



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

## CITY OF MARKESAN COMMON COUNCIL

Markesan City Hall

### AGENDA

October 11, 2022

7:00 PM

1. Preliminaries
  - 1.1. Call to Order
  - 1.2. Roll Call by the Clerk-Treasurer
  - 1.3. Pledge of Allegiance
  - 1.4. Citizen's Comments
2. Approval & Review of Minutes, Reports, & Correspondence
  - 2.1. Approve Common Council minutes and CDBG Public Hearing Minutes and Closed Session Minutes – September 13, 2022
  - 2.2. Approve the Committee of the Whole Finance Minutes and Closed Session Minutes – September 19, 2022
  - 2.3. September Police Report & October Schedule
  - 2.4. Public Property & Health Minutes – October 4, 2022
  - 2.5. Finance Personnel & Safety Minutes and Finance Closed Session Minutes – October 4, 2022
  - 2.6. Streets, Buildings & Utilities Minutes – October 4, 2022
  - 2.7. September Library Director's Report and Markesan Library Board Minutes – September 15, 2022
3. Approval of Claims:
  - 3.1. City Checks #37437-37471, Electronic Payments #EFT 1274-1282, Direct Deposits # 5170-5213, and Utility Checks #13023-13031
  - 3.2. File Treasurer's Report for Audit
4. Old Business
  - 4.1. Discussion and Action on 2022 Streets and Utility Project
5. New Business
  - 5.1. Discussion and Action on Hiring Candace VanWhy as an Election Official
  - 5.2. Discussion and Approval of Northern Lake Service Invoice for the Utility Department
  - 5.3. Discussion and Action on Resolution #04-2022 Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement for \$160,000 of Funding
  - 5.4. Discussion and Action on the Department of Transportation STP(Surface Transportation Plan)-Local Project Funds for 2023-2026 Local Program Cycle from the Bipartisan Infrastructure Law for the City of Markesan's 2024 Bridge Street Project
  - 5.5. Discussion and Action on Unpaid/Paid Required Training/Education Hours
  - 5.6. Discussion and Action on the Director of Public Works Position
  - 5.7. Discussion and Action on Public Works Assistant Work Hours
  - 5.8. Discussion and Action on Part-Time Public Works Employee's Position, Hours and Wages
  - 5.9. Discussion and Action on Recycling Center Attendant Wage
  - 5.10. Discussion and Action on Police Department \$1.50 Wage Increase
  - 5.11. Discussion and Action on the City Clerk-Treasurer Wage
  - 5.12. Discussion and Action on the Part-Time Deputy City Clerk-Treasurer Wage
  - 5.13. Discussion and Action on the 2023 Budget and the 2023 Budget Public Hearing Date
  - 5.14. Approval of Operator's License for the period ending 6/30/23: Esteban D. Molina
6. Schedule Future Meetings and Agenda Items
7. Adjournment

The Common Council welcomes all visitors to listen & observe, but only Council members & those invited to speak will be permitted to do so, except during any posted Public Hearing. Citizen's Comments is where any citizen may comment on an issue, but the Council may only listen and may not reply to or address the issue unless it is an item on the agenda.

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.

CITY OF MARKESAN COMMON COUNCIL

Markesan City Hall

September 13, 2022

6:30 PM

MINUTES

**1. Preliminaries**

1.1 Meeting was called to order by Mayor Slate at 6:30 pm.

1.2 Present were Ald. Abendroth, Ald. Glisch, Ald. Prill, Ald. Tetzlaff, Mayor Slate. Ald. Thiem and Ald. Triemstra arrived at 6:40pm. Also present were Kirsten Radtke from Berlin Journal, Elizabeth Shumate from General Engineering Company and Clerk-Treasurer Betsy Amend.

1.3 Pledge of Allegiance

1.4 Citizen's comments: None

**2. Community Development Block Grant (CDBG) Public Hearing:** See attached minutes

**3. Approval & Review of Minutes, Reports & Correspondence**

3.1 After review, motion Prill/Abendroth to approve the August 9, 2022 Common Council and Closed Session minutes as presented; motion carried 4-0.

3.2-3.7 After review of all items, motion Tetzlaff/Prill to approve the Special Common Council (Budget) minutes of August 30, 2022, Keep Markesan Grand minutes of September 9, 2022, Streets, Building & Utilities minutes of September 6, 2022, Public Property & Health minutes of September 6, 2022, Finance, Personnel & Safety minutes and Finance closed minutes of September 6, 2022, August Library Director's Report and Markesan Library Board minutes of August 25, 2022; motion carried 4-0.

**4. Approval of Claims:**

4.1 The Finance, Personnel & Safety Committee reviewed City and Utility checks and recommended approval to the Council. Motion Tetzlaff/Abendroth to approve the following vouchers as presented: City Checks #37384-37436, Electronic payments #EFT 1257-1273, and Direct deposits #5119-5169 in the amount of \$161,801.03, and Utility Checks #13008-13022 in the amount of \$660,774.31; motion carried 4-0 on a roll call vote.

4.2 After review, by consensus the August 2022 Treasurer's Report was filed for audit.

**\*Motion Abendroth/Tetzlaff to move Item 7.3 up to this time slot; motion carried 4-0\***

7.3 Motion Abendroth/Prill to waive the reading and approve Resolution 03-2022 Authorizing the Issuance and Sale of up to \$996,528 Water System Revenue Bonds, Series 2022, and Providing for Other Details and Covenants with Respect Thereto, and Approval of Related \$1,316,711 Financial Assistance Agreement; motion carried 6-0 on a roll call vote.

**5. Closed Session: Public Works Department Interviews and Water/Wastewater Superintendent Position**

Motion Prill/Tetzlaff to convene into closed session at 6:44 pm per 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). Roll Call: Abendroth-aye, Glisch-aye, Prill-aye, Tetzlaff-aye, Thiem-aye, and Triemstra-aye; motion carried 6-0 on a roll call vote. Following the Closed Session: At 7:19 pm, motion Triemstra/Thiem to reconvene into open session; motion carried 6-0 on a roll call vote.

**6. Old Business**

6.1 Motion Triemstra/Abendroth to approve the Water/Wastewater Operator/Lab Technician job description and to post the position in the local newspapers and on Indeed; motion carried 6-0.

6.2 Motion Abendroth/Prill to approve the pay application #2 from Kopplin & Kinan Co., Inc. for \$737,541.43; motion carried 6-0 on a roll call vote.

**7. New Business**

**7.1** Motion Tetzlaff/Triemstra to approve the State Health Insurance for employees for 2023; motion carried 6-0 on a roll call vote.

**7.2** Motion Prill/Abendroth to appoint Todd Zamzow as the Interim Forester; motion carried 6-0.

**\*7.3**

**7.5** No action on Crack Filling of the roads. Moved to spring of 2023.

**7.5** Motion Abendroth/Glisch to waive the reading and approve the Intergovernmental Agreement for North Fond du Lac to Provide Municipal Court Services; motion carried 6-0 on a roll call vote.

**7.6** Motion Prill/Triemstra to waive the reading and approve Ordinance #268 Establishing a Municipal Court for the Cities of Fond du Lac and Ripon, Towns of Auburn, Calumet, Empire, Fond du Lac, Friendship, Oakfield, Osceola, Ripon and Taycheedah in Fond du Lac County and Wilson in Sheboygan County, the Villages of Brandon, Campbellsport, Fairwater, North Fond du Lac, Oakfield and St. Cloud in Fond du Lac County and the City of Berlin in Green Lake and Waushara Counties, the Cities of Green Lake, Markesan and Princeton in Green Lake County; motion carried 6-0 on a roll call vote.

**7.7** No action on 2022-23 Snow Plowing Season

**7.8** Following discussion, motion Tetzlaff/Thiem to offer James Wilderman, part-time Public Works employee, temporary extended hours in the Public Works department at \$15 an hour; motion carried 6-0.

**7.9** Motion Triemstra/Thiem to grant an Operator's License for the period ending 6/30/2023 to Susan Kelm; motion carried 6-0.

**7.10** Motion Triemstra/Thiem to approve the 2022 Halloween date and time to be Monday, October 31, 2022 from 5:30-7:00 PM; motion carried 6-0.

**8. Schedule Future Meetings and Agenda Items.** The following meetings were scheduled: COW Finance, Personnel & Safety meeting – September 19, 2022 at 6:30 PM at City Hall, Streets, Buildings & Utilities – October 4, 2022 at 6:00 PM at City Hall; Public Property & Health – October 4, 2022 immediately following Streets, Buildings & Utilities meeting at City Hall; Finance, Personnel & Safety – October 4, 2022 immediately following Public Property & Health meeting at City Hall; and Common Council meeting – October 11, 2022, at 7:00 PM at City Hall.

**9. Adjournment.** Motion Triemstra/Glisch to adjourn; motion carried 6-0. The meeting adjourned at 7:37 pm.

Respectfully submitted,

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Elizabeth A. Amend, Clerk-Treasurer

# PUBLIC HEARING

CITY OF MARKESAN

City Hall

Tuesday, September 13, 2022

6:30 PM

MINUTES

The hearing was called to Order at 6:30 PM.

Roll Call by Sign in Sheet.

The City Council of the City of Markesan conducted a public hearing regarding its ongoing 2022 Streets & Utilities Reconstruction project which uses Community Development Block Grant Public Facilities (CDBG-PF) Program funds. The public was invited to attend to learn about the CDBG program, to receive an update on the current project status, to help identify additional community development needs, and to comment on the ongoing activities funded by the CDBG program.

Items Discussed are listed below:

1. An update on the status of the Community Development Block Grant (CDBG) project, including an overview of project activities completed to date, and activities remaining to be completed
2. An update on the status of residential and/or business displacement and relocation assistance activities required as a result of the CDBG project
3. Housing needs identified in the community
4. Citizen input and feedback on the CDBG activities
5. Identification of any additional community development needs by public

In summary, Elizabeth Shumate, from General Engineering Company, presented that the project is moving along well. The gravel installation on the north side streets is almost done. By the end of this week, the curb and gutter and half of the sidewalk installation should be completed on the north side streets. The south side curb and gutter are currently still in place, but should be removed by the end of this week or early next week. All the concrete work, on both the north and south side streets should be done by the end of next week. All the lead water service lines have been replaced in the entire project area. Finally, the first lift of pavement should be installed by the end of September or beginning of October. The pavement will be given 2-3 weeks to settle and the final lift of pavement should be installed by the end of October. The pavement installation schedule is based on the weather cooperating.

This project has not required any business or residential displacement or relocation assistance activities. The citizens who were present were given three opportunities to provide additional comments about the project, housing needs in the City, and additional community development needs. No comments were made for any of the three opportunities provided by Mayor Slate.

No action was required, informational meeting only.

Adjournment at 6:47 PM

Respectfully submitted,  
Elizabeth Amend, City of Markesan Clerk-Treasurer

FINANCE COMMITTEE OF THE WHOLE  
Markesan City Hall  
September 19, 2022  
6:30 PM  
MINUTES

Call to Order at 6:30 p.m. by Rita

Roll call by Sign In

Citizen's Comments: none

Motion by Dave, 2<sup>nd</sup> by Mike to convene into closed session at 6:31pm by roll call vote – Dave-aye, Mike-aye, Pat-aye, Rita-aye, Adam-aye, Dennis-aye and Mayor Slate entered meeting at 7:12pm.

Closed Session: Director of Public Works Interviews

- 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).
- Motion by Mayor Slate, 2<sup>nd</sup> by Pat to reconvene into open session, all in favor motion carried.

Discussion and Action of Director of Public Works Position: No Action

Discussion and Action on the Resignation from Dors Krentz, Public Works Assistant  
Motion by Pat, 2<sup>nd</sup> by Adam to accept her resignation, all in favor motion carried.

Discussion and Action on the Water/Wastewater Superintendent Position

Jeff Heberer accepted position of Water/Wastewater Superintendent Position start date of December 10, 2022.

Motion by Rich, 2<sup>nd</sup> by Dave, to hire Jeff Heberer as the Water/Wastewater Superintendent starting on December 10, 2022, all in favor motion carried.

Rich mentioned discussion of training and implementation to be at the October Streets & Utilities meeting.

Discussion and Action on the Water/Wastewater Operator/Lab Technician Position and Publication

Motion by Pat, 2<sup>nd</sup> by Dave, to advertise Water/Wastewater Operator/Lab Technician open position in newspaper and Indeed, all in favor motion carried.

Motion by Adam, 2<sup>nd</sup> by Dave to adjourn at 7:58pm, all in favor motion carried.

