



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

## **FINANCE, PERSONNEL & SAFETY COMMITTEE MEETING**

**Markesan City Hall**

**March 7, 2023**

**Immediately Following Public Property & Health Meeting**

### **AGENDA**

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Review and Approval of Vouchers Payable

Police Report & Schedule

New Business

- Discussion and Action on Burning Leaves Ordinance
- Discussion and Action on Accessory Building Policy for the City
- Discussion and Action on Job Descriptions for Public Works Assistant and Water and Wastewater Operator/Lab Technician
- Discussion and Action on Public Works Assistant Review
- Discussion and Action on Water and Wastewater Operator/Lab Technician Review
- Discussion and Action on Public Works Director Review Due April 1<sup>st</sup>

Old Business

- Discussion and Action on CDL Training for Public Works Director – FVTC Cost and Dates
- Discussion and Action on a Policy for Employee Training Outside of Regular Work Hours

Adjournment

A quorum of the Markesan Common Council may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility. Under Wisconsin Open Meeting Law, this may constitute a meeting of the Common Council pursuant to the Badtke Decision, however, the Council will not take action at this meeting.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

Posted: City Hall  
ERGO Bank Post Office  
[www.markesanwi.gov](http://www.markesanwi.gov)

Dated March 3, 2023  
Elizabeth A Amend, Clerk-Treasurer

March 7, 2023

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: 37681 - 37727	\$	467,192.76
DD #5494 - 5546	\$	33,557.10
EFT #1332 - 1345	\$	171,907.95
TOTAL	\$	672,657.81
UTILITY CHECKS: #13099 - 13111	\$	36,719.87
TOTAL	\$	36,719.87

With the exception of:

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Signed:

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## City of Markesan Voucher List

February 7 through March 6, 2023

Num	Date	Name	Memo	Original Amount
	02/28/2023		Service Charge	-49.37
EFT-1332	02/14/2023	WI-DWD UNEMPLOYMENT INSURANCE	Unemployment for T. Frank	-10.98
EFT-1333	02/14/2023	EMPOWER RETIREMENT (WDC)	2/10/23 PR	-820.00
EFT-1334	02/13/2023	INTERNAL REVENUE SERVICE	2/10/23 PR	-5,795.40
EFT-1335	02/14/2023	WISCONSIN DEPT. OF REVENUE	2/10/23 PR	-970.73
EFT-1336	02/23/2023	STATE OF WI HEALTH INS	MARCH 2023 HEALTH INS	-21,004.88
EFT-1337	02/22/2023	DTCC	PRINCIPAL PAYMENT ON BOND 2018A	-110,000.00
EFT-1338	02/22/2023	DTCC	INTEREST ON BOND 2018A	-16,585.00
EFT-1339	02/22/2023	DELTA DENTAL OF WISCONSIN	DELTA VISION MARCH 2023	-41.16
EFT-1340	02/22/2023	DELTA DENTAL OF WISCONSIN	SUPPLEMENTAL DENTAL PLAN MARCH 2023	-342.38
EFT-1341	02/27/2023	CITGO	Feb 2023 Fuel	-1,677.40
EFT-1342	02/28/2023	WISCONSIN DEPT. OF REVENUE	2/24/23 PR	-949.62
EFT-1343	02/28/2023	INTERNAL REVENUE SERVICE	2/24/23 PR	-5,490.50
EFT-1344	02/28/2023	EMPOWER RETIREMENT (WDC)	2/24/23 PR	-820.00
EFT-1345	02/28/2023	WRS (Wisconsin Retirement System)	Feb 2023 Retirement	-7,350.53
			<b>TOTAL EFT PAYMENTS</b>	<b>-171,907.95</b>
DD5494	02/10/2023	Brinkman, Heidi M	Direct Deposit	-38.79
DD5495	02/10/2023	Corson, Amy M	Direct Deposit	-115.44
DD5496	02/10/2023	Dykstra, Dennis P	Direct Deposit	-121.91
DD5497	02/10/2023	Koos-Abendroth, Cheryl A	Direct Deposit	-378.17
DD5498	02/10/2023	Olson, Clyde A	Direct Deposit	-77.57
DD5499	02/10/2023	Panten, Beth M	Direct Deposit	-261.81
DD5500	02/10/2023	Phippen, Henry	Direct Deposit	-367.27
DD5501	02/10/2023	Slate, Rich	Direct Deposit	-461.75
DD5502	02/10/2023	Zacharias, Carmen J	Direct Deposit	-67.87
DD5503	02/10/2023	Amend, Elizabeth A	Direct Deposit	-1,241.33
DD5504	02/10/2023	Behlke, Ryan R	Direct Deposit	-1,385.57
DD5505	02/10/2023	Chisnell, Gerald	Direct Deposit	-138.52
DD5506	02/10/2023	DeNell, Linda M	Direct Deposit	-94.20
DD5507	02/10/2023	Glover, Valerie	Direct Deposit	-144.05
DD5508	02/10/2023	Heberer, Jeffrey	Direct Deposit	-1,738.87
DD5509	02/10/2023	Heiling, Addie A	Direct Deposit	-53.00
DD5510	02/10/2023	Heiling, Rachel	Direct Deposit	-633.35
DD5511	02/10/2023	Huhndorf, John E	Direct Deposit	-336.93
DD5512	02/10/2023	Mace, Matthew R	Direct Deposit	-1,284.46
DD5513	02/10/2023	McLean, Cody	Direct Deposit	-1,400.28
DD5514	02/10/2023	Meyer, Vanessa K	Direct Deposit	-216.10
DD5515	02/10/2023	Pfium, William	Direct Deposit	-1,606.73
DD5516	02/10/2023	Plagenz-Jensen, Karen C	Direct Deposit	-542.17
DD5517	02/10/2023	Pollesch, Owen T	Direct Deposit	-29.67
DD5518	02/10/2023	Stellmacher, Nancy J	Direct Deposit	-651.43
DD5519	02/10/2023	Weber, Tanner J	Direct Deposit	-1,664.29
DD5520	02/10/2023	Wolf, Christopher N	Direct Deposit	-1,248.60

