



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

July 5, 2022

Immediately Following Public Property & Health Meeting

### AGENDA

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Review and Approval of Vouchers Payable

Police Report & Schedule

Public Works Part-Time Employee Report

#### Closed Session:

Public Works Director Position Review and New Applicants; City Clerk-Treasurer and Deputy Clerk-Treasurer Wage Comparison and Compensation

- 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).

#### Old Business

- Discussion and Action on Electronic and Other Communications Policy – Add Consent Form Requirement and Fee to be Paid to Employees for Use of Personal Cell Phones for City Business

#### New Business

- Discussion and Action on Interim Public Works Director Stipend
- Discussion and Action on Beer Garden Ordinance 200-14 I.
- Discussion and Action on Preliminary 2023 Budget
- Discussion and Action on Street Sweeper Operator
- Discussion and Action on Accepted Library Boiler Bid

#### 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 July 1, 2022  
Elizabeth A Amend, Clerk-Treasurer

July 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: 37295 - 37345	\$	105,629.34
DD #5024 - 5072	\$	31,342.67
EFT #1239 - 1250	\$	42,197.77
TOTAL	\$	179,169.78
UTILITY CHECKS: #12978 - 12993	\$	34,148.58
TOTAL	\$	34,148.58

With the exception of:

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Signed:

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**City of Markesan**  
**Voucher List**  
June 7 through July 5, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
EFT-1239	06/08/2022	INTERNAL REVENUE SERVICE	6/3/22 PR	-5,103.80
EFT-1240	06/08/2022	EMPOWER RETIREMENT (WDC)	6/3/22 PR	-540.00
EFT-1241	06/08/2022	WISCONSIN DEPT. OF REVENUE	6/3/22 PR	-840.54
EFT-1242	06/21/2022	STATE OF WI HEALTH INS	JULY 2022 HEALTH INS	-16,259.90
EFT-1243	06/20/2022	DELTA DENTAL OF WISCONSIN	SUPPLEMENTAL DENTAL PLAN JULY 2022	-192.84
EFT-1244	06/20/2022	DELTA DENTAL OF WISCONSIN	DELTA VISION JULY 2022	-41.16
EFT-1245	06/21/2022	EMPOWER RETIREMENT (WDC)	6/17/22 PR	-540.00
EFT-1246	06/21/2022	WISCONSIN DEPT. OF REVENUE	6/17/22 PR	-918.14
EFT-1247	06/21/2022	INTERNAL REVENUE SERVICE	6/17/22 PR	-5,788.86
EFT-1248	06/21/2022	WRS (Wisconsin Retirement System)	June 2022 Retirement	-6,428.03
EFT-1249	07/05/2022	EMPOWER RETIREMENT (WDC)	7/1/22 PR	-540.00
EFT-1250	07/05/2022	INTERNAL REVENUE SERVICE	7/1/22 PR	-5,004.50
			<b>TOTAL EFT PAYMENTS</b>	<b>-42,197.77</b>
DD5024	06/17/2022	Corson, Amy M	Direct Deposit	-115.44
DD5025	06/17/2022	Dykstra, Dennis P	Direct Deposit	-116.36
DD5026	06/17/2022	Engel, Wanda S	Direct Deposit	-77.57
DD5027	06/17/2022	Koos-Abendroth, Cheryl A	Direct Deposit	-290.91
DD5028	06/17/2022	Moore, Kari S	Direct Deposit	-48.48
DD5029	06/17/2022	Olson, Clyde A	Direct Deposit	-96.97
DD5030	06/17/2022	Panten, Beth M	Direct Deposit	-271.51
DD5031	06/17/2022	Phippen, Henry	Direct Deposit	-347.87
DD5032	06/17/2022	Slate, Rich	Direct Deposit	-461.75
DD5033	06/17/2022	Zacharias, Carmen J	Direct Deposit	-31.50
DD5034	06/17/2022	Amend, Elizabeth A	Direct Deposit	-999.22
DD5035	06/17/2022	Behlke, Ryan R	Direct Deposit	-1,271.42
DD5036	06/17/2022	Chisnell, Gerald	Direct Deposit	-138.53
DD5037	06/17/2022	Doro, Anthony A	Direct Deposit	-1,555.22
DD5038	06/17/2022	Glover, Valerie	Direct Deposit	-87.07
DD5039	06/17/2022	Heberer, Jeffrey	Direct Deposit	-1,319.72
DD5040	06/17/2022	Heiling, Addie A	Direct Deposit	-31.40
DD5041	06/17/2022	Heiling, Rachel	Direct Deposit	-526.57
DD5042	06/17/2022	Huhndorf, John E	Direct Deposit	-468.60
DD5043	06/17/2022	Knaub, Sharilyn J	Direct Deposit	-307.28
DD5044	06/17/2022	Krentz, Dorothea M	Direct Deposit	-1,072.86
DD5045	06/17/2022	Krombos, Kailie M	Direct Deposit	-187.94
DD5046	06/17/2022	McLean, Cody	Direct Deposit	-2,148.38
DD5047	06/17/2022	Meyer, Vanessa K	Direct Deposit	-118.60
DD5048	06/17/2022	Overbeck, Nicole M	Direct Deposit	-987.56
DD5049	06/17/2022	Pflum, William	Direct Deposit	-1,633.86
DD5050	06/17/2022	Stelmacher, Nancy J	Direct Deposit	-76.13
DD5051	06/17/2022	Stocker, Tyler J	Direct Deposit	-1,320.11
DD5052	06/17/2022	Weber, Tanner J	Direct Deposit	-741.57
DD5053	07/01/2022	Amend, Elizabeth A	Direct Deposit	-999.27