Respectfully submitted,  
Rita Tetzlaff



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 October 4, 2022*

September 2022

**Agenda:**

Salary Study and Wage Proposal  
Manure on Streets/Public Parking Lots  
Ford SUV Water Pump

**Appendix:**

1. Water Pump Estimates

### **Police Salary Study Information**

This department has studied the wages of local police department municipalities in the area and found some adjustments that should be proposed for the 2023 budget.

Starting police patrol wage for Princeton is \$25.00/hour and in Green Lake it is \$25.50. in Markesan it currently is \$19.61/hour.

Top pay for police patrol wage for Princeton is \$28.00/hour and it takes one year of service to reach top pay. In Green Lake top pay for police patrol is \$28.00/hour and it takes four years to reach top pay.

In Markesan the top pay for police patrol is also right around \$28.00/hour but it takes 10 years of full time service to reach that amount.

I would like to propose to help bring the wages of all police officer's up and more in line with comparable numbers and departments that for 2023 we give each member of the police department an increase of \$1.50/hour effective January 1<sup>st</sup>, 2023. This would be for all full and part time police employees.

This will help keep our wage relative as surrounding departments are looking at anywhere from 3% to 8% wage increases for next year.

Then we make an adjustment to the police department wage scale as follows:

- 1 year service wage increase of \$2.75
- 3 year service wage increase of \$3.00
- 5 year service wage increase of \$3.00

It is the same amount that an officer gets over the current wage scale just increased over five years of service. So a police officer makes top patrol wage after five years of service instead of ten years.

### **Manure on Streets/Public Parking Lots**

This department was asked to look into horse manure that is sometimes left on streets or in the city parking lot. This is a topic that the Traffic Safety Commission recently discussed as well.

This department's recommendation is that we work to better communicate those using horses for transportation that if the manure isn't picked up, our community and others might look at an ordinance requiring it. This committee can revisit it if it doesn't get any better come next summer.



### **Ford SUV Water Pump**

The water pump in the SUV is going bad again. Sadly, this model and the way it was made are predisposed for water pump failure. It is this departments hope to get a new squad car late next year but in the meantime we will need the SUV for 2023.

This department is recommending we have the water pump replaced by Rennett's as they were the low bid.



# Estimate

DATE	ESTIMATE #
9/26/2022	8199

615 East John Street  
Markesan, WI 53946

Fax #
920-398-8026

NAME / ADDRESS
Markesan Police Department P.O. Box 352 Markesan, WI 53946

Ship To
Markesan Police Department 150 S. Bridge St. Markesan, WI 53946

P.O. NO.

ITEM	DESCRIPTION	QTY	COST	TOTAL
	2014 Ford Police Interceptor			
	To replace water pump.			
Napa	TFW 43318 water pump	1	139.56	139.56
Napa	FPG 35994 gasket	1	12.00	12.00
FXAB53	Final Charge Global 50/50 Prediluted Coolant/Antifreeze Nitrate-Free Extended Life (OAT): per gallon	2	28.80	56.80
Shop Supplies	Misc. Shop Supplies	1	15.00	15.00
Labor	To replace water pump.	3.5	125.00	437.50
Any questions please call Manny at 920-398-1033			<b>TOTAL</b>	\$661.86
<i>Thank you!!</i>				

SIGNATURE/DATE \_\_\_\_\_

Bergemann's AutoCare, LLC

80 E. John St.

P.O. Box 547

Markesan WI 53946-0547

(920) 398-2411

www.bergemannsautocare.com

9/26/2022 10:30 AM

page 1

Estimate #62674

MARKESAN POLICE DEPT.

P.O. BOX 352

MARKESAN WI 53946

Vehicle : 2014 Ford Police Interceptor Utility 3.7 L 227 CID V6

VIN : 1FM5K8AR2EGC60275

Fleet # : 39

Created : 9/26/2022 10:14:19 AM

Day Phone : 920-398-2121

Cell Number : 920-291-5097 Will

Fax Number : 920-398-8127

Tag/State : B318 / WI

Last Mileage : 128764

Odometer In : 0

Odometer Out : 0

RO Reference : 62673

Labor/Notes

Code/Tech\*

Description

M

Price

REPLACE WATER PUMP

\$1,040.25

Parts

Qty Code/Tech\*

Description

Condition

Unit Price

Price

1

WATER PUMP

\$0.00

\$0.00

1

GAL. DEX-COOL ANTIFREEZE COOLANT

\$26.30

\$26.30

Note: M - Labor Database, Copyright, Mitchell International, All Rights Reserved

Labor	.....	\$1,040.25
Parts	.....	\$26.30
Sublet/Misc.	.....	\$0.00
Shop Supplies	.....	\$8.85
Charges	.....	\$0.00
Sales Tax	Tax @ \$8.85 * 0.0000%	\$0.00
	Estimate	<b>\$1,075.40</b>

THE ABOVE IS AN ESTIMATE BASED ON OUR INSPECTION AND DOES NOT COVER ANY ADDITIONAL PARTS OR LABOR WHICH MAY BE REQUIRED AFTER THE WORK HAS BEEN STARTED. OCCASIONALLY, WORN OR DAMAGED PARTS ARE DISCOVERED WHICH MAY NOT BE EVIDENT ON THE FIRST INSPECTION. BECAUSE OF THIS, THE ABOVE PRICES ARE NOT GUARANTEED. QUOTATIONS ON PARTS AND LABOR ARE CURRENT AND SUBJECT TO CHANGE.

Homan Ford did not send us an official estimate but via phone they stated that replacing the water pump would be approximately \$1600.00 dollars.

PUBLIC PROPERTY & HEALTH COMMITTEE  
Markesan City Hall

October 4, 2022  
Immediately Following Streets, Building & Utilities Meeting

MINUTES

Call to Order at 6:26 p.m.

Roll Call by Sign-in – Adam, Pat, Mike, Rita and Rich

Citizen's Comments – A citizen asked about the status of the garage at 111 S. High Street. It was noted that this matter relates to Streets, Building & Utilities Committee.

- Trees at Soldier's & Sailor's Park – A map was reviewed showing 3 trees/stumps that are dead at Soldier's & Sailor's Park. Motion was made by Rich/Adam to authorize John Huhndorf to work with the Lion's to remove the trees. Motion carried.
- Update 650 N. Margaret St Property Maintenance Violation – Pat read an update from the property owner regarding the painting of the garage/house. Motion by Rita/Mike to have the property owner contact the painter to have the garage and house painted no later than June 1, 2023. Motion carried. (1 Naye – Adam)
- Shed by Library Maintenance and Cleanup – Motion was made by Pat/Rita to secure 3 bids for the removal of the large tree west of the shed. Motion carried.
- Soldier's & Sailor's Park and Shelter – Pat indicated that she met with the Fire Inspector as he inspected the property. It appears that smoke alarms and fire extinguishers are needed. She is working to possibly secure them at no cost to the City. Other minor repairs/replacement items were noted and that information will be forwarded to John Huhndorf for action. Pat will be contacting the Lions Club to invite them to our December committee to discuss their ideas regarding the park and how they might be able to be involved.
- Bike/Walking Path – No action.
- Kiwanis Park Band Shelter and Cement Pad – Rich provided preliminary information regarding the proposed project. No action.

As there was no further business to come before the Committee, motion was made by Rita/Rich to adjourn. Motion carried.

Meeting adjourned at 6:47 p.m.

FINANCE, PERSONNEL & SAFETY COMMITTEE  
Committee of the Whole  
Markesan City Hall  
October 4, 2022  
6:00 PM  
MINUTES

Call to Order at 6:48 p.m. by Rita

Roll Call was by sign in

Citizen's Comments – Pat Prill looking for an update on Zoom or Teams meetings. Betsy is waiting to hear back from Jerry.

Review and Approval of Vouchers Payable After review motion by Rich & 2nd by Pat to approve vouchers payable. Motion passed all ayes.

**Emergency Management Report**  
No update by Mike Ross

**Police Report & Schedule**

Salary Study and Wage Proposal Chief Will presented a Police Salary Study what area wages of local police department municipalities are paying. Chief Will would like to propose to bring the wages of all police officer's up and more in line with comparable numbers and departments for 2023 and increase of \$1.50 effective January 1, 2023. Also, an adjustment to the wage scale numbers from 10 years to 5 years. Motion by Rich & 2nd by Denny to accept \$1.50 increase; motion passed all ayes. Mayor Slate would like Chief Pflum to bring the total amount that will affect the budget for 2023 if the wage scale is approved to next Finance meeting.

Manure on Streets/Public Parking Lots, Chief Pflum working on communicating with County Amish Liaison to communicate concerns to Amish community. Also, looking at putting pail & shovels in various parking lots.

Ford SUV Water Pump, motion by Dave & 2<sup>nd</sup> by Rich to accept the Rennert's quote of \$661.86; motion passed all ayes.

**Public Works Part-Time Employee Report** - Report reviewed, Dave passed onto Betsy appreciation for putting report together.

**New Business**

- Discussion and Action on Principal Forgiveness Resolution; Motion by Rich & 2<sup>nd</sup> by Pat to move to Council; motion passed all ayes.
- Discussion and Action on CDL Update from Todd Zamzow  
Rita presented to committee an update from Todd on how his job is going for the first month.

Discussion regarding change in hours for the PW Director will be sent to the next Streets and Utilities Committee meeting.

Discussion on CDL training, and to have Todd attend night training in Wautoma. Motion by Rich & 2<sup>nd</sup> by Denny to pay mileage for Todd's training; motion passed all ayes.

### **Old Business**

- Discussion and Action on Employee's Wages  
Dave wants to see we follow 5 year plan developed by Rita for Betsy & Rachel, and to be discussed at next council meeting.
- Discussion and Action on 2023 Budget  
Rich presented a rough draft budget for council to review and will be further discussed at next council meeting.

Motion by Rich, 2<sup>nd</sup> by Dave to move into closed session. Roll Call, Dave, Mike, Pat, Rich, Denny, Rita, – motion passed all ayes.

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).

### **Closed Session:**

John Huhndorf, Part Time Worker  
Public Works Director Position  
Todd Zamzow Public Works Assistant  
WWTP Assistant Applications

Adjournment – Motion by Pat, 2<sup>nd</sup> by Denny to adjourn at 8:51 p.m. Motion passed all ayes.  
Respectfully Submitted by Rita Tetzlaff

**STREETS, BUILDINGS & UTILITIES COMMITTEE**  
Markesan City Hall

**October 4, 2022**  
6:00pm

**MINUTES**

Call to Order – At 6:06 pm by Dave.

Roll Call – Was by sign-in.

Citizen's Comments- Marie Schmidt was pleased with performance of the contractors.

Public Works Report – Tony reported Dors last day was 10-3-22.

**Water & Sewer Department Report**

- Update on 2022 Street & Utility Project – Tony reported seeding and mulching next week with fine grading to start.
- Approval of Northern Lake Service Invoice – Motion by Rich & 2<sup>nd</sup> by Dennis to pay invoice for lead testing 1040.00.  
Motion passed, all ayes.

**New Business**

- Discussion and Action on Training Schedule for Water & Sewer Department – Jeff will be current by Tony's last day.
- Discussion and Action on Christmas Tree at Intersection of John Street & Bridge Street from Dec. 3, 2022 – Jan. 1, 2023  
Motion by Rich & 2<sup>nd</sup> by Adam to approve those dates. Motion passed, all ayes.

**Old Business**

- Discussion and Action on Maintenance Update for 1775 N. Margaret Street from Property Owner – The owner will get written confirmation from inspector on current status of progress and will continue to work for completion of permit.

**Review Land Use Permits**

Adjournment – Motion by Dennis & 2<sup>nd</sup> by Adam to adjourn at 6:25 pm. Motion passed.



Markesan Public Library Report – Sept 2022

Programming: Voting came in for the Library Pet and the Axolotl won! We had 61 votes! We plan to do a little fun promoting and counting down activities for the kids until we actually make the purchase of the pet. Other upcoming programs include Dino & Rhino Party (meet the Author children's event & super storytime), First Day of Fall Farmers Market and Craft Fair (we plan to do a little fundraising there as well), Storytimes will start up again as well as Play & Learn, book club continues to meet, and free movies will be shown regularly once again. We also will have adult craft kits available.

The Wood Wizard Carvers are displaying their talent at the library for this entire month. We are pretty excited to show off our local artists.

Meetings: I attended the All-Wals meeting virtually. These meetings help director's and staff across the system stay current with our system wide rules and issues. One thing that may happen is patrons may soon be required to change their pin numbers to 6 digits instead of 4 and to be different than their phone number. I also went to the city budget meeting. They didn't make any decisions yet on the library appropriation but at least I did point out our needs.

Boiler: We didn't need to submit state plans so our total came to \$27,600 after the city pays \$800 in outlay. We should get reimbursed by Winnefox and some rebate from Focus on Energy.

