upkeep of lawns, parks and cemeteries; operation and repair of vehicles and equipment; and the cleaning and maintenance of city facilities.

B. DUTIES AND RESPONSIBILITIES

- 1) Responsible for the maintenance, repair and improvement of all streets, facilities, and property owned or operated by the City.
- 2) Responsible for snow removal, repairs and maintenance to ensure that the streets, and sidewalks are maintained in a safe, and structurally sound and sanitary manner, and to maintain all markings for traffic control painted or placed upon the streets or curbs.
- 3) Responsible for all public structures owned or operated by the City including but not limited to general maintenance, landscaping, janitorial services, security and safety for the upkeep of all public property owned or operated by the City.
- 4) Responsible for the maintenance, repair and rehabilitation, of the storm and surface water management system, and to coordinate related activities with interested municipalities and interested parties.
- 5) Responsible for overseeing the refuse collection, source reduction, recycling, landfill operations, street sweeping, and long-term resource recovery and disposal activities of the refuse enterprise.
- 6) Responsible for the City Garage and administer a preventative maintenance program for vehicles and equipment, including keeping operating records of all motorized equipment used or operated by the Public Works Department.

- 7) Annually review and update of capital improvement program for all streets, buildings and property owned or operated by the City and report to the City Council
- 8) Maintain grass, flower beds, trees, parks, cemeteries, and parking lots in a safe and aesthetic manner; and to maintain trees adjacent to electric power lines in order to minimize electrical outages caused by tree limbs.
- 9) Inspect construction work done by or for the City and require compliance with all contracts made in connection therewith.
- 10) Assign space, maintenance of the buildings, and the recommendation of such rules and regulations as are proper for the efficient use of the facilities.
- 11) Perform such other duties as may be required.

C. QUALIFICATIONS

- 1) Must have a High School degree or the equivalent
- 2) Must have good computer skills.
- 3) Commercial Driver's License recommended or must be obtained within one year of hire
- 4) Must have and maintain a Valid State of Wisconsin Driver's License
- 5) Must be able to work independently and multi-task projects.
- 6) Must be able to operate and repair an assortment of equipment and vehicles.
- 7) Must have good communication skills with the ability to interact with the general public and to present written and oral reports to the City Council.
- 8) General knowledge or experience of employee and labor relations.
- 9) General knowledge or experience in reviewing and contracting services.
- 10) General knowledge or experience in management, planning and budgeting.
- 11) Previous public works, engineering, mechanical, or construction experience a plus.

D. PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stand, sit, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color

vision, peripheral vision, depth perception, and ability to adjust focus. A valid State of Wisconsin Drivers License and Commercial Drivers License are also required.

Examples of Specific Duties

- Brush pick up once each month
- Operate and maintain Recycling Center
- Empty garbage cans up town and in parks
- Put barricades up when needed
- Clean out city garage for events
- Change flags at City Hall and Cemetery
- Rake stones and sticks
- Reseed ground from snow plowing
- Clean toilets at Parks
- Miscellaneous maintenance at City Hall and Public Library
- Mow City Hall ground, parks, Willow Court boulevard, High School boulevard, cemeteries, fire station, well property, water tower, libraries, and roadsides
- Fix pot holes in roads
- Replace dirt around fire hydrants when replaced
- Help with setup of City Events
- Seed down graves and replace dirt when settling occurs
- Trim trees along streets and at cemeteries
- Replace street sign and stop signs
- Replace shoulder area on streets where needed
- Put gravel on North Street
- Weed trim at cemetery, parks, City Hall, library, fire station, and water tower
- Spray weeds at parks, fire station, City Hall, alleys, parking lots and along streets
- Keep catch basins free to debris
- Sweep streets
- Paint markings on streets and curbs
- Assist Water and Sewer Department when needed
- Assist Police Department when needed
- Plow snow off City streets and sidewalks
- Salt streets when needed
- Plow snow from church parking lots, landfill road, fire station, Industrial Park driveway, City Hall drive, and City parking lot
- Attend meetings as necessary to inform and advise Council
- Contracts and leasing – advise Council
- Maintain cooling and heating systems
- Put up Seasonal Displays
- Oversee equipment maintenance and repair
- Update and execute safety program(s)
- Maintain and repair storm sewer
- Maintain and repair City owned streetlights

CITY OF MARKESAN SPECIAL COMMON COUNCIL MEETING

January 18, 2022

MINUTES

- Meeting was called to order by Mayor Slate at 6:00 pm.
- Present were Mayor Slate, Ald. Abendroth, Ald. Tetzlaff, Ald. Prill via telephone, Ald. Thiem, Ald. Triemstra, Ald. Kazda and Clerk-Treasurer Amend. Also present was Kristin Radtke with Berlin Journal.
- Citizen's Comments: Resident expressed appreciation for the Public Works Department
- Motion Triemstra/Thiem to accept the resignation from Public Works Director Joe Strelow; motion carried 6-0.
- After review and discussion, motion Abendroth/Tetzlaff to approve the new Public Property and Street Supervisor Job Description with noted changes; motion carried 6-0.
- Motion Tetzlaff/Triemstra to approve the posting of the Public Property and Streets Supervisor Position for two weeks in the newspaper; motion carried 6-0.
- Motion Kazda/Triemstra to approve posting an Interim Part-Time Snow Plow Driver Position in the newspaper for two weeks; motion carried 6-0.
- Motion Triemstra/Kazda to adjourn at 6:28 pm; motion carried 6-0.

Respectfully submitted,

Elizabeth A. Amend, Clerk-Treasurer