**City of Markesan  
Voucher List  
June 7 through July 5, 2022**

DD5054	07/01/2022	Behlke, Ryan R	Direct Deposit	-1,336.88
DD5055	07/01/2022	Chisnell, Gerald	Direct Deposit	-138.52
DD5056	07/01/2022	Doro, Anthony A	Direct Deposit	-1,555.29
DD5057	07/01/2022	Glover, Valerie	Direct Deposit	-122.90
DD5058	07/01/2022	Heberer, Jeffrey	Direct Deposit	-1,299.73
DD5059	07/01/2022	Helling, Addie A	Direct Deposit	-97.66
DD5060	07/01/2022	Helling, Rachel	Direct Deposit	-526.58
DD5061	07/01/2022	Huhndorf, John E	Direct Deposit	-710.50
DD5062	07/01/2022	Knaub, Sharilyn J	Direct Deposit	-248.78
DD5063	07/01/2022	Krentz, Dorothea M	Direct Deposit	-1,066.13
DD5064	07/01/2022	Krombos, Kailie M	Direct Deposit	-392.71
DD5065	07/01/2022	McLean, Cody	Direct Deposit	-1,482.54
DD5066	07/01/2022	Meyer, Vanessa K	Direct Deposit	-151.41
DD5067	07/01/2022	Overbeck, Nicole M	Direct Deposit	-1,020.94
DD5068	07/01/2022	Pflum, William	Direct Deposit	-1,613.74
DD5069	07/01/2022	Shin, Nara	Direct Deposit	-133.33
DD5070	07/01/2022	Stellmacher, Nancy J	Direct Deposit	-11.34
DD5071	07/01/2022	Stocker, Tyler J	Direct Deposit	-848.61
DD5072	07/01/2022	Weber, Tanner J	Direct Deposit	-735.41
			<b>TOTAL DIRECT DEPOSIT</b>	<b>-31,342.67</b>
37295	06/07/2022	LAKESIDE MUNICIPAL COURT	Payment for Ruby Fernanda	-248.00
37296	06/13/2022	CENTURYLINK	May - June 2022 Phone / Internet	-418.63
37297	06/13/2022	ERGO BANK OF MARKESAN	WRS Loan - Payment #49	-320.64
37298	06/13/2022	HORICON BANK VISA	1&1 / Chiefs Conf. / Stamps	-412.77
37299	06/13/2022	J & S HEUER, LLC	Repair 2 headstones at cemetery	-1,250.00
37300	06/13/2022	LEE RECREATION, LLC	Hein Park Playground	-60,642.00
37301	06/13/2022	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-728.70
37302	06/13/2022	SECURIAN FINANCIAL GROUP, INC.	July 2022 Life Ins Premium	-150.47
37303	06/13/2022	SHELL FLEET	May 2022 Fuel	-1,558.85
37304	06/13/2022	WASTE MANAGEMENT CORPORATE SERVICES	June 2022 Trash & Recycling	-7,963.13
37305	06/17/2022	AIRGAS USA, LLC	Cylinder Rental	-33.89
37306	06/17/2022	ALCIVIA	Qwiklift	-76.91
37307	06/17/2022	ALLIANT ENERGY/WP&L	May - June 2022 Electric Bills	-3,192.74
37308	06/17/2022	BALLWEG IMPLEMENT	Lawn Mower Parts	-198.43
37309	06/17/2022	COMPLETE OFFICE OF WISCONSIN	Supplies	-246.37
37310	06/17/2022	EMC INSURANCE	Property & Liability / Workers Comp	-4,559.94
37311	06/17/2022	GENERAL CODE	Code Updates	-595.00
37312	06/17/2022	GENERAL ENGINEERING CO., INC.	Inspection / 2022 Project	-11,911.53
37313	06/17/2022	PFLUM, WILLIAM A.	Reimb / JDD Breakfast & Candy	-43.63
37314	06/17/2022	PRE-EMPLOYMENT FUND	June 2022 Pre Employment / Behlke & Weber	-205.12
37315	06/17/2022	RAY'S SANITATION	2022 JDD	-660.00
37316	06/20/2022	SECURIAN FINANCIAL GROUP, INC.	JUNE ACCIDENT INS 2022 - 76038	-58.04
37317	06/23/2022	RIPON COMMONWEALTH PRESS	PW Ad	-97.44
37318	06/23/2022	VERIZON WIRELESS	June - July 2022 Cell Phone	-102.75
37319	06/23/2022	WE ENERGIES	May - June 2022 Gas Bills	-245.72
37320	06/23/2022	WINDYWARES-JBL AWARDS LLC	2022 Youth Officer Plaque	-45.00