Sunshine Nursery Contract: I don't think we should raise the rent for SNS as they have been helping in other ways like using grant money to update their lights to LED and helping with the window cleaning etc. But I thought we should look at the contract as we haven't in a long time.

Waxing/Cleaning tile floors: The estimate to do the upstairs, elevator, and three bathrooms is roughly between \$700-\$800. SNS is looking to do theirs as well but their estimate is around \$800 or more as they need the floors to be stripped first.

Other Odds & Ends: If anyone would like to donate baked goods for our bake sale as part of the Fall Farm Market, it would really be appreciated.

Thank you for helping us provide life long learning, community building, and entertainment opportunities to all our Green Lake county residents.

Sincerely,  
Nicole Overbeck  
Markesan Public Library

**Markesan Public Library - Board of Trustees**  
Draft Minutes Sept. 15, 2022

- I. Call to order: The meeting was called to order at 4:18 pm by Jill Worden. Trustees present: Beth Kazda, Mike Hansen, Jill Worden, Harlan Barkley, Director Nicole Overbeck. Absent: Adam Thiem, Nancy Kirst, Joan Slate, Cindy Boelter
- II. Approval of Minutes: **Hansen/Kazda motioned to approve the August 25, 2022 minutes. Motion carried.**
- III. Input from Public: None.
- IV. Financial Reports: Overbeck presented the bills. **Motion by Worden/Hansen to pay bills. Motion carried.** Kazda noted changes in donations account and Oshkosh Area Foundation amounts. **Financial Reports were filed for audit.**
- V. President's Report: Worden reported that the school librarian was impressed by the changes made in the children's area.
- VI. Director's Report: Overbeck highlighted the pet election. The Axolotl won and there has been lots of excitement generated over the upcoming addition. The turnout for Rhino and Dino wasn't too bad with 20 attending especially considering it was one of our first Saturday programs and there were lots of competing area activities going on.
- VII. Committee Report: Committee met and are working on purchasing a few new items like another children's rug, some seating, and another cover for the Nugget. Jill is contacting a few people she knows who do upholstering and woodworking to price out a few projects like a children's rolling playstation and reupholstering some of the furniture. The committee also talked about possibly extending the mural and possibly working on planning and fundraising for a teen space next.
- VIII. Old Business:
  - A. Preliminary Budget: Overbeck presented an updated preliminary budget with new year to date figures and the board is waiting on decisions by the city and county as to appropriations before solidifying the budget.
- IV. New Business:
  - A: Floor Waxing: The estimate is about \$700 to \$800 to get floors waxed. If done correctly it should last for about ten years. Board tabled matter until next month.
  - B: Transfer \$8961 from donations account to balance 2022 budget as planned for: **Motion by Hansen/Barkely to transfer \$8961 from donations account into city held library account to balance 2022 budget as planned for. Motion carried.**
  - C: Sunshine Nursery School Contract Review- Overbeck presented the current contract which requires Sunshine to rent at \$175 a month during school season. While utilities are going up, the preschool has done improvements like paying for LED lighting and helping to pay for window cleaning, etc. The school has a long standing relationship with the library and a strong presence in the community. Barkley suggested Overbeck promote library resources to the school when renewing the contract. **Motion by Barkley/Worden to approve current contract for 2023. Motion carried.**

Adjournment and next meeting –meeting adjourned. Next meeting will be Thursday, Oct. 20, 4:15  
Respectfully Submitted, Nicole Overbeck, Library Director.

October 4, 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: 37437 - 37471	\$	754,583.30
DD #5170 - 5213	\$	32,653.41
EFT #1274 - 1282	\$	31,681.25
TOTAL	\$	818,917.96
UTILITY CHECKS: #13023 - 13031	\$	558,698.49

TOTAL	\$	558,698.49
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With the exception of:

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Signed:

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## City of Markesan Voucher List

September 7 through October 3, 2022

Num	Date	Name	Memo	Original Amount
	09/28/2022		wire fee	-15.00
EFT-1274	09/13/2022	WISCONSIN DEPT. OF REVENUE	9/9/22 PR	-946.87
EFT-1275	09/13/2022	EMPOWER RETIREMENT (WDC)	9/9/22 PR	-540.00
EFT-1276	09/13/2022	INTERNAL REVENUE SERVICE	9/9/22 PR	-5,748.02
EFT-1277	09/22/2022	STATE OF WI HEALTH INS	OCT 2022 HEALTH INS	-16,259.90
EFT-1278	09/27/2022	WISCONSIN DEPT. OF REVENUE	9/23/22 PR	-1,016.28
EFT-1279	09/27/2022	INTERNAL REVENUE SERVICE	9/23/22 PR	-6,377.76
EFT-1280	09/27/2022	DELTA DENTAL OF WISCONSIN	DELTA VISION OCT 2022	-20.58
EFT-1281	09/27/2022	DELTA DENTAL OF WISCONSIN	SUPPLEMENTAL DENTAL PLAN OCT 2022	-128.56
EFT-1282	09/29/2022	CITGO	Sept 2022 Fuel	-628.28
			<b>TOTAL EFT PAYMENTS</b>	<b>-31,681.25</b>
DD5170	09/09/2022	Corson, Amy M	Direct Deposit	-115.44
DD5171	09/09/2022	Dykstra, Dennis P	Direct Deposit	-58.18
DD5172	09/09/2022	Slate, Rich	Direct Deposit	-461.75
DD5173	09/09/2022	Amend, Elizabeth A	Direct Deposit	-1,092.86
DD5174	09/09/2022	Behlke, Ryan R	Direct Deposit	-1,453.53
DD5175	09/09/2022	Chisnell, Gerald	Direct Deposit	-138.53
DD5176	09/09/2022	Doro, Anthony A	Direct Deposit	-2,222.53
DD5177	09/09/2022	Glover, Valerie	Direct Deposit	-153.62
DD5178	09/09/2022	Heberer, Jeffrey	Direct Deposit	-2,588.89
DD5179	09/09/2022	Heiling, Addie A	Direct Deposit	-99.74
DD5180	09/09/2022	Heiling, Rachel	Direct Deposit	-530.13
DD5181	09/09/2022	Huhndorf, John E	Direct Deposit	-446.61
DD5182	09/09/2022	Knaub, Sharilyn J	Direct Deposit	-232.88
DD5183	09/09/2022	Krentz, Dorothea M	Direct Deposit	-1,066.14
DD5184	09/09/2022	McLean, Cody	Direct Deposit	-1,389.04
DD5185	09/09/2022	Meyer, Vanessa K	Direct Deposit	-201.87
DD5186	09/09/2022	Overbeck, Nicole M	Direct Deposit	-985.78
DD5187	09/09/2022	Pflum, William	Direct Deposit	-1,613.74
DD5188	09/09/2022	Plagenz-Jensen, Karen C	Direct Deposit	-394.97
DD5189	09/09/2022	Pollesch, Owen T	Direct Deposit	-74.81
DD5190	09/09/2022	Stellmacher, Nancy J	Direct Deposit	-14.95
DD5191	09/09/2022	Weber, Tanner J	Direct Deposit	-776.16
DD5192	09/09/2022	Wilderman, James H	Direct Deposit	-49.87
DD5193	09/23/2022	Amend, Elizabeth A	Direct Deposit	-1,052.46
DD5194	09/23/2022	Behlke, Ryan R	Direct Deposit	-1,382.36
DD5195	09/23/2022	Chisnell, Gerald	Direct Deposit	-138.52
DD5196	09/23/2022	Doro, Anthony A	Direct Deposit	-1,892.98
DD5197	09/23/2022	Glover, Valerie	Direct Deposit	-89.62
DD5198	09/23/2022	Heberer, Jeffrey	Direct Deposit	-1,319.71
DD5199	09/23/2022	Heiling, Addie A	Direct Deposit	-83.11
DD5200	09/23/2022	Heiling, Rachel	Direct Deposit	-489.93
DD5201	09/23/2022	Huhndorf, John E	Direct Deposit	-640.85

## City of Markesan Voucher List

September 7 through October 3, 2022

DD5202	09/23/2022	Knaub, Sharilyn J	Direct Deposit	-239.54
DD5203	09/23/2022	Krentz, Dorothea M	Direct Deposit	-1,066.13
DD5204	09/23/2022	McLean, Cody	Direct Deposit	-3,153.25
DD5205	09/23/2022	Meyer, Vanessa K	Direct Deposit	-126.18
DD5206	09/23/2022	Overbeck, Nicole M	Direct Deposit	-985.77
DD5207	09/23/2022	Pflum, William	Direct Deposit	-1,633.75
DD5208	09/23/2022	Plagenz-Jensen, Karen C	Direct Deposit	-348.15
DD5209	09/23/2022	Pollesch, Owen T	Direct Deposit	-43.63
DD5210	09/23/2022	Stellmacher, Nancy J	Direct Deposit	-22.14
DD5211	09/23/2022	Stoll, Brittany M	Direct Deposit	-36.54
DD5212	09/23/2022	Weber, Tanner J	Direct Deposit	-743.96
DD5213	09/23/2022	Zamzow, Todd B	Direct Deposit	-1,002.81
			<b>TOTAL DIRECT DEPOSIT</b>	<b>-32,653.41</b>
37437	09/09/2022	ERGO BANK OF MARKESAN	WRS Loan - Payment #52	-320.64
37438	09/09/2022	J & H CONTROLS INC.	Library Boiler	-800.00
37439	09/09/2022	SECURIAN FINANCIAL GROUP, INC.	Oct 2022 Life Ins Premium	-149.87
37440	09/09/2022	THEDA CARE LABORATORIES	Blood Draw	-127.50
37441	09/09/2022	WASTE MANAGEMENT CORPORATE SERVICES	September 2022 Trash & Recycling	-8,049.33
37442	09/13/2022	ALLIANT ENERGY/WP&L	Aug - Sept 2022 Electric Bills	-3,409.25
37443	09/13/2022	EMC INSURANCE	Property & Liability / Workers Comp	-4,559.88
37444	09/13/2022	HORICON BANK VISA	1&1 / Amazon	-427.31
37445	09/13/2022	SHELL FLEET	Aug 2022 Fuel	-1,498.41
37446	09/13/2022	US POSTMASTER	5 Rolls of Stamps	-300.00
37447	09/14/2022	KOPPLIN & KINAS CO INC	2022 STREETS PROJ PAY APP 2 PARTIAL PYMM	-225,000.00
37448	09/15/2022	MARKESAN PUBLIC LIBRARY	FOCUS ON ENERGY REBATE FOR BOILER	-2,794.25
37449	09/16/2022	US POSTMASTER	Additional Ounce Stamps for Elections	-24.00
37450	09/20/2022	AIRGAS USA, LLC	Cylinder Rental	-34.40
37451	09/20/2022	THE UNIFORM SHOPPE	Pflum / Shoes	-147.95
37452	09/20/2022	VERIZON WIRELESS	Sept - Oct 2022 Cell Phone	-111.24
37453	09/20/2022	WELLS FARGO REMITTANCE CENTER	Google	-78.00
37454	09/22/2022	PRE-EMPLOYMENT FUND	Sept 2022 Pre Employment / Behlke & Weber	-205.12
37455	09/27/2022	SECURIAN FINANCIAL GROUP, INC.	SEPT ACCIDENT INS 2022 - 76038	-58.04
37456	09/29/2022	ALCIVIA	Round-Up	-581.40
37457	09/29/2022	AMS ALARM, LLC	Sept. 2022 - Aug. 2023 Monitoring	-760.00
37458	09/29/2022	ARAMARK	Sept 2022 Rug Cleaning	-125.38
37459	09/29/2022	BALLWEG IMPLEMENT	Lawn Mower Part	-103.43
37460	09/29/2022	BERGEMANN'S AUTOCARE	2014 Ford / Maintenance	-180.85
37461	09/29/2022	CENTURYLINK BUSINESS SERVICES	Aug - Sept 2022 Phone / Internet	-460.22
37462	09/29/2022	CORPORATE NETWORK SOLUTIONS, INC	Thermal Paper	-50.00
37463	09/29/2022	GENERAL ENGINEERING CO., INC.	Municipal Building Inspection	-821.05
37464	09/29/2022	INTEGRITY LAWN SERVICE & SUPPLY, INC	Oil / Air Filter	-29.69
37465	09/29/2022	LITTLE GREEN LAKE PROT & REHAB DISTRICT	July - Sept 2022 Water/Sewer	-227.59
37466	09/29/2022	MODERN RENTALS, INC.	Leaf Truck Repair	-168.80
37467	09/29/2022	RIPON COMMONWEALTH PRESS	PW Director Ad	-612.00
37468	09/29/2022	SUPERHEAT	Annual HVAC Maintenance	-2,055.00
37469	09/29/2022	TRANSCENDENT TECHNOLOGIES	Annual Software Maintenance	-477.00

