

FINANCE, PERSONNEL & SAFETY  
Markesan City Hall  
February 7, 2023  
MINUTES

Call to Order at 6:31 p.m. by Rita

Roll Call was by sign in

Citizen's Comments – None

Emergency Management Report – Purchase of Replacement Cord Reels  
Motion by Pat @ 2<sup>nd</sup> by Denny to accept bid from Rennert's not to exceed \$4,000.00

Review and Approval of Vouchers Payable

Upon Review of Voucher list, motion by Pat need clarification as to why City of Markesan made payment to Custom Anything, 555 John St., Ck #37654 dated 01/24/23 in the amount of \$575.00 before approving Vouchers Payable.

Police Report & Schedule – After review motion by Pat & 2<sup>nd</sup> by Dave to accept Officer Weber Resignation.

New Business

- Discussion and Action on Single Audit – Johnson Block  
Motion by Dave & 2<sup>nd</sup> by Denny payment of \$19,650.00

Additional clarification needed as to what is “the annual maintenance of a governmental depreciation schedule would be billed at our standard hourly rates. We estimate this to be \$600.00

Old Business

- Public Works Part-Time Employee Report  
PW Director Todd Z proposed the following 2023 Budget hours below.  
Snow Removal 70.0  
Machine Maint 60.0  
Recycling Center 156.0  
Water/Sewer 104.0  
Parks 300.0  
Grand Total 690.0  
After review, motion by Pat & 2<sup>nd</sup> by Dave to accept Part Time Public Works Budget Hours for 2023 as proposed by PW Director Todd Z.
- Discussion and Action on CDL for Public Works Director  
PW Director Todd Z informed council that April 3<sup>rd</sup> class has been cancelled. No evening classes at this time. Todd presented what a construction company CDL training cost would be \$3,700.00.

Todd to contact FVTC what upcoming date and times will be for future training, and present at next Finance meeting. 1<sup>st</sup> learners permit expires 05/23/23.

- Discussion and Action on a Policy for Employee Training Outside of Regular Works Hours.  
Motion by Pat & 2<sup>nd</sup> by Denny in the Tuition Reimbursement section page 29 of policy, to include CDL in limitations fourth bullet point “the employee must remain employed by the City per a period of five (5) years following the reimbursement payment, etc.
- Discussion and Action on Employee Reviews and Performance Evaluation Criteria  
Rita to re do 30-60-90 evaluation forms and provide at next council meetings dates of reviews.

Adjournment – Motion by Pat, 2<sup>nd</sup> by Denny to adjourn at 7:00 p.m.

Respectfully Submitted by Rita Tetzlaff