**City of Markesan**  
**Voucher List**  
**June 7 through July 5, 2022**

37321	06/27/2022	US POSTMASTER	3 Rolls of Stamps	-174.00
37322	06/30/2022	MARKESAN, CITY OF-PETTY CASH	Postage	-15.20
37323	07/01/2022	ARAMARK	June 2022 Rug Cleaning	-125.38
37324	07/01/2022	BALLWEG IMPLEMENT	Mower Blade	-84.09
37325	07/01/2022	BERGEMANN'S AUTOCARE	Repairs	-428.48
37326	07/01/2022	CENTURYLINK BUSINESS SERVICES	May - June 2022 Phone & Internet	-439.53
37327	07/01/2022	COAST TO COAST SOLUTIONS	Evidence Bags / Bracelets	-360.62
37328	07/01/2022	COMPLETE OFFICE OF WISCONSIN	Earplugs	-22.96
37329	07/01/2022	FOX VALLEY TECHNICAL COLLEGE	ID# 300082866 / Weber Training	-134.50
37330	07/01/2022	GENERAL ENGINEERING CO., INC.	Landfill Monitoring	-2,097.80
37331	07/01/2022	GRAND RIVER FIRE DISTRICT	May 2022 Incident Charges	-431.54
37332	07/01/2022	JOHNSON BLOCK AND COMPANY	Final billing on 2021 audit	-798.10
37333	07/01/2022	JUSTMANN SERVICES	Move woodchips for playground	-150.00
37334	07/01/2022	LITTLE GREEN LAKE PROT & REHAB DISTRICT	Apr - June 2022 Water/Sewer	-248.98
37335	07/01/2022	MARKESAN WATER & SEWER	Apr - June 2022 W/S Bills	-643.61
37336	07/01/2022	RENNERT'S FIRE EQUIPMENT	Charger Repair Work	-1,348.26
37337	07/01/2022	SHRED-IT USA	Shredding Service	-83.57
37338	07/01/2022	SUPERIOR CHEMICAL CORPORATION	Supplies	-103.36
37339	07/01/2022	THIEM'S COUNTRY TOY LLC	Trimmer Caster Tire	-49.40
37340	07/01/2022	WELLS FARGO REMITTANCE CENTER	Google	-84.00
37341	07/05/2022	BERLIN JOURNAL NEWSPAPERS	PW Ad / Council / JDD Parking Signs	-1,195.00
37342	07/05/2022	DAYE, CHARLES	Repair Swingset	-55.00
37343	07/05/2022	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-220.51
37344	07/05/2022	RIPON COMMONWEALTH PRESS	PW Director / Assistant Ad	-219.88
37345	07/05/2022	SECURIAN FINANCIAL GROUP, INC.	Aug 2022 Life Ins Premium	-149.87
			<b>TOTAL CHECK PAYMENTS</b>	<b>-105,629.34</b>
			<b>TOTAL PAYMENTS</b>	<b>-179,169.78</b>

**Markesan Utilities  
Voucher List  
June 7 through July 5, 2022**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
12978	06/17/2022	ALLIANT ENERGY/WP&L	May - June 2022 Electric Bill	-2,583.92
12979	06/17/2022	BADGER LABORATORIES & ENG.	Supplies	-390.00
12980	06/17/2022	GENERAL ENGINEERING CO., INC.	Phosphorus Upgrade	-531.25
12981	06/17/2022	MARKESAN, CITY OF	June 2022 PR Reimb	-14,429.20
12982	06/17/2022	MULCAHY/SHAW WATER, INC.	Ultrasonic Flow Meter	-5,219.00
12983	06/17/2022	SPEEDY CLEAN	Vacuum sludge from holding tank	-2,520.00
12984	06/17/2022	USA BLUEBOOK	Suction Hose	-559.95
12985	06/17/2022	WI DNR	2022 Environmental Fee	-3,395.97
12986	06/30/2022	MARKESAN-PETTY CASH	Postage	-10.20
12987	07/01/2022	CIVIC SYSTEMS, LLC	July - Dec 2022 Software Support	-1,010.00
12988	07/01/2022	MARCH'S PUMPING SERVICE	Sludge Loads	-575.00
12989	07/01/2022	MARKESAN WATER & SEWER	Apr - June 2022 W/S Bill	-389.36
12990	07/01/2022	U.S. CELLULAR	June - July 2022 Cell Phone	-53.65
12991	07/01/2022	USA BLUEBOOK	Pump & Valve	-1,687.76
12992	07/01/2022	WE ENERGIES	May - June 2022 Gas Bills	-34.32
12993	07/05/2022	L-R METER TESTING & REPAIR INC	Test 5 meters	-759.00
			<b>TOTAL CHECK PAYMENTS</b>	<b>-34,148.58</b>
			<b>TOTAL PAYMENTS</b>	<b>-34,148.58</b>