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10/03/22

# City of Markesan Voucher List

September 7 through October 3, 2022

37470	09/29/2022	WE ENERGIES	Aug - Sept 2022 Gas Bills	-160.25
37471	09/29/2022	MARKESAN WATER & SEWER	Bond disb. payment to Utility 1/2	-499,675.45
			<b>TOTAL CHECK PAYMENTS</b>	<b>-754,583.30</b>
			<b>TOTAL PAYMENTS</b>	<b>-818,917.96</b>

# Markesan Utilities Voucher List

September 7 through October 3, 2022

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
13023	09/13/2022	ALLIANT ENERGY/WP&L	Aug - Sept 2022 Electric Bill	-2,885.93
13024	09/13/2022	US POSTMASTER	3 Rolls of Stamps	-180.00
13025	09/14/2022	KOPPLIN & KINAS CO., INC	PAY APP NO. 2 - 2022 STREETS PROJECT PART	-512,541.43
13026	09/29/2022	CORE & MAIN	Meter Washer	-27.47
13027	09/29/2022	DEPT. OF NATURAL RESOURCES	Cert # 35076 / Heberer - Wastewater Operator Ce	-45.00
13028	09/29/2022	EHLERS BOND TRUST SERVICES	Safe Drinking Water Fund Loan	-7,500.00
13029	09/29/2022	MARKESAN, CITY OF	Aug 2022 Expense Reimb / Sept 2022 PR Reimb	-25,485.77
13030	09/29/2022	QUARLES & BRADY	Water System Revenue Bonds (Safe Drinking W:	-10,000.00
13031	09/29/2022	WE ENERGIES	Aug - Sept 2022 Gas Bills	-32.89
			<b>TOTAL CHECK PAYMENTS</b>	<b>-558,698.49</b>
			<b>TOTAL PAYMENTS</b>	<b>-558,698.49</b>

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

	Jan - Sep 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	240.73	70.00	170.73	343.9%
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>633,231.29</b>	<b>795,236.49</b>	<b>-162,005.20</b>	<b>79.6%</b>
4300000 · Intergovernmental Revenues				
4354650 · ARPA GRANT	73,320.32			
4341000 · Shared Revenue	80,694.24	438,641.58	-357,947.34	18.4%
4342000 · Fire Dues	3,605.49	3,300.00	305.49	109.3%
4343000 · Exempt Comp Aid	3,888.15	3,888.16	-0.01	100.0%
4344000 · Lottery Credit- Mobil Home	85.50			
4345000 · Lottery Credit	167.27			
4353100 · Transportation Aids	73,406.28	98,146.85	-24,740.57	74.8%
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>247,790.84</b>	<b>554,876.59</b>	<b>-307,085.75</b>	<b>44.7%</b>
4400000 · Licenses & Permits				
4410100 · Alcohol Licenses	3,539.95	2,500.00	1,039.95	141.6%
4410200 · Operator's Licenses	1,205.00	1,800.00	-595.00	66.9%
4410300 · Soda Water Licenses	95.00	80.00	15.00	118.8%
4410400 · Cigarette Licenses	375.00	300.00	75.00	125.0%
4410500 · Other Business Lic.	100.00	300.00	-200.00	33.3%
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	4,440.00	3,400.00	1,040.00	130.6%
4440000 · Land Use Permits	250.00	250.00	0.00	100.0%
4450000 · MDM Hunter Permit Fee	240.00			
<b>Total 4400000 · Licenses &amp; Permits</b>	<b>11,773.78</b>	<b>10,730.00</b>	<b>1,043.78</b>	<b>109.7%</b>
4500000 · Fines, Forfeits & Penalties				
4510000 · Ordinance Violations	9,814.60	9,000.00	814.60	109.1%
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>9,377.10</b>	<b>9,600.00</b>	<b>-222.90</b>	<b>97.7%</b>
4600000 · Public Charges for Services				
4610000 · Clerk-Treas Fees	1,030.00	1,600.00	-570.00	64.4%
4610100 · Publication Fees	223.00	250.00	-27.00	89.2%
4621000 · Police Dept Fees	260.00	200.00	60.00	130.0%
4632200 · Snow Removal Fees	220.00	220.00	0.00	100.0%
4643500 · Recycle Fees	2,482.32	3,000.00	-517.68	82.7%
4644000 · Weed Control Charges	134.46	500.00	-365.54	26.9%
4654000 · Cemetery Sales	1,500.00	500.00	1,000.00	300.0%
4672000 · Park Shelter Use	1,900.00	1,500.00	400.00	126.7%
4674300 · Comm Ctr Use	295.00	150.00	145.00	196.7%
4674400 · Sidewalk Repair Fees	2,823.49			
<b>Total 4600000 · Public Charges for Services</b>	<b>10,868.27</b>	<b>7,920.00</b>	<b>2,948.27</b>	<b>137.2%</b>
4700000 · Intergov't Charges for Services				
4732100 · School Liason	43,031.60	57,000.00	-13,968.40	75.5%
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>43,031.60</b>	<b>77,500.00</b>	<b>-34,468.40</b>	<b>55.5%</b>
4800000 · Miscellaneous Revenue				
4811000 · Interest-City Investments	1,896.59	1,500.00	396.59	126.4%
4820000 · Rent-Muni Bldg	13,150.00	15,000.00	-1,850.00	87.7%
4820100 · Rent-Land	1,801.25	2,362.00	-560.75	76.3%
4820200 · Rent-Cell Tower	9,742.35	11,000.00	-1,257.65	88.6%
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	57,761.62			
4850100 · Police Donations	25.00	3,000.00	-2,975.00	0.8%



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

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
4890000 · Exp Reimb-All Types	6,666.85	2,500.00	4,166.85	266.7%
<b>Total 4800000 · Miscellaneous Revenue</b>	<b>99,699.28</b>	<b>46,262.00</b>	<b>53,437.28</b>	<b>215.5%</b>
<b>Total Income</b>	<b>1,055,772.16</b>	<b>1,502,125.08</b>	<b>-446,352.92</b>	<b>70.3%</b>
<b>Gross Profit</b>	<b>1,055,772.16</b>	<b>1,502,125.08</b>	<b>-446,352.92</b>	<b>70.3%</b>
<b>Expense</b>				
<b>5100000 · General Government</b>				
5100100 · W&S Expense Reimb	1,896.21			
5100111 · Accts Rec - W&S Wages	51.45			
5100112 · Accts Rec - W&S WRS	-32.96			
5100114 · Accts Rec - W&S Insurance	-76.93			
5100200 · Library Expense Reimb	-1,913.25			
<b>5110000 · Legislative</b>				
5110111 · Council	0.00	10,500.00	-10,500.00	0.0%
5110211 · Mayor	4,000.00	8,300.00	-4,300.00	48.2%
5111011 · Committees	0.00	400.00	-400.00	0.0%
<b>Total 5110000 · Legislative</b>	<b>4,000.00</b>	<b>19,200.00</b>	<b>-15,200.00</b>	<b>20.8%</b>
<b>5130000 · Legal</b>				
5130021 · City Atty-General	1,118.75	2,800.00	-1,681.25	40.0%
5130121 · City Atty-Prosecution	837.50	1,000.00	-162.50	83.8%
5131021 · Muni Code Updates	1,500.00	1,500.00	0.00	100.0%
<b>Total 5130000 · Legal</b>	<b>3,456.25</b>	<b>5,300.00</b>	<b>-1,843.75</b>	<b>65.2%</b>
<b>5140000 · General Administration</b>				
5141011 · Legislative Support-Wages	5,325.39	16,000.00	-10,674.61	33.3%
5141032 · Legislative Support-Publication	5,125.74			
5142011 · General Admin-Wages	14,768.83	30,000.00	-15,231.17	49.2%
5142021 · General Admin-Outside Services	408.20			
5142025 · General Admin-Training/Dues	420.00			
5142031 · General Admin-Office Supplies	2,967.43			
5142033 · General Admin-Mileage	89.94			
5143011 · Elections-Wages	3,492.89	5,000.00	-1,507.11	69.9%
5143032 · Elections-Publication	100.62			
5143034 · Elections-Supplies	255.32			
5144011 · Licensing & Permits-Wages	1,388.87	3,000.00	-1,611.13	46.3%
5144032 · Licensing & Permits-Publication	292.75			
<b>Total 5140000 · General Administration</b>	<b>34,635.98</b>	<b>54,000.00</b>	<b>-19,364.02</b>	<b>64.1%</b>
<b>5150000 · Financial Administration</b>				
5150011 · General Accounting-Wages	16,245.56	18,000.00	-1,754.44	90.3%
5150034 · General Accounting-Supplies	1,575.42			
5150521 · Independent Audit	10,778.50	9,400.00	1,378.50	114.7%
5151113 · Medicare (default)	5,337.83	7,450.00	-2,112.17	71.6%
5151213 · Social Security	16,232.68	26,500.00	-10,267.32	61.3%
5151314 · Health Insurance	82,772.09	143,000.00	-60,227.91	57.9%
5151414 · Life Insurance	460.31	600.00	-139.69	76.7%
5151611 · Paid Time Off (PTO)-Wages	41,366.57			
5152012 · Wisconsin Retirement System	26,343.89	36,000.00	-9,656.31	73.2%
5155011 · Property Assessment-Wages	0.00	6,200.00	-6,200.00	0.0%
5155021 · Prop. Assmnt.-Outside Services	4,817.76			
5155111 · Prop Tax Collection-Wages	923.38	3,000.00	-2,076.62	30.8%
5155121 · Prop Tax Collection-Outside Ser	899.80			
5156005 · Prop & Liability Ins	18,453.81	22,500.00	-4,046.19	82.0%
5156100 · Workers Comp - Calculated	119.42			
5156105 · Workers Comp	11,481.99	13,000.00	-1,518.01	88.3%
5156205 · Employee Bonds	375.00	900.00	-525.00	41.7%
<b>Total 5150000 · Financial Administration</b>	<b>238,183.81</b>	<b>286,550.00</b>	<b>-48,366.19</b>	<b>83.1%</b>
<b>5160000 · Municipal Building</b>				
5160011 · Municipal Building-Wages	3,428.60			
5160021 · Municipal Building-Outside Serv	3,174.99			
5160022 · Municipal Building-Utilities	19,554.46			
5160023 · Municipal Building-Repairs&Supp	4,549.46			
5160000 · Municipal Building - Other	0.00	46,000.00	-46,000.00	0.0%
<b>Total 5160000 · Municipal Building</b>	<b>30,707.51</b>	<b>46,000.00</b>	<b>-15,292.49</b>	<b>66.8%</b>
<b>Total 5100000 · General Government</b>	<b>310,908.07</b>	<b>411,050.00</b>	<b>-100,141.93</b>	<b>75.6%</b>
5150520 · Bank Service Charges	90.00			
5200000 · Public Safety				
5210000 · Law Enforcement				