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

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	159.22	70.00	89.22	227.5%
4132000 · PILOT's MRH	11,492.61	13,000.00	-1,507.39	88.4%
4180000 · Interest on Taxes	331.39	1,000.00	-668.61	33.1%
4190000 · State Personal Prop Aid	4,635.18	4,635.18	0.00	100.0%
4195000 · State TID Personal Prop Aid	4,110.31	4,110.31	0.00	100.0%
<b>Total 4100000 · Taxes</b>	<b>633,149.78</b>	<b>795,236.49</b>	<b>-162,086.71</b>	<b>79.6%</b>
4300000 · Intergovernmental Revenues				
4354650 · ARPA GRANT	73,320.32			
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	5,877.62	5,900.00	-22.38	99.6%
4379100 · EMS (Ambulance) Reimb	6,745.97	5,000.00	1,745.97	134.9%
<b>Total 4300000 · Intergovernmental Revenues</b>	<b>135,134.20</b>	<b>554,876.59</b>	<b>-419,742.39</b>	<b>24.4%</b>
4400000 · Licenses & Permits				
4410100 · Alcohol Licenses	3,165.01	2,500.00	665.01	126.6%
4410200 · Operator's Licenses	1,165.00	1,800.00	-635.00	64.7%
4410300 · Soda Water Licenses	90.00	80.00	10.00	112.5%
4410400 · Cigarette Licenses	375.00	300.00	75.00	125.0%
4410500 · Other Business Lic.	50.00	300.00	-250.00	16.7%
4410900 · Cable Franchise Fees	600.00	1,200.00	-600.00	50.0%
4420000 · Dog Licenses (City)	928.83	900.00	28.83	103.2%
4430000 · Building Permits	2,890.00	3,400.00	-510.00	85.0%
4440000 · Land Use Permits	0.00	250.00	-250.00	0.0%
<b>Total 4400000 · Licenses &amp; Permits</b>	<b>9,263.84</b>	<b>10,730.00</b>	<b>-1,466.16</b>	<b>86.3%</b>
4500000 · Fines, Forfeits & Penalties				
4510000 · Ordinance Violations	6,380.16	9,000.00	-2,619.84	70.9%
4510100 · Parking Violations	340.00	600.00	-260.00	56.7%
4500000 · Fines, Forfeits & Penalties - Other	-777.50			
<b>Total 4500000 · Fines, Forfeits &amp; Penalties</b>	<b>5,942.66</b>	<b>9,600.00</b>	<b>-3,657.34</b>	<b>61.9%</b>
4600000 · Public Charges for Services				
4610000 · Clerk-Treas Fees	630.00	1,600.00	-970.00	39.4%
4610100 · Publication Fees	161.00	250.00	-89.00	64.4%
4621000 · Police Dept Fees	235.00	200.00	35.00	117.5%
4632200 · Snow Removal Fees	220.00	220.00	0.00	100.0%
4643500 · Recycle Fees	1,714.24	3,000.00	-1,285.76	57.1%
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	1,550.00	1,500.00	50.00	103.3%
4674300 · Comm Ctr Use	180.00	150.00	30.00	120.0%
<b>Total 4600000 · Public Charges for Services</b>	<b>6,074.70</b>	<b>7,920.00</b>	<b>-1,845.30</b>	<b>76.7%</b>
4700000 · Intergov't Charges for Services				
4732100 · School Liason	33,401.12	57,000.00	-23,598.88	58.6%
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%
<b>Total 4700000 · Intergov't Charges for Services</b>	<b>33,401.12</b>	<b>77,500.00</b>	<b>-44,098.88</b>	<b>43.1%</b>
4800000 · Miscellaneous Revenue				
4811000 · Interest-City Investments	1,260.38	1,500.00	-239.62	84.0%
4820000 · Rent-Muni Bldg	8,100.00	15,000.00	-6,900.00	54.0%
4820100 · Rent-Land	1,801.25	2,362.00	-560.75	76.3%
4820200 · Rent-Cell Tower	6,574.08	11,000.00	-4,425.92	59.8%
4840900 · Ins Dividends	2,138.00	1,800.00	338.00	118.8%
4850000 · Donations	1,217.62	9,100.00	-7,882.38	13.4%
4850025 · Connolly Memorial Cemetery Fund	5,300.00			
4850050 · Playground Donations	56,961.62			
4850100 · Police Donations	25.00	3,000.00	-2,975.00	0.8%
4890000 · Exp Reimb-All Types	2,516.40	2,500.00	16.40	100.7%