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

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
<b>5210001 · Police Administration</b>				
5210011 · Police Admin-Wages	47,721.65	74,500.00	-26,778.35	64.1%
5210019 · Police Admin-Uniforms	1,630.85	1,300.00	330.85	125.5%
5210022 · Police Admin-Utilities	3,249.70			
5210034 · Police Admin-Supplies	2,484.72	5,000.00	-2,515.28	49.7%
5210035 · Police Admin - Donations	72.78			
5210040 · Police Admin - Playground Don.	60,988.00			
<b>Total 5210001 · Police Administration</b>	<b>116,147.70</b>	<b>80,800.00</b>	<b>35,347.70</b>	<b>143.7%</b>
<b>5212000 · Police Patrol</b>				
5212011 · Police Patrol-Wages				
5213011 · Police Criminal Invest-Wages	0.00	1,300.00	-1,300.00	0.0%
5212011 · Police Patrol-Wages - Other	94,368.47	161,750.00	-67,381.53	58.3%
<b>Total 5212011 · Police Patrol-Wages</b>	<b>94,368.47</b>	<b>163,050.00</b>	<b>-68,681.53</b>	<b>57.9%</b>
5212021 · Police Patrol-Outside Services	2,578.28	5,000.00	-2,421.72	51.6%
5212022 · Police Patrol-Utilities	460.77	480.00	-19.23	96.0%
5212023 · Police Patrol-Repairs/Supplies	4,259.72	11,200.00	-6,940.28	38.0%
5212033 · Police Patrol-Fuel/Miles	6,599.78			
<b>Total 5212000 · Police Patrol</b>	<b>108,267.02</b>	<b>179,730.00</b>	<b>-71,462.98</b>	<b>60.2%</b>
5213021 · Police Criminal Inv-Suppl/Serv	1,021.33	1,300.00	-278.67	78.6%
5214025 · Police Training	955.29	1,400.00	-444.71	68.2%
<b>Total 5210000 · Law Enforcement</b>	<b>226,391.34</b>	<b>263,230.00</b>	<b>-36,838.66</b>	<b>86.0%</b>
5219000 · School Crossing Guard	7,606.70	11,000.00	-3,393.30	69.2%
<b>5220000 · Fire Protection</b>				
5220021 · Fire Dept-Annual Budget	28,230.49	24,000.00	4,230.49	117.6%
5220022 · Water Hydrant Rental	0.00	113,586.00	-113,586.00	0.0%
5220034 · Fire Dept-Incident Charges	1,865.49			
<b>Total 5220000 · Fire Protection</b>	<b>30,095.98</b>	<b>137,586.00</b>	<b>-107,490.02</b>	<b>21.9%</b>
5230021 · Ambulance Service	6,745.97	29,000.00	-22,254.03	23.3%
5240021 · Building Inspection	10,314.95	9,000.00	1,314.95	114.6%
<b>5290000 · Other Public Safety</b>				
5290011 · Emergency Govt-Wages	0.00	7,870.00	-7,870.00	0.0%
5290022 · Emergency Govt-Utilities	581.97			
5290023 · Emer Govt-Supp., Equip & Repair	1,020.37			
<b>Total 5290000 · Other Public Safety</b>	<b>1,602.34</b>	<b>7,870.00</b>	<b>-6,267.66</b>	<b>20.4%</b>
<b>Total 5200000 · Public Safety</b>	<b>282,757.28</b>	<b>457,686.00</b>	<b>-174,928.72</b>	<b>61.8%</b>
<b>5300000 · Public Works</b>				
<b>5310000 · Streets Administration</b>				
5310011 · Streets Admin-Wages	1,583.51			
5310021 · Streets Admin-Outside Services	6,563.35			
5310000 · Streets Administration - Other	0.00	6,500.00	-6,500.00	0.0%
<b>Total 5310000 · Streets Administration</b>	<b>8,146.86</b>	<b>6,500.00</b>	<b>1,646.86</b>	<b>125.3%</b>
<b>5311000 · Public Works Shop</b>				
5311011 · PW Shop-Wages	782.29			
5311022 · PW Shop-Utilities	4,379.59			
5311033 · PW Shop-Fuel	377.24			
5311034 · PW Shop-Supplies/Tools	2,506.73			
5311000 · Public Works Shop - Other	0.00	13,000.00	-13,000.00	0.0%
<b>Total 5311000 · Public Works Shop</b>	<b>8,045.85</b>	<b>13,000.00</b>	<b>-4,954.15</b>	<b>61.9%</b>
<b>5312000 · Public Works Mach &amp; Equip</b>				
5312011 · PW Mach & Equip-Wages	9,404.18			
5312023 · PW Mach & Equip-Repair/Supplies	3,854.02			
5312033 · PW Mach & Equip-Fuel	2,434.03			
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>15,692.23</b>	<b>36,000.00</b>	<b>-20,307.77</b>	<b>43.6%</b>
<b>5331000 · Road Maintenance</b>				
5331011 · Road Maintenance-Wages	529.80			
5331033 · Road Maintenance-Fuel	547.66			
5331000 · Road Maintenance - Other	0.00	10,150.00	-10,150.00	0.0%
<b>Total 5331000 · Road Maintenance</b>	<b>1,077.46</b>	<b>10,150.00</b>	<b>-9,072.54</b>	<b>10.6%</b>
5331100 · Curbs & Gutters				

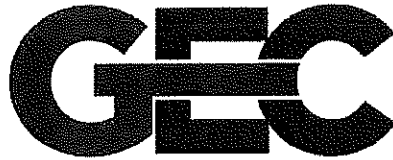
**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
**January through September 2022**

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
5331111 · Curbs & Gutters-Wages	48.00			
5331100 · Curbs & Gutters - Other	0.00	500.00	-500.00	0.0%
<b>Total 5331100 · Curbs &amp; Gutters</b>	<b>48.00</b>	<b>500.00</b>	<b>-452.00</b>	<b>9.6%</b>
5331200 · Traffic Signs & Markings				
5331211 · Traffic Signs, Markings-Wages	500.41			
5331223 · Traffic Sign & Mark-Repair/Supp	777.73			
5331200 · Traffic Signs & Markings - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5331200 · Traffic Signs &amp; Markings</b>	<b>1,278.14</b>	<b>2,000.00</b>	<b>-721.86</b>	<b>63.9%</b>
5331300 · Bridges & Culverts				
5331321 · Bridges & Culverts-Outside Serv	632.41			
5331300 · Bridges & Culverts - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5331300 · Bridges &amp; Culverts</b>	<b>632.41</b>	<b>1,000.00</b>	<b>-367.59</b>	<b>63.2%</b>
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%
<b>Total 5331900 · Snow &amp; Ice Control</b>	<b>9,288.20</b>	<b>25,000.00</b>	<b>-15,711.80</b>	<b>37.2%</b>
5342022 · Street Lighting	18,216.57	27,000.00	-8,783.43	67.5%
5343100 · Sidewalks				
5343111 · Sidewalks-Wages	43.32			
5343100 · Sidewalks - Other	0.00	20,000.00	-20,000.00	0.0%
<b>Total 5343100 · Sidewalks</b>	<b>43.32</b>	<b>20,000.00</b>	<b>-19,956.68</b>	<b>0.2%</b>
5344000 · Storm Sewers				
5344111 · Storm Sewers-Wages	38.64			
5344000 · Storm Sewers - Other	0.00	1,250.00	-1,250.00	0.0%
<b>Total 5344000 · Storm Sewers</b>	<b>38.64</b>	<b>1,250.00</b>	<b>-1,211.36</b>	<b>3.1%</b>
5344100 · Street Cleaning	1,513.17	1,500.00	13.17	100.9%
5345000 · Parking Lots				
5345011 · Parking Lots-Wages	115.92			
5345000 · Parking Lots - Other	0.00	500.00	-500.00	0.0%
<b>Total 5345000 · Parking Lots</b>	<b>115.92</b>	<b>500.00</b>	<b>-384.08</b>	<b>23.2%</b>
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	2,379.43			
5362021 · Sanitation/Trash-Outside Serv.	47,135.36			
5362000 · Sanitation/Trash - Other	0.00	70,200.00	-70,200.00	0.0%
<b>Total 5362000 · Sanitation/Trash</b>	<b>49,514.79</b>	<b>70,200.00</b>	<b>-20,685.21</b>	<b>70.5%</b>
5363100 · Landfill Monitoring	2,097.80	2,800.00	-702.20	74.9%
5363500 · Recycling Center				
5363511 · Recycling Center-Wages	3,582.55			
5363533 · Recycling Center-Fuel	198.38			
5363500 · Recycling Center - Other	360.82	8,000.00	-7,639.18	4.5%
<b>Total 5363500 · Recycling Center</b>	<b>4,141.75</b>	<b>8,000.00</b>	<b>-3,858.25</b>	<b>51.8%</b>
5363521 · Recycling-Curbside	20,092.36	27,000.00	-6,907.64	74.4%
5363600 · Recycling Center-Mackford	913.44	6,000.00	-5,086.56	15.2%
5363700 · Recycling Center-Manchester	913.46	4,000.00	-3,086.54	22.8%
5363800 · Recycling Center-Green Lake	1,778.89	5,000.00	-3,221.11	35.6%
5364000 · Weed Control				
5364011 · Weed Control-Wages	1,279.60			
5364034 · Weed Control-Supplies	123.00			
5364000 · Weed Control - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 5364000 · Weed Control</b>	<b>1,402.60</b>	<b>1,500.00</b>	<b>-97.40</b>	<b>93.5%</b>
<b>Total 5300000 · Public Works</b>	<b>144,991.86</b>	<b>268,900.00</b>	<b>-123,908.14</b>	<b>53.9%</b>
5400000 · Health & Human Services				
5490000 · Cemetery				
5491011 · Cemetery-Wages	8,171.97			
5491022 · Cemetery-Utilities	212.19			
5491033 · Cemetery-Fuel	321.31			
5491034 · Cemetery-Supplies	1,653.64			
5490000 · Cemetery - Other	0.00	11,540.00	-11,540.00	0.0%

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

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
Total 5490000 · Cemetery	10,359.11	11,540.00	-1,180.89	89.8%
Total 5400000 · Health & Human Services	10,359.11	11,540.00	-1,180.89	89.8%
5500000 · Culture, Rec & Educ				
5510000 · Library				
5511011 · Library-Wages	1,783.05			
5511021 · Library-Annual Budget	69,994.25			
5510000 · Library - Other	0.00	67,200.00	-67,200.00	0.0%
Total 5510000 · Library	71,777.30	67,200.00	4,577.30	106.8%
5520000 · Parks				
5520011 · Parks-Wages	8,787.69			
5520022 · Parks-Utilities	2,505.39			
5520023 · Parks-Repairs/Supplies	2,044.62			
5520033 · Parks-Fuel	514.16			
5520000 · Parks - Other	0.00	17,900.00	-17,900.00	0.0%
Total 5520000 · Parks	13,851.86	17,900.00	-4,048.14	77.4%
5530000 · City Events/Banners				
5530011 · City Events/Banners-Wages	1,481.29			
5530000 · City Events/Banners - Other	0.00	3,100.00	-3,100.00	0.0%
Total 5530000 · City Events/Banners	1,481.29	3,100.00	-1,618.71	47.8%
5530100 · Summer Rec Program	2,000.00	2,000.00	0.00	100.0%
5531000 · Events Comm. (Special Events)	4,862.29	6,000.00	-1,137.71	81.0%
Total 5500000 · Culture, Rec & Educ	93,972.74	96,200.00	-2,227.26	97.7%
5600000 · Conservation & Development				
5670000 · Advertising & Promotion	0.00	250.00	-250.00	0.0%
5671000 · Industrial Park Development	206.20			
5671021 · TIF Fees	2,336.80			
5690000 · Zoning & Development	202.50	250.00	-47.50	81.0%
5691000 · Mapping	0.00	500.00	-500.00	0.0%
Total 5600000 · Conservation & Development	2,745.50	1,000.00	1,745.50	274.6%
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	105,000.00	105,000.00	0.00	100.0%
Total 5912000 · 2018 Bond Issue Princ.	105,750.00	105,750.00	0.00	100.0%
5916000 · Principal Long-Term Debt	2,515.01	3,404.00	-888.99	73.9%
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	370.75	409.00	-38.25	90.6%
5926250 · 2018A Bond Issue Interest	34,272.50	34,272.50	0.00	100.0%
5927000 · Patrol Car Principal Loan	5,282.34			
5927500 · Patrol Car Interest Loan	492.58			
Total 5900000 · Debt Service	148,683.18	149,610.42	-927.24	99.4%
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	237,187.08			
6573330 · Outlay - 2023 Streets Project	17,090.65			
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	2,500.00	12,150.00	-9,650.00	20.6%
6576100 · Outlay - Library	800.00	800.00	0.00	100.0%
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%
Total 6000000 · Capital Outlay	315,343.52	127,504.66	187,838.86	247.3%
Total Expense	1,309,851.26	1,523,491.08	-213,639.82	86.0%
Net Ordinary Income	-254,079.10	-21,366.00	-232,713.10	1,189.2%
Net Income	-254,079.10	-21,366.00	-232,713.10	1,189.2%

General Engineering Company  
P.O. Box 340  
916 Silver Lake Drive  
Portage, WI 53901



608-742-2169 (Office)  
608-742-2592 (Fax)  
[gec@generalengineering.net](mailto:gec@generalengineering.net)  
[www.generalengineering.net](http://www.generalengineering.net)

*Engineers • Consultants • Inspectors*

October 6, 2022

City of Markesan  
P.O. Box 352  
Markesan, WI 53946

Re: 2022 City of Markesan Street and Utility Reconstruction Project - Pay Application No. 3  
City of Markesan, Green Lake County, Wisconsin  
GEC #2-0120-28D

Dear Mayor Slate:

The general contractor, Kopplin & Kinas Co. Inc., has requested payment for recent construction costs associated with the above-referenced project. The pay application covers construction work and material storage that has been completed to date.

I have reviewed the submitted pay request and recommend payment to Kopplin & Kinas Co. Inc., for Pay Application No. 3 in the amount of \$687,104.30. By contract we have withheld 5% of the value of the work completed (\$53,414.87) as retainage.

If in agreement with the pay application, please sign all three copies. One copy is for the City records, one copy is for GEC records, and one copy is to be sent to Kopplin & Kinas Co. Inc., with their payment. We will forward signed copies to the DNR for their reference.

Subsequent pay requests will also be reviewed for completeness and accuracy prior to my recommendation for payment. If you have any questions along the way, please do not hesitate to contact me.