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

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Total 4800000 · Miscellaneous Revenue	85,894.35	46,262.00	39,632.35	185.7%
<b>Total Income</b>	<b>908,860.65</b>	<b>1,502,125.08</b>	<b>-593,264.43</b>	<b>60.5%</b>
<b>Gross Profit</b>	<b>908,860.65</b>	<b>1,502,125.08</b>	<b>-593,264.43</b>	<b>60.5%</b>
<b>Expense</b>				
<b>5100000 · General Government</b>				
5100100 · W&S Expense Reimb	11,249.68			
5100111 · Accts Rec - W&S Wages	51.45			
5100112 · Accts Rec - W&S WRS	-113.29			
5100114 · Accts Rec - W&S Insurance	-61.38			
5100200 · Library Expense Reimb	-2,218.17			
<b>5110000 · Legislative</b>				
5110111 · Council	0.00	10,500.00	-10,500.00	0.0%
5110211 · Mayor	2,500.00	8,300.00	-5,800.00	30.1%
5111011 · Committees	0.00	400.00	-400.00	0.0%
<b>Total 5110000 · Legislative</b>	<b>2,500.00</b>	<b>19,200.00</b>	<b>-16,700.00</b>	<b>13.0%</b>
<b>5130000 · Legal</b>				
5130021 · City Atty-General	706.25	2,800.00	-2,093.75	25.2%
5130121 · City Atty-Prosecution	562.50	1,000.00	-437.50	56.3%
5131021 · Muni Code Updates	1,500.00	1,500.00	0.00	100.0%
<b>Total 5130000 · Legal</b>	<b>2,768.75</b>	<b>5,300.00</b>	<b>-2,531.25</b>	<b>52.2%</b>
<b>5140000 · General Administration</b>				
5141011 · Legislative Support-Wages	3,138.58	16,000.00	-12,861.42	19.6%
5141032 · Legislative Support-Publication	3,634.87			
5142011 · General Admin-Wages	9,517.99	30,000.00	-20,482.01	31.7%
5142021 · General Admin-Outside Services	318.20			
5142025 · General Admin-Training/Dues	170.00			
5142031 · General Admin-Office Supplies	2,025.78			
5142033 · General Admin-Mileage	33.06			
5143011 · Elections-Wages	2,084.01	5,000.00	-2,915.99	41.7%
5143032 · Elections-Publication	85.25			
5143034 · Elections-Supplies	112.97			
5144011 · Licensing & Permits-Wages	1,101.85	3,000.00	-1,898.15	36.7%
5144032 · Licensing & Permits-Publication	230.75			
<b>Total 5140000 · General Administration</b>	<b>22,453.31</b>	<b>54,000.00</b>	<b>-31,546.69</b>	<b>41.6%</b>
<b>5150000 · Financial Administration</b>				
5150011 · General Accounting-Wages	8,290.12	18,000.00	-9,709.88	46.1%
5150521 · Independent Audit	10,778.50	9,400.00	1,378.50	114.7%
5151113 · Medicare (default)	3,358.02	7,450.00	-4,091.98	45.1%
5151213 · Social Security	10,181.15	26,500.00	-16,318.85	38.4%
5151314 · Health Insurance	53,092.04	143,000.00	-89,907.96	37.1%
5151414 · Life Insurance	283.56	600.00	-316.44	47.3%
5151611 · Paid Time Off (PTO)-Wages	21,535.71			
5152012 · Wisconsin Retirement System	16,447.17	36,000.00	-19,552.83	45.7%
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	899.52	3,000.00	-2,100.48	30.0%
5155121 · Prop Tax Collection-Outside Ser	422.80			
5156005 · Prop & Liability Ins	12,287.39	22,500.00	-10,212.61	54.6%
5156100 · Workers Comp - Calculated	71.56			
5156105 · Workers Comp	7,708.37	13,000.00	-5,291.63	59.3%
5156205 · Employee Bonds	0.00	900.00	-900.00	0.0%
<b>Total 5150000 · Financial Administration</b>	<b>148,673.67</b>	<b>286,550.00</b>	<b>-137,876.33</b>	<b>51.9%</b>
<b>5160000 · Municipal Building</b>				
5160011 · Municipal Building-Wages	2,452.55			
5160021 · Municipal Building-Outside Serv	1,718.03			
5160022 · Municipal Building-Utilities	13,782.04			
5160023 · Municipal Building-Repairs&Supp	2,015.07			
5160000 · Municipal Building - Other	0.00	46,000.00	-46,000.00	0.0%
<b>Total 5160000 · Municipal Building</b>	<b>19,967.69</b>	<b>46,000.00</b>	<b>-26,032.31</b>	<b>43.4%</b>
<b>Total 5100000 · General Government</b>	<b>205,271.71</b>	<b>411,050.00</b>	<b>-205,778.29</b>	<b>49.9%</b>
5150520 · Bank Service Charges	50.00			
<b>5200000 · Public Safety</b>				
<b>5210000 · Law Enforcement</b>				
5210001 · Police Administration				
5210011 · Police Admin-Wages	30,494.45	74,500.00	-44,005.55	40.9%