Yours truly,

**GENERAL ENGINEERING COMPANY**

*Lukasz Lyzwa*

Lukasz Lyzwa  
Project Engineer

Enclosures

Cc: Betsy Amend, Clerk  
Tony Doro, Water/Wastewater Superintendent



# Contractor's Application for Payment No. 3

<b>To (Owner):</b>	City of Markesan	Application Period:	07/29/2022-08/31/2022
<b>Project:</b>	2022 Street & Utility Reconstruction Project	Application Date:	10/16/2022
<b>Owner's Contract No.:</b>		<b>From (Contractor):</b>	Koppin & Kinas Co., Inc.
		<b>Contract:</b>	General Engineering Company
		<b>Contractor's Project No.:</b>	
		<b>Engineer's Project No.:</b>	2-0120-28D

### Application For Payment Change Order Summary

Approved Change Orders Number	Additions	Deductions
C01	\$138,225.00	
TOTALS	\$138,225.00	
NET CHANGE BY CHANGE ORDERS	\$138,225.00	

1. ORIGINAL CONTRACT PRICE..... \$ 52,597,482.80
2. Net change by Change Orders..... \$ \$138,225.00
3. Current Contract Price (Line 1 ± 2)..... \$ \$2,735,707.80
4. TOTAL COMPLETED AND STORED TO DATE  
(Column F on Progress Estimate)..... \$ \$2,136,594.98
5. RETAINAGE:
  - a. 5% X \$ 1,068,297.49 Work Completed..... \$ \$53,414.87
  - b. 5% X \_\_\_\_\_ Stored Material..... \$ \_\_\_\_\_
  - c. Total Retainage (Line 5a + Line 5b)..... \$ \$53,414.87
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ \$2,083,180.11
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ \$1,396,075.81
8. AMOUNT DUE THIS APPLICATION..... \$ \$687,104.30
9. BALANCE TO FINISH, PLUS RETAINAGE  
(Column G on Progress Estimate + Line 5 above)..... \$ \$1,570,695.15

<b>Contractor's Certification</b> The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.	<b>By:</b> _____ Date: _____
---	---------------------------------

Payment of: \$ _____	\$687,104.30
(Line 8 or other - attach explanation of the other amount)	
is recommended by:	<u><b>Sukasz Gajawa</b></u> (Engineer) _____ 10/16/2022 (Date)
Payment of: \$ _____	\$687,104.30
(Line 8 or other - attach explanation of the other amount)	
is approved by:	_____ (City of Markesan) _____ (Date)
Concurrence by:	_____ Funding Agency (if applicable) _____ (Date)

SUBMITTED TO: City of Markesan  
 PROJECT NAME & LOCATION: 2022 Street & Utility Reconstruction  
 PROJECT NO:  
 CONTRACT I.D.

APPLICATION NO. 3  
 APPLICATION DATE: 9/28/2022  
 CONTRACT DATE:

A	B	C	D	E	F				I	J	K	L	M	N
					QTY	Units	Unit Price	Scheduled Value						
1	Performance and Payment Bonds	1	LS	\$ 35,000.00	\$ 35,000.00				0.5	\$ 17,500.00		\$ 17,500.00	50%	\$ 17,500.00
2	Mobilization/Demobilization	1	LS	\$ 100,000.00	\$ 100,000.00				0.75	\$ 75,000.00		\$ 75,000.00	75%	\$ 25,000.00
3	Silt Fence/Sediment Log	4,000	LF	\$ 0.50	\$ 2,000.00					\$ -		\$ -	0%	\$ 2,000.00
4	Inlet Protection	1	LS	\$ 2,210.00	\$ 2,210.00				1	\$ 2,210.00		\$ 2,210.00	100%	\$ -
5	Traffic Control	1	LS	\$ 7,500.00	\$ 7,500.00			0.25	0.5	\$ 3,750.00		\$ 5,625.00	75%	\$ 1,875.00
6	Temporary Access	1	LS	\$ 6,000.00	\$ 6,000.00			0.5	0.5	\$ 3,000.00		\$ 6,000.00	100%	\$ -
7	Temporary Mailboxes	1	LS	\$ 4,170.00	\$ 4,170.00					\$ -		\$ -	0%	\$ 4,170.00
8	Temporary Water Service	1	LS	\$ 31,135.00	\$ 31,135.00			0.3	0.7	\$ 21,794.50		\$ 31,135.00	100%	\$ -
9	Milling Existing Pavement	2,400	CY	\$ 27.60	\$ 66,240.00				2216.5	\$ 61,175.40		\$ 61,175.40	92%	\$ 5,064.60
10	Remove Asphalt Pavement	22,555	SY	\$ 1.58	\$ 35,636.90			10555	12000	\$ 18,960.00		\$ 35,636.90	100%	\$ -
11	Remove Concrete Curb and Gutter	10,500	LF	\$ 1.27	\$ 13,335.00			4500	6000	\$ 7,620.00		\$ 13,335.00	100%	\$ -
12	Remove Driveway and Sidewalk	37,300	SF	\$ 0.57	\$ 21,261.00			15000	20000	\$ 11,400.00		\$ 19,950.00	94%	\$ 1,311.00
13	Remove Sanitary Sewer Pipes and Manholes	1	LS	\$ 4,825.00	\$ 4,825.00			0.2	0.8	\$ 3,860.00		\$ 4,825.00	100%	\$ -
14	Remove Water Main Pipes, Hydrants, Valves, Curb Stops and Laterals	1	LS	\$ 6,025.00	\$ 6,025.00			0.25	0.75	\$ 4,518.75		\$ 6,025.00	100%	\$ -
15	Pipe Bulkhead	1	LS	\$ 425.00	\$ 425.00					\$ -		\$ -	0%	\$ 425.00
16	Sanitary Sewer	7	EA	\$ 1,565.00	\$ 10,955.00			4	3	\$ 4,695.00		\$ 10,955.00	100%	\$ -
17	Connect to Existing Sanitary Sewer	910	LF	\$ 68.00	\$ 61,880.00			24	926.5	\$ 63,002.00		\$ 64,634.00	104%	\$ (2,754.00)
18	Sanitary Sewer, 8-Inch PVC	910	LF	\$ 1.50	\$ 1,365.00			950.5		\$ -		\$ 1,425.75	104%	\$ (60.75)
19	TV Inspection of Sanitary Sewer	56.8	VF	\$ 400.00	\$ 22,720.00			16.32	32.23	\$ 12,892.00		\$ 19,420.00	85%	\$ 3,300.00
20	Sanitary Sewer Manhole, 4-Ft.I.D.	1	LS	\$ 2,050.00	\$ 2,050.00					\$ -		\$ -	0%	\$ 2,050.00
21	Unclassified Sewer Work	7	EA	\$ 885.00	\$ 6,195.00			1	4	\$ 3,540.00		\$ 4,425.00	71%	\$ 1,770.00
22	Sanitary Sewer Manhole Frame & Cover (w/ Interior/Exterior Seal)	17	EA	\$ 1,265.00	\$ 21,505.00					\$ -		\$ -	0%	\$ 21,505.00
23	Sanitary Sewer Lateral, 6-Inch PVC w/ Tracer Wire	830	LF	\$ 74.50	\$ 61,835.00			126	568	\$ 42,316.00		\$ 51,703.00	84%	\$ 10,132.00
24	Terminal Box	24	EA	\$ 135.00	\$ 3,240.00			24		\$ -		\$ 3,240.00	100%	\$ -
25	Telesise Sanitary Sewer Lateral	12	EA	\$ 2,130.00	\$ 25,560.00				12	\$ 25,560.00		\$ 25,560.00	100%	\$ -
26	Watermain	5,600	LF	Used Alternate ***						\$ -		\$ -		
27	Connect to Existing Water Main	37	EA	\$ 1,625.00	\$ 60,125.00			4	33	\$ 53,625.00		\$ 60,125.00	100%	\$ -
28	Water Main, 6-inch Ductile Iron	10	EA	\$ 6,500.00	\$ 65,000.00				10	\$ 65,000.00		\$ 65,000.00	100%	\$ -
29	Gate Valve with Adapter, 6-Inch	3,100	LF	Used Alternate ***						\$ -		\$ -		
30	Hydrant w/ 6-Inch Gate Valve on Lead	89	EA	\$ 475.00	\$ 42,275.00			20	69	\$ 32,775.00		\$ 42,275.00	100%	\$ -
31	Water Lateral, 1-Inch Copper	26	EA	\$ 495.00	\$ 12,870.00			16		\$ -		\$ 7,920.00	62%	\$ 4,950.00
32	Curb Stop & Curb Stop w/ Box, 1-Inch Storm Sewer									\$ -		\$ -		
33	Storm Sewer Manhole Frame and Cover Adjustment									\$ -		\$ -		

SUBMITTED TO: City of Markesan  
 PROJECT NAME & LOCATION: 2022 Street & Utility Reconstruction  
 PROJECT NO.:  
 CONTRACT I.D.:

APPLICATION NO. 3  
 APPLICATION DATE: 9/29/2022  
 CONTRACT DATE:

A	B	C	D	E	F	G		H	I	J	K	L	M	N
						Work Completed	Total Completed & Stored To Date (H+J)							
Item No.	Item Description	Bid	Units	Unit Price	Scheduled Value	Quantity	This Period	Amount	Previous Application	Previous Application Amount	Material Stored Not In G or I	% (L/F)	Balance To Finish (F-L)	
<b>Pavement and Concrete</b>														
32	Unclassified Excavation - Street Sections	6,300	CY	\$ 21.12	\$ 133,056.00	1300		\$ 27,456.00	5000	\$ 105,600.00		100%	\$ -	
33	Road Geotextile	22,555	SY	\$ 1.88	\$ 42,403.40	10355		\$ 19,843.40	12000	\$ 22,560.00		100%	\$ -	
34	Recycled Aggregate Base Course Asphalt Millings (6")	2,645	CY	\$ 1.00	\$ 2,645.00	816.5		\$ 816.50	1400	\$ 1,400.00		84%	\$ 428.50	
35	Rock Excavation	500	CY	\$ 0.01	\$ 5.00			\$ -		\$ -		0%	\$ 5.00	
36	Crushed Aggregate Base Course (6")	16,500	TN	\$ 9.98	\$ 164,670.00	10840.97		\$ 108,192.88	5434.21	\$ 54,233.42		95%	\$ 2,243.70	
37	Finish Grade Base Course	22,555	SY	\$ 1.00	\$ 22,555.00			\$ -		\$ -		0%	\$ 22,555.00	
38	AC Binder Course, 1-3/4" 4LT 58-28S	2,750	TN	\$ 67.80	\$ 186,450.00			\$ -		\$ -		0%	\$ 186,450.00	
39	AC Surface Course, 1-3/4" 4LT 58-28S Spring 2023	2,750	TN	Used Alternate ***										
40	Saw Cut Existing AC Pavement	720	LF	\$ 3.10	\$ 2,232.00			\$ -		\$ -		0%	\$ 2,232.00	
41	Concrete Stairs	45	SF	\$ 60.00	\$ 2,700.00			\$ -		\$ -		0%	\$ 2,700.00	
42	Paved Driveways	45	TN	\$ 135.00	\$ 6,075.00			\$ -		\$ -		0%	\$ 6,075.00	
43	Concrete Curb & Gutter, 24-inch	10,500	LF	\$ 12.16	\$ 127,680.00	10000		\$ 121,600.00		\$ -		95%	\$ 6,080.00	
44	Concrete Driveway & Sidewalk, 6-inch	13,800	SF	\$ 4.98	\$ 68,724.00	12000		\$ 59,760.00		\$ -		87%	\$ 8,964.00	
45	Concrete Sidewalk, 4-inch	23,500	SF	\$ 5.47	\$ 128,545.00	20000		\$ 109,400.00		\$ -		85%	\$ 19,145.00	
46	Pavement Markings	10	EA	\$ 185.00	\$ 1,850.00			\$ -		\$ -		0%	\$ 1,850.00	
47	Topsoil, Fertilizer, Seed, and Mulch	1	LS	\$ 113,600.00	\$ 113,600.00	0.25		\$ 28,400.00		\$ -		25%	\$ 85,200.00	
<b>Alternate Bid</b>														
A	Water Main, 6-inch C900	5,600	LF	\$ 64.00	\$ 358,400.00			\$ -	5400	\$ 345,600.00		96%	\$ 12,800.00	
B	Water Lateral, 1-inch HDPE Piping with copper compression fittings	3,100	LF	\$ 64.00	\$ 198,400.00	532		\$ 34,048.00	1921	\$ 122,944.00		79%	\$ 41,408.00	
C	Lead Service Lateral (LSL) Replacement	30	EA	\$ 4,800.00	\$ 144,000.00	13		\$ 62,400.00	14	\$ 67,200.00		90%	\$ 14,400.00	
D	AC Surface Course, 1-3/4" 4LT 58-28S Fall 2022	2,750	TN	\$ 70.20	\$ 193,050.00			\$ -		\$ -		0%	\$ 193,050.00	
E	Trees Removal	12	EA	\$ 2,200.00	\$ 26,400.00			\$ -	26	\$ 57,200.00		217%	\$ (30,800.00)	
F1	South Main St Hydrant Replacement	2	EA	\$ 13,040.00	\$ 26,080.00			\$ -	2	\$ 26,080.00		100%	\$ -	
F2	South Main St Hydrant Replacement Paving	10	TN	Not Approved				\$ -		\$ -				
G1	South Main St Milling	2,350	SY	\$ 2.85	\$ 6,697.50			\$ -	2350	\$ 6,697.50		100%	\$ -	
G2	South Main St Overlay 1-3/4" 4LT 58-28S	250	TN	\$ 70.20	\$ 17,550.00			\$ -		\$ -		0%	\$ 17,550.00	
H1	Sunrise St Milling	2,700	SY	\$ 2.85	\$ 7,695.00			\$ -	2700	\$ 7,695.00		100%	\$ -	
H2	Sunrise St Overlay 1-3/4" 4LT 58-28S	285	TN	\$ 70.20	\$ 20,007.00			\$ -		\$ -		0%	\$ 20,007.00	
CO1	**Added** RELAY Sanitary Laterals (65 Total)	2,275	LF	\$ 95.15	\$ 216,466.25	303.5		\$ 28,878.03	868	\$ 82,590.20		51%	\$ 104,998.03	
								\$ 701,701.21		\$ 1,434,893.77			\$ 815,579.08	