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

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
5210019 · Police Admin-Uniforms	1,021.71	1,300.00	-278.29	78.6%
5210022 · Police Admin-Utilities	2,155.12			
5210034 · Police Admin-Supplies	2,007.49	5,000.00	-2,992.51	40.1%
5210035 · Police Admin - Donations	72.78			
5210040 · Police Admin - Playground Don.	60,792.00			
<b>Total 5210001 · Police Administration</b>	<b>96,543.55</b>	<b>80,800.00</b>	<b>15,743.55</b>	<b>119.5%</b>
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	59,900.90	161,750.00	-101,849.10	37.0%
<b>Total 5212011 · Police Patrol-Wages</b>	<b>59,900.90</b>	<b>163,050.00</b>	<b>-103,149.10</b>	<b>36.7%</b>
5212021 · Police Patrol-Outside Services	539.40	5,000.00	-4,460.60	10.8%
5212022 · Police Patrol-Utilities	283.45	480.00	-196.55	59.1%
5212023 · Police Patrol-Repairs/Supplies	3,708.36	11,200.00	-7,491.64	33.1%
5212033 · Police Patrol-Fuel/Miles	3,466.05			
<b>Total 5212000 · Police Patrol</b>	<b>67,898.16</b>	<b>179,730.00</b>	<b>-111,831.84</b>	<b>37.8%</b>
5213021 · Police Criminal Inv-Suppl/Serv	755.79	1,300.00	-544.21	58.1%
5214025 · Police Training	610.76	1,400.00	-789.24	43.6%
<b>Total 5210000 · Law Enforcement</b>	<b>165,808.26</b>	<b>263,230.00</b>	<b>-97,421.74</b>	<b>63.0%</b>
5219000 · School Crossing Guard	6,115.70	11,000.00	-4,884.30	55.6%
5220000 · Fire Protection				
5220021 · Fire Dept-Annual Budget	24,625.00	24,000.00	625.00	102.6%
5220022 · Water Hydrant Rental	0.00	113,586.00	-113,586.00	0.0%
5220034 · Fire Dept-Incident Charges	1,476.49			
<b>Total 5220000 · Fire Protection</b>	<b>26,101.49</b>	<b>137,586.00</b>	<b>-111,484.51</b>	<b>19.0%</b>
5230021 · Ambulance Service	6,745.97	29,000.00	-22,254.03	23.3%
5240021 · Building Inspection	7,629.80	9,000.00	-1,370.20	84.8%
5290000 · Other Public Safety				
5290011 · Emergency Govt-Wages	0.00	7,870.00	-7,870.00	0.0%
5290022 · Emergency Govt-Utilities	349.11			
5290023 · Emer Govt-Supp., Equip & Repair	1,020.37			
<b>Total 5290000 · Other Public Safety</b>	<b>1,369.48</b>	<b>7,870.00</b>	<b>-6,500.52</b>	<b>17.4%</b>
<b>Total 5200000 · Public Safety</b>	<b>213,770.70</b>	<b>457,686.00</b>	<b>-243,915.30</b>	<b>46.7%</b>
5300000 · Public Works				
5310000 · Streets Administration				
5310011 · Streets Admin-Wages	1,529.51			
5310021 · Streets Admin-Outside Services	3,308.86			
5310000 · Streets Administration - Other	0.00	6,500.00	-6,500.00	0.0%
<b>Total 5310000 · Streets Administration</b>	<b>4,838.37</b>	<b>6,500.00</b>	<b>-1,661.63</b>	<b>74.4%</b>
5311000 · Public Works Shop				
5311011 · PW Shop-Wages	674.15			
5311022 · PW Shop-Utilities	3,866.60			
5311033 · PW Shop-Fuel	145.93			
5311034 · PW Shop-Supplies/Tools	1,482.13			
5311000 · Public Works Shop - Other	0.00	13,000.00	-13,000.00	0.0%
<b>Total 5311000 · Public Works Shop</b>	<b>6,168.81</b>	<b>13,000.00</b>	<b>-6,831.19</b>	<b>47.5%</b>
5312000 · Public Works Mach & Equip				
5312011 · PW Mach & Equip-Wages	7,203.69			
5312023 · PW Mach & Equip-Repair/Supplies	2,591.76			
5312033 · PW Mach & Equip-Fuel	985.05			
5312000 · Public Works Mach & Equip - Other	0.00	36,000.00	-36,000.00	0.0%
<b>Total 5312000 · Public Works Mach &amp; Equip</b>	<b>10,780.50</b>	<b>36,000.00</b>	<b>-25,219.50</b>	<b>29.9%</b>
5331000 · Road Maintenance				
5331011 · Road Maintenance-Wages	225.96			
5331033 · Road Maintenance-Fuel	157.53			
5331000 · Road Maintenance - Other	0.00	10,150.00	-10,150.00	0.0%
<b>Total 5331000 · Road Maintenance</b>	<b>383.49</b>	<b>10,150.00</b>	<b>-9,766.51</b>	<b>3.8%</b>
5331100 · Curbs & Gutters				
5331111 · Curbs & Gutters-Wages	48.00			
5331100 · Curbs & Gutters - Other	0.00	500.00	-500.00	0.0%

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

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Total 5331100 · Curbs & Gutters	48.00	500.00	-452.00	9.6%
5331200 · Traffic Signs & Markings				
5331211 · Traffic Signs, Markings-Wages	216.60			
5331223 · Traffic Sign & Mark-Repair/Supp	241.83			
5331200 · Traffic Signs & Markings - Other	0.00	2,000.00	-2,000.00	0.0%
Total 5331200 · Traffic Signs & Markings	458.43	2,000.00	-1,541.57	22.9%
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	12,572.93	27,000.00	-14,427.07	46.6%
5343100 · Sidewalks				
5343111 · Sidewalks-Wages	43.32			
5343100 · Sidewalks - Other	0.00	20,000.00	-20,000.00	0.0%
Total 5343100 · Sidewalks	43.32	20,000.00	-19,956.68	0.2%
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	1,230.00	1,500.00	-270.00	82.0%
5345000 · Parking Lots				
5345011 · Parking Lots-Wages	115.92			
5345000 · Parking Lots - Other	0.00	500.00	-500.00	0.0%
Total 5345000 · Parking Lots	115.92	500.00	-384.08	23.2%
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	1,635.36			
5362021 · Sanitation/Trash-Outside Serv.	30,691.78			
5362000 · Sanitation/Trash - Other	0.00	70,200.00	-70,200.00	0.0%
Total 5362000 · Sanitation/Trash	32,327.14	70,200.00	-37,872.86	46.1%
5363100 · Landfill Monitoring	2,097.80	2,800.00	-702.20	74.9%
5363500 · Recycling Center				
5363511 · Recycling Center-Wages	1,978.69			
5363533 · Recycling Center-Fuel	72.97			
5363500 · Recycling Center - Other	33.80	8,000.00	-7,966.20	0.4%
Total 5363500 · Recycling Center	2,085.46	8,000.00	-5,914.54	26.1%
5363521 · Recycling-Curbside	13,370.72	27,000.00	-13,629.28	49.5%
5363600 · Recycling Center-Mackford	602.21	6,000.00	-5,397.79	10.0%
5363700 · Recycling Center-Manchester	602.23	4,000.00	-3,397.77	15.1%
5363800 · Recycling Center-Green Lake	1,170.85	5,000.00	-3,829.35	23.4%
5364000 · Weed Control				
5364011 · Weed Control-Wages	518.64			
5364034 · Weed Control-Supplies	123.00			
5364000 · Weed Control - Other	0.00	1,500.00	-1,500.00	0.0%
Total 5364000 · Weed Control	641.64	1,500.00	-858.36	42.8%
Total 5300000 · Public Works	98,864.46	268,900.00	-170,035.54	36.8%
5400000 · Health & Human Services				
5490000 · Cemetery				
5491011 · Cemetery-Wages	4,011.64			
5491022 · Cemetery-Utilities	140.83			
5491033 · Cemetery-Fuel	90.01			
5491034 · Cemetery-Supplies	1,653.64			
5490000 · Cemetery - Other	0.00	11,540.00	-11,540.00	0.0%
Total 5490000 · Cemetery	5,896.12	11,540.00	-5,643.88	51.1%
Total 5400000 · Health & Human Services	5,896.12	11,540.00	-5,643.88	51.1%
5500000 · Culture, Rec & Educ				
5510000 · Library				
5511011 · Library-Wages	1,121.81			
5511021 · Library-Annual Budget	50,400.00			

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

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
5510000 · Library - Other	0.00	67,200.00	-67,200.00	0.0%
<b>Total 5510000 · Library</b>	<b>51,521.81</b>	<b>67,200.00</b>	<b>-15,678.19</b>	<b>76.7%</b>
<b>5520000 · Parks</b>				
5520011 · Parks-Wages	4,624.87			
5520022 · Parks-Utilities	1,752.80			
5520023 · Parks-Repairs/Supplies	1,577.27			
5520033 · Parks-Fuel	176.97			
5520000 · Parks - Other	0.00	17,900.00	-17,900.00	0.0%
<b>Total 5520000 · Parks</b>	<b>8,131.91</b>	<b>17,900.00</b>	<b>-9,768.09</b>	<b>45.4%</b>
<b>5530000 · City Events/Banners</b>				
5530011 · City Events/Banners-Wages	1,208.47			
5530000 · City Events/Banners - Other	0.00	3,100.00	-3,100.00	0.0%
<b>Total 5530000 · City Events/Banners</b>	<b>1,208.47</b>	<b>3,100.00</b>	<b>-1,891.53</b>	<b>39.0%</b>
<b>5530100 · Summer Rec Program</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>5531000 · Events Comm. (Special Events)</b>	<b>4,022.29</b>	<b>6,000.00</b>	<b>-1,977.71</b>	<b>67.0%</b>
<b>Total 5500000 · Culture, Rec &amp; Educ</b>	<b>66,884.48</b>	<b>96,200.00</b>	<b>-29,315.52</b>	<b>69.5%</b>
<b>5600000 · Conservation &amp; Development</b>				
5670000 · Advertising & Promotion	0.00	250.00	-250.00	0.0%
5671000 · Industrial Park Development	139.51			
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%
<b>Total 5600000 · Conservation &amp; Development</b>	<b>2,476.31</b>	<b>1,000.00</b>	<b>1,476.31</b>	<b>247.6%</b>
<b>5900000 · Debt Service</b>				
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%
<b>Total 5912000 · 2018 Bond Issue Princ.</b>	<b>105,000.00</b>	<b>105,750.00</b>	<b>-750.00</b>	<b>99.3%</b>
5916000 · Principal Long-Term Debt	1,665.00	3,404.00	-1,739.00	48.9%
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	258.84	409.00	-150.16	63.3%
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			
<b>Total 5900000 · Debt Service</b>	<b>127,498.80</b>	<b>149,610.42</b>	<b>-22,111.62</b>	<b>85.2%</b>
<b>6000000 · Capital Outlay</b>				
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	6,091.85			
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	90.00	2,000.00	-1,910.00	4.5%
<b>Total 6000000 · Capital Outlay</b>	<b>63,857.64</b>	<b>127,504.66</b>	<b>-63,647.02</b>	<b>50.1%</b>
<b>Total Expense</b>	<b>784,570.22</b>	<b>1,523,491.08</b>	<b>-738,920.86</b>	<b>51.5%</b>
<b>Net Ordinary Income</b>	<b>124,290.43</b>	<b>-21,366.00</b>	<b>145,656.43</b>	<b>-581.7%</b>
<b>Net Income</b>	<b>124,290.43</b>	<b>-21,366.00</b>	<b>145,656.43</b>	<b>-581.7%</b>