RECEIVED JUL 12 2022

# CITY OF MARKESAN APPLICATION FOR ELECTION OFFICIAL

Thank you for your interest in serving your community as an Election Official (Poll Worker)! Please complete the following information:

PERSONAL			
Full legal name Last name: <u>VanWhy</u> First: <u>Candace</u> Middle:			
Mailing address:	City: <u>Markesan</u>	State: <u>Wi</u>	ZIP Code: <u>53946</u>
Street address: <u>Same as mailing</u>	City:	State:	ZIP Code:
Email:	Home Phone No.:	Cell Phone No.:	
<input type="checkbox"/> Check here if you do not regularly check/use email.			

QUALIFICATONS			
Are you at least 18 years of age? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Are you a qualified elector of Green Lake County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If not, are you 16 or 17, and a qualified high school student? <input type="checkbox"/> Yes <input type="checkbox"/> No	(U.S. Citizen, resident of Green Lake County, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting)		
Are you a candidate for any office on an upcoming ballot? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are you a resident of the City of Markesan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Can you read & write English? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever worked as an election official before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If so, in what Municipality?	From (Mo/Yr)	To (Mo/Yr)

**AVAILABILITY**

**Every effort is made to assign Election Workers to the shifts and tasks they prefer, however, this cannot be guaranteed. You must be flexible, as assignments are subject to change on an as needed basis.**

Polls are open 7:00am to 8:00pm. The day is split into two shifts, 6:30am to 2:00pm OR 2:00pm to Close (typically 9:00pm, but may be later for larger elections).	Shift I Prefer: <input type="checkbox"/> 6:30am-2:00pm <input type="checkbox"/> 2:00pm-Close <input checked="" type="checkbox"/> Either
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There are a variety of tasks for any given election. Please indicate your preferences:

<input type="checkbox"/> <b>Chief Inspector:</b> Manage the polling location. Answer voter questions. Enforce electioneering & observation rules. Special Training is required.	<input type="checkbox"/> <b>Greeter:</b> Assist voters in making sure they are in the correct polling place. Helps voters navigate the polling location.
<input type="checkbox"/> <b>Poll Book:</b> Look up voters in poll book, assign and enter voter number and any notes. Accuracy and attention to detail is required.	<input type="checkbox"/> <b>Ballot Table:</b> Ensure voters get the correct ballot for their ward, & ballots are properly initialed. Assist voters with electronic voting, as needed.
<input type="checkbox"/> <b>Registration Table:</b> Assist voters to register to vote on election day. Attention to detail is required.	<input checked="" type="checkbox"/> Any or all of the above!

I HEREBY CERTIFY that the information given by me in this application is complete, true and correct. I understand that election officials are appointed for a two year term, and will notify the City Clerk-Treasurer as soon as possible if for any reason I am unable to complete my term. I also understand that I must be able to attend training regarding the duties of an election official at various times throughout my term.

Signature <u>Candace VanWhy</u>	Date <u>12 July 2022</u>
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WP      ok      09-30-22

**CITY OF MARKESAN**

Resolution No. 04-2022

**Resolution Authorizing Execution of the  
Department of Natural Resources  
Principal Forgiven Financial Assistance Agreement**

WHEREAS, the City of Markesan wishes to undertake a project to replace private lead service lines at residences, pre k -12 schools and licensed and/or certified daycare centers, identified as DNR No. 5122-08; and

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the Municipality of which all the principal will be forgiven at the time that loan disbursements are made to the Municipality, pursuant to the DNR Financial Assistance Agreement; and

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$160,000 that it has identified as being eligible for SDWLP funding;

NOW, THEREFORE, the City Mayor and City Clerk are authorized by and on behalf of the Municipality to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project. The Principal Forgiven Financial Assistance Agreement is incorporated herein by this reference.

Passed: \_\_\_\_\_ on October 11, 2022

Approved: \_\_\_\_\_ on October 11, 2022

\_\_\_\_\_  
Rich Slate  
Mayor

Attest: \_\_\_\_\_  
Elizabeth Amend  
City Clerk-Treasurer



Betsy Amend <bamend@markesanwi.gov>

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## City of Markesan BIL Funding

1 message

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Lukasz Lyzwa <llyzwa@generalengineering.net>

Fri, Sep 30, 2022 at 12:40 PM

To: "Rich Slate (MAYORSL8@aol.com)" <mayorsl8@aol.com>, Betsy Amend <bamend@markesanwi.gov>, Tony Doro <tdoro@markesanwi.gov>

Good morning,

Last week we received information from DOT that the City of Markesan Bridge Street project is eligible for funding from Bipartisan Infrastructure Law. If the City decides to take the money, this funding will come with some requirements that will need to be fulfilled. They are as follows:

- The design and construction will need to follow DOT STP (Surface Transportation Program) guidelines.
- The program will require DOT plans and specifications; it will require DOT bidding, construction administration, testing, and reporting. All this will be performed by the DOT. The City will not be involved in that aspect.
- The program funding almost always can't be combined with other funding sources (there is a difficult way around that, but the pavement can be pulled out of other programs to make this work. Just like the current project).
- The award is funded at 80/20 (20% City cost, 80% federal funding and it is capped at \$379,588). The City will need to provide a match of 20% of the project cost.
- Depending on the project, there will be some additional hidden costs that will need to be covered as well and the City can't control those.
- Also, the actual price of the project won't be known until the project is completed. For example, once the contract is signed with the DOT with the assumed price and scope of the project, it is final, and there are no amendments. So, if the construction cost is higher, the City will have to pay for any cost overruns as the contract can't be modified. The cost estimate for the project will need to be prepared based on DOT cost tables and it will be reviewed for accuracy by the DOT, so we can't overestimate the project cost.
- The DOT will take over the bidding, project award, contractor selection, and construction administration. Generally, the DOT handles everything for the STP funding once the design is done. The City will have no say in who the contractor is and will have minimal say on when the project is constructed.
- GEC will be able to complete the engineering design for this project as we will work for the City. The construction engineer will be selected by the DOT and it will be selected without City involvement. We will not be able to be a construction engineer as we designed the project. Federal guidelines states you can't inspect your own design.
- You will also not be able to utilize City employees to complete the construction inspection, as we have done for many projects in the past.

The good news is the City will receive "free" money, but that money will come at a cost. We should be able to structure the project to create an advantage for the City where only one aspect is affected by the DOT.

Let me know if you have any questions.

Thank you,



Betsy Amend <bamend@markesanwi.gov>

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**RE: 2023-2026 Local Program Approved Project(s) City of Markesan**

1 message

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**Roskoskey, Benjamin A - DOT** <Benjamin.Roskoskey@dot.wi.gov>

Tue, Oct 4, 2022 at 9:04 AM

To: "mayorsL8@aol.com" <mayorsL8@aol.com>

Cc: "Brooks, Christopher - DOT" <christopher.brooks1@dot.wi.gov>, "Schaeffer, Jason - DOT" <Jason.Schaeffer@dot.wi.gov>, "Meurett, David - DOT" <David.Meurett@dot.wi.gov>, "Amend, Elizabeth A - MUN" <bamend@markesanwi.gov>

Good Morning,

I have not yet heard from you regarding your approved STP-Local project. Does the City of Markesan wish to accept these funds for this project? Please reply by Friday, October 14<sup>th</sup>.

Thanks,  
Ben



**BEN ROSKOSKEY, PE | Local Program Manager**

Wisconsin Department of Transportation

North Central Region

Direct: (715) 365-5783

[benjamin.roskoskey@dot.wi.gov](mailto:benjamin.roskoskey@dot.wi.gov)

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**From:** Roskoskey, Benjamin A - DOT

**Sent:** Thursday, September 22, 2022 12:22 PM

**To:** [mayorsL8@aol.com](mailto:mayorsL8@aol.com)

**Cc:** Brooks, Christopher - DOT <[christopher.brooks1@dot.wi.gov](mailto:christopher.brooks1@dot.wi.gov)>; Schaeffer, Jason - DOT <[Jason.Schaeffer@dot.wi.gov](mailto:Jason.Schaeffer@dot.wi.gov)>; Meurett, David - DOT <[David.Meurett@dot.wi.gov](mailto:David.Meurett@dot.wi.gov)>; Amend, Elizabeth A - MUN <[bamend@markesanwi.gov](mailto:bamend@markesanwi.gov)>

**Subject:** 2023-2026 Local Program Approved Project(s) City of Markesan

Good Afternoon,

Please see the attached memo for approved projects in the 2023-2026 Local Program Cycle.

<< File: C Markesan Approval Memo.docx >>

We have performed a review of the proposed scope and estimate of the project and believe that several items that were discussed in the project justification were left out of the submitted estimate:

- The estimate submitted with the application only contained minimal items and doesn't include mobilization, future inflation, or any removals. A quick internal estimate replacing in kind of roadway items and sidewalk comes out to be around \$650,000 (\$250,000 over the current estimate). The application has identified a potential need of sidewalk on the east side of the roadway. Adding this item would result in an additional

\$150,000 added to the estimate, bringing the overall new estimate total to \$800,000 (\$400,000 over the current estimate).

- The federal funds cap is based off the initial submitted estimate. Federal funds for this project are applied at an 80/20 split (fed/local) and are capped at \$379,588. Any construction costs above the submitted estimate would be 100% the City's responsibility.
- The City is electing to self-fund the design, which for a project of this scope and complexity is estimated to be between \$190,000 - \$250,000 (approximately 30% of the estimate).

Please let me know if you are still interested in proceeding with this project by responding to this email no later than Friday, October 14th.

Thanks,  
Ben

<< OLE Object:  
Picture (Device  
Independent Bitmap)  
>>

**BEN ROSKOSKEY, PE | Local Program Manager**  
Wisconsin Department of Transportation  
North Central Region  
Direct: (715) 365-5783  
[benjamin.roskoskey@dot.wi.gov](mailto:benjamin.roskoskey@dot.wi.gov)

This uniform will be paid by direct bill to the City from the supplier and deducted from the employee's account. The employee may request at any reasonable time to have a verbal or written report on the employee's maintenance remaining for the year.

If at any time while in the performance of his/her duties an employee so damages, destroys, or loses any personal property or department issued uniform items, the City will pay the total cost of such replacement or repair, provided, however, any damage, destruction, or loss was not caused by negligence of the employee.

All employees of the department shall receive an initial issue of fully paid uniforms as follows:

Police Officer (Full-time & Part-time)

- One belt including holster, ammo pouches, radio holder, flashlight holder, handcuff case, glove case, baton case, pepper case and pepper spray
- One department approved firearm
- One winter jacket
- One long-sleeved shirt
- One short sleeved shirt
- One pair pants
- One ballistic vest (full-time officers only)

Department must replace equipment (ballistic vest) according to manufacturer's suggestion at no cost to employee.

Employees must return all equipment, which was initially issued at time of hire, but employee owns clothing and footwear items purchased from uniform maintenance, after termination or retirement from the department.

Employees will be allowed to transfer over any unused uniform allowance to the following year.

All uniform allowance purchases must be approved by the Police Chief prior to being ordered. No purchases made without approval will be paid.