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Markesan Police Department  
William A. Pflum, Chief of Police

## **Finance, Personnel and Public Safety Committee**

*Presented on July 5, 2022*

**July 2022**

### **Agenda:**

- **Nothing to report**

### **Appendix:**

## Electronic and Other Communications

To better serve our citizens and give our workforce the best tools to do their jobs, the City will make use of various means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including, but not limited to computers, email, telephones, cellular telephones, pagers, voice mail, fax machines, the Internet and the World Wide Web.

Employees and everyone connected with the City should remember that electronic media and services provided by the City are City property and their purpose is to facilitate and support City business. No expectation of privacy in regards to use of the City's electronic communication systems should be expected. Internet use should be limited to that necessary for the performance of job duties.

Most electronic communications are subject to Wisconsin Open Records laws. The same rules which apply to record retention for other City documents apply to electronic communications and email. All employees should save, and properly file on the network system, any such public record sent or received.

This policy does not cover every possible situation. The purpose of this policy is to express the City's philosophy and set forth general guidelines governing the use of electronic media and services. By adopting this policy, it is the City's intent to ensure the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others, or contrary to the best interest of the City.

The following procedures apply to all electronic media and services that are:

- accessed on or from City premises
- accessed using City equipment, or via City-paid access methods, even when the equipment is off City premises; or
- used in a manner that identifies the individual as acting for or on behalf of the City, or in any way identifies the City.

Access: Each Department Head shall determine which employees in their department shall have access to the various media and services, based on business practices and necessity.

Prohibited Communications: Electronic media cannot be used for knowingly transmitting, retrieving or storing any communication that is:

- a. Personal business on City time, except as otherwise allowed below;
- b. Discriminatory or harassing;
- c. Derogatory to any individual or group;
- d. Obscene, as defined in Wis. Stats. Ss. 944.21;
- e. Defamatory or threatening;
- f. Received in error. The sender should be notified immediately. If it is privileged, confidential and/or exempt from disclosure under applicable law, such confidentiality shall be respected;

- g. Engaged in for any purpose that is illegal or contrary to the City's policy or business interests; and
- h. For the protection, integrity and security of the City's system, electronic media shall not be used to download or transfer software, unless authorized by the Department Head.

Personal Use: Except as otherwise provided, electronic media and services are provided by the City for employees' business use during City time. Employees should not have any expectation of privacy with respect to personal use of the City's electronic media or services. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is permitted as set forth below:

- a. Except in emergency situations, limited to breaks, lunch or immediately before/after work;
- b. Must not interfere with the productivity of the employee or co-workers;
- c. Only brief, limited use of City phones or cellular phones for personal reasons is allowed. This is a privilege and not a right, and may be withdrawn by the Common Council if abused or interferes with work duties. Any toll, long-distance, or charged per minute calls will be made at the employee's expense, and shall be deducted from the employee's paycheck.
- d. Does not involve any prohibited activity as listed above;
- e. Does not consume system resources or storage capacity on an ongoing basis;
- f. Does not involve large file transfers or otherwise deplete system resources available for business purposes;
- g. Sections (a), (b), and (c) above also apply to the personal use of personal electronic media (i.e. cellular phones, etc.) during City time.

System Security/ Appropriate Use: User access to certain electronic communication systems are log-in and password protected. The intent is to keep unauthorized individuals from accessing information on the system. Employees' should keep passwords confidential, and should never give their password out over the phone, include it in an email message or post it within public view at their workstation.

Policy Violations: Employees who abuse the privilege of City facilitated access to electronic media or services risk having the privilege removed for themselves and possibly other employees, are subject to discipline, as defined in this handbook, and may be subject to civil liability and criminal prosecution.

### **Non-Disclosure of Information**

No public official will disclose privileged or confidential information of any private nature, including discussions held in closed sessions. Privileged and confidential information will be discussed with colleagues on a need to know basis only.

The protection of confidential business information is vital to the interests and the success of the City. Such confidential information includes, but is not limited to, the following examples: personnel records; negotiations for the purchase of property or services; and the provision of confidential social services. Employees who

# Ordinance 200-14

I. **Outdoor beer gardens.** No holder of a "Class B," Class "B" and/or "Class C" license may operate said license in any outdoor area, unless said outdoor area was included in a description of the premises, with said outdoor area also being subject to all State and City laws, rules, regulations, and lawful orders governing "Class B," Class "B," and/or "Class C" premises.

[Amended by Ord. No. 223]

- (1) The outdoor premises shall only be used for an outdoor smoking area serving food and alcohol. No part of said area shall be used for recreational activities, including, but not limited to, volleyball, horseshoes, darts, and softball. This subsection does not affect the licensing provisions for fraternal, volunteer or nonprofit organizations.
- (2) Lighting of the area shall be shielded and not be of intensity or brilliance to create glare which is distracting to adjoining property owners or can become a hazard or danger to vehicular traffic.