### **Tuition Reimbursement**

The purpose of the Tuition Reimbursement Policy is to assist employees in participating in training experiences that will improve their performance on their current job and to allow for career growth within the City.

Eligibility:

- Any full-time employee of the City in good standing who works 32 hours or more a week or 52 pay periods per year and who has been regularly employed for six (6) consecutive months.
- Determination of employment status is based on the employee's full or part-time status for a majority of the fiscal year.

- Employees requesting Tuition Reimbursement must complete a "Tuition Reimbursement Repayment Agreement" (may be requested from the Clerk-Treasurer's office).
- Excluded are seasonal employees, temporary employees, "Special Employment" employees and employees on medical leave.

Reimbursement Coverage:

- A refund for the cost of tuition, laboratory fees, and other obligatory course fees.
- Tuition reimbursement does not include the cost of books and course supplies.
- Tuition reimbursement shall be limited to \$5,250 per calendar year for courses that are successfully completed for any one full-time employee.
- If an employee receives a grant, scholarship, or any other reimbursement from any other public or private source for a course, the employee is only eligible for reimbursement from the City to the extent that the course costs exceed the reimbursement from other sources.
- All other requirements regarding City policy must be met for eligibility.

Limitations:

- Courses are limited to those that are required by a degree or certificate plan that is approved by the institution and that is on file in the city. This plan must be related to a job title.
- Employees may take job-related courses. Courses that are taken not as part of a degree plan must be related to some active title in the City.
- The amount of tuition reimbursement money available for any given year is limited to the amount appropriated by the Council.
- The employee must remain employed by the City for a period of five (5) years following the reimbursement payment, or will be subject to the schedule of repayment for amounts reimbursed.

Departmental Responsibilities:

- Departments must develop budgets that will fund other training, including courses and training experiences that are required by the job.

Approval:

- Applications will not be accepted more than 45 days prior to the start date of the training. Courses will be approved on a "first come first served" basis based on departmental needs and budget constraints.

Payment:

- Payment is on a reimbursement basis only and only upon presenting proof of successful completion of the course of instruction and proof of payment.
- Claims for tuition reimbursement must be filed with the City Clerk-Treasurer within 60 days of completion of the course.

**Cell Phone Reimbursement**

Designated employees are expected to be accessible by cell phone during business hours, and for on call and emergency purposes. To facilitate accessibility, designated Department Heads may be issued City owned cell phones. Other designated employees or Department Heads not issued City cell phones and choose to use their personal cell phone for City business will be reimbursed \$20 per month toward the cost of personal cell phone service. Employees that choose the monthly stipend, will be required to sign the Cell Phone Acknowledgment Form that states personal cell phones used for City business are subject to the public records law pursuant to Chapter 19 of the Wisconsin Statutes. Employees receiving the reimbursement are expected to place their cell phone number on file with the Clerk-Treasurer and their Department Head.

## SECTION 3: COMPENSATION & HOURS OF WORK

### Work Week

It is the purpose of this policy to define hours of regular and overtime work. The standard workday is eight (8) hours per day and the standard work week is generally Monday through Friday, forty (40) hours per week for full-time employees. Working hours for each department shall be established by the Common Council, or its designees.

As far as practical, work hours and days shall conform to the established hours of City business. However, this conformity shall not interfere with special time tables as required in the operation of the City or prohibit or prevent the establishment of rotating, staggered or shortened work periods, multiple shifts or part-time hours, as well as attendance at City meetings or hearings which may be needed.

### Work Schedules

Work schedules for employees vary throughout the City. Department Heads will advise employees of their individual work schedules. Staffing needs and operation demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. It is recognized that Department Heads and/or the City retain the right to schedule or assign straight time, overtime, number of shifts and to make shift assignments. It is also recognized that it is the obligation of employees to work as scheduled or assigned. Nothing in this policy shall constitute a guarantee of work.

The listed schedules below are subject to change.

Administration: The typical work day shall be 8 hours per day. Current schedule is Monday through Thursday, 8:00am to 4:00pm and Friday, 8:00am to 12:00pm, with no scheduled unpaid meal break.

Library: Refer to Library Board policies.

Police Department: The workweek shall be 4-4, 4-4 (four on duty days to be followed by four rest days). The normal workday shall be eleven hours and 25 minutes per shift (11.4 hours). The City will provide one thirty (30) minute paid meal period and one fifteen (15) minute paid break during every 11.4 hours worked. The City will attempt to provide the officer with at least eight (8) hours between scheduled work shifts.

Crossing Guards (supervised by Police Dept.): Work period shall be each morning, approximately 7:15-8:15am, and afternoon, approximately 2:45-3:45, that school is in session. Crossing Guards receive a minimum of one hour's pay per shift, or actual hours worked, whichever is more.

Public Works: The typical work day shall be eight (8) hours per day. Current schedule is Monday through Friday, 6:30am to 3:00pm, inclusive of a thirty (30) minute unpaid meal break.



Water/Wastewater: The typical work day shall be eight (8) hours per day. The current schedule is Monday through Friday, 6:30am to 2:30pm, with no scheduled unpaid lunch break.

### **Police Department Wage Scale**

To encourage stability within the Police Department workforce, and to reduce the amount of time and money lost due to training and employee turnover, effective January 1, 2016, the following wage scale has been established for full-time police officers:

Years of Service	Wage Increase
1 year	\$1.75
3 years	\$3.00
5 years	\$2.00
10 years	\$2.00

Officers are eligible for the increase on the anniversary date of the start of full-time employment. This flat increase is in addition to any cost-of-living adjustments or merit increases they may have received on January 1<sup>st</sup> by action of the Common Council.

### **Overtime and Compensatory Time Off**

Department Heads are expected to approve all overtime worked, and control overtime of employees to the greatest extent possible.

Overtime Pay: All non-exempt employees are entitled to pay at the rate of one and one half (1 ½) the employee's regular rate of pay for each hour of authorized overtime. Employees may elect Compensatory Time Off in lieu of overtime pay, subject to the restrictions of that policy (listed below).

Non-Police Department Overtime Policy: Overtime shall be paid if the employee has performed work in excess of eight (8) hours per day or 40 hours per week, whichever comes first, except police officers (see Police Department Overtime Policy below). The workweek, for purposes of overtime calculation is hereby defined as beginning at 12:00am (midnight) on Sunday and continuing through 11:59pm on Saturday evening.

Police Department Overtime Policy: Police Department employees shall be paid overtime if the employee has performed work in excess of 11.4 hours per day and/or forty-nine (49) hours during their eight (8) day work period (4 on, 4 off). "Work period" for purposes of overtime calculation, is as defined by the US Dept. of Labor. Any officer who is required to report for court during off-duty hours shall be paid overtime, for a minimum of two (2) hours, or the actual hours of required attendance, whichever is greater.

To the extent possible, hours worked as a result of attending required training outside of the regularly scheduled work shift, shall be flexed to reduce overtime. Hours not able to be flexed shall be paid overtime per the Police Department Overtime Policy.

Compensatory Time-off Option: Employees will have the option to either receive overtime pay or compensatory time for authorized overtime. Compensatory time entitles the

employee to take time off in lieu of overtime pay. Compensatory time credits will equal one and one-half (1 ½) the actual hours worked.

#### Compensatory Time Requirements:

1. Any employee requesting compensatory time-off must sign their time sheet, indicating they are requesting compensatory time off at one and one-half (1 ½) times the employee's actual hours worked in lieu of overtime pay.
2. The maximum accrued compensatory time will be ninety (90) hours in a calendar year (January - December). Any employee who accrues a total of ninety (90) hours of compensatory time will be paid overtime for any additional overtime hours worked.
3. All compensatory time-off shall be taken during the same calendar year in which it was earned. No compensatory time shall be carried over into another calendar year (see exception below).
4. Compensatory time off not taken prior to the end of the year shall be paid to the employee on the final paycheck paid during the calendar year in which the compensatory time was earned.
5. Compensatory time may be paid upon the request of the employee prior to the end of the year, including at the time it is worked, by completing the appropriate section of their timesheet.
6. Compensatory time-off earned during the last pay period of the year may be carried over to the new calendar year. Any compensatory time carried over will count towards the maximum ninety (90) hour annual accrual in the new calendar year.

#### **Meal Periods & Breaks**

Per established work schedules of the various departments, employees may have a thirty (30) minute uncompensated meal period near the middle of their shift. If such a meal period is a part of the established work schedule, employees are required to take at least thirty (30) minutes for the meal period during which they should be "off the clock". Employees are free to leave their workstations and/or the work place, during such uncompensated meal periods.

Each workday, employees working at least six (6) hours are provided with one paid break period of fifteen (15) minutes in length. Breaks are scheduled by the employee's Department Head. Since this time is counted and paid as time worked, employees may not be absent from their workstations beyond the allotted break time and may not leave the work place. Unused break time does not accumulate and may not be used to come to work late or leave early.

#### **On Call & Work Emergencies**

Occasionally, employees are required to be "on call" during non-business hours. "On call" means the employee must be accessible, and the employee will receive a stipend for all hours designated. The City will pay employees for any hours actually worked if called in, at regular or overtime rates per the overtime policy. Employees scheduled to be on call

pd. cash

Date Rec'd	10/3/22
Recp#	24638
Date Apprv'd	
Lic#	

# Application for Operator's License

to Serve Fermented Malt Beverages and Intoxicating Liquors

PLEASE PRINT CLEARLY

NAME (First - Middle - Last) Esteban Daniel Molina Circle: Male / Female

OTHER NAMES (maiden or nicknames; if none, so state) None BIRTHDATE \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_ PHONE (best # to reach you) \_\_\_\_\_

ADDRESS \_\_\_\_\_

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_ City Markesan State WI Zip 53946

New/Renewal (1-year) - \$20       Provisional - \$15

List the name of the alcohol beverage premises that will employ you: MARKESAN CTBO

ANSWER THE FOLLOWING QUESTIONS FULLY AND COMPLETELY:

All questions on this application must be answered completely and accurately before it can be processed. Failure to do so could result in a delay or rejection of the application.

1. If application is a renewal (within past two years you've held a Class "A", "Class A", "Class C", Class "B", or "Class B" license/permit or a manager's or operator's license in the State of Wisconsin), where was previous license granted? City/Village/Town of \_\_\_\_\_
2. As required by Wisconsin Statutes, Section 125.17(6), have you completed the alcohol beverage server course? YES  NO  If yes, where? ON LINE  
(If this is a new application, proof of completion must be submitted with the application)
3. Do you understand your responsibilities as an alcohol beverage license holder? YES  NO \_\_\_\_\_
4. Have you as an adult (age 18 or over) ever been convicted of violating any law or ordinance regulating alcohol beverages (including underage consumption)? YES \_\_\_\_\_ NO
5. Have you ever been convicted of any of the following: (a) Operating a vehicle while under the influence of alcohol or a controlled substance or with a prohibited alcohol concentration; (b) Operating a vehicle while under the age of 21 with a blood alcohol concentration of any level; (c) Having alcohol in your possession in a vehicle as a driver or passenger? YES \_\_\_\_\_ NO
6. Have you ever been convicted of a felony? YES \_\_\_\_\_ NO
7. Do you have any criminal charges presently pending against you? YES \_\_\_\_\_ NO

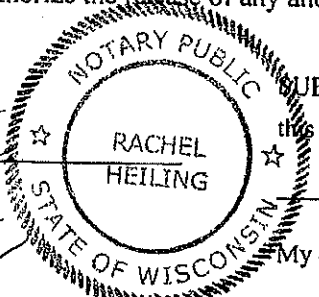
\*\*If you answered 'Yes' to any of the questions 4-7, please explain (use back or additional sheets).

CERTIFICATION AND INFORMATION RELEASE

I hereby make application to the Common Council of the City of Markesan, Green Lake County, Wisconsin, for a License to serve Fermented Malt Beverages and Intoxicating Liquors in a place licensed by the City for the sale of alcohol beverages. I hereby certify that the information provided on this application is true and correct. I understand that failure to provide all required information shall be grounds for denial of my operator's license. I further understand that falsification of any information shall be grounds for denial or revocation of this license. I am aware of the Federal, State, and Local laws, ordinances and regulations governing the sale of alcohol beverages and agree to abide by those laws and regulations. I also understand that a background check based on my application will be done. I hereby authorize the release of any and all records requested by the City of Markesan in its review of my application.

SIGNATURE OF APPLICANT: \_\_\_\_\_

Esteban Molina  
Date 10/3/22  
Esteban Molina



SUBSCRIBED AND SWORN TO BEFORE ME

this 3rd day of October, 2022

Rachel Heiling  
(Clerk/Notary Public)  
My commission expires 5/8/2025

WP OK 10-04-22