## City of Markesan Voucher List

February 7 through March 6, 2023

DD5521	02/10/2023	Zamzow, Todd B	Direct Deposit	-1,254.16
DD5522	02/24/2023	Amend, Elizabeth A	Direct Deposit	-1,286.78
DD5523	02/24/2023	Behlke, Ryan R	Direct Deposit	-1,394.09
DD5524	02/24/2023	Chisnell, Gerald	Direct Deposit	-138.53
DD5525	02/24/2023	DeNell, Linda M	Direct Deposit	-277.43
DD5526	02/24/2023	Glover, Valerie	Direct Deposit	-111.06
DD5527	02/24/2023	Heberer, Jeffrey	Direct Deposit	-1,738.86
DD5528	02/24/2023	Heiling, Addie A	Direct Deposit	-52.99
DD5529	02/24/2023	Heiling, Rachel	Direct Deposit	-633.35
DD5530	02/24/2023	Huhndorf, John E	Direct Deposit	-299.86
DD5531	02/24/2023	Knaub, Sharilyn J	Direct Deposit	-357.58
DD5532	02/24/2023	Krombos, Kailie M	Direct Deposit	-60.02
DD5533	02/24/2023	Mace, Matthew R	Direct Deposit	-1,302.76
DD5534	02/24/2023	McLean, Cody	Direct Deposit	-1,520.66
DD5535	02/24/2023	Meyer, Vanessa K	Direct Deposit	-195.09
DD5536	02/24/2023	Pflum, William	Direct Deposit	-1,606.74
DD5537	02/24/2023	Pollesch, Owen T	Direct Deposit	-21.19
DD5538	02/24/2023	Stelmacher, Nancy J	Direct Deposit	-622.62
DD5539	02/24/2023	Weber, Tanner J	Direct Deposit	-1,491.62
DD5540	02/24/2023	Wolf, Christopher N	Direct Deposit	-1,248.60
DD5541	02/24/2023	Zamzow, Todd B	Direct Deposit	-1,254.16
DD5542	02/24/2023	Baggett, Gayle S	Direct Deposit	-61.75
DD5543	02/24/2023	Daye, Jean A	Direct Deposit	-71.25
DD5544	02/24/2023	Dirks, Jennifer	Direct Deposit	-133.00
DD5545	02/24/2023	Glisch, Michael S	Direct Deposit	-57.02
DD5546	02/24/2023	Koos-Abendroth, Cheryl A	Direct Deposit	-65.80
			<b>TOTAL DIRECT DEPOSIT</b>	<b>-33,557.10</b>
37681	02/10/2023	AIRGAS USA, LLC	Cylinder Rental	-34.40
37682	02/10/2023	ERGO BANK OF MARKESAN	WRS Loan - Payment #57	-320.64
37683	02/10/2023	GENERAL ENGINEERING CO., INC.	Municipal Building Inspection	-1,734.45
37684	02/10/2023	GREEN LAKE COUNTY TREASURER	FEB TAX SETTLEMENT	-182,150.21
37685	02/10/2023	JOHNSON BLOCK AND COMPANY	2022 Audit	-5,818.40
37686	02/10/2023	MARKESAN DISTRICT SCHOOLS	FEB TAX SETTLEMENT	-178,801.89
37687	02/10/2023	MORAIN PARK TECHNICAL COLLEGE	FEB TAX SETTLEMENT	-14,440.46
37688	02/10/2023	PFLUM, WILLIAM A.	Reimb / Chiefs Conf. - Mileage, Meal & Lodging	-238.00
37689	02/10/2023	RENNERT'S FIRE EQUIPMENT	Salt Truck / Replace brake chamber	-407.41
37690	02/10/2023	ROSS, MICHAEL	Reimb / Flashlights	-243.90
37691	02/10/2023	SECURIAN FINANCIAL GROUP, INC.	March 2023 Life Ins Premium	-108.37
37692	02/10/2023	SHELL FLEET	Jan 2023 Fuel	-407.94
37693	02/10/2023	THE UNIFORM SHOPPE	Pflum / Vest & Baton Holder	-140.90
37694	02/10/2023	WASTE MANAGEMENT CORPORATE SERVICES	Feb 2023 Trash & Recycling	-8,028.39
37695	02/13/2023	EMC INSURANCE	Property & Liability / Workers Comp	-4,653.60
37696	02/22/2023	SECURIAN FINANCIAL GROUP, INC.	FEB ACCIDENT INS 2023 - 76038	-65.98
37697	02/23/2023	ALLIANT ENERGY/WP&L	Jan - Feb 2023 Electric Bills	-3,340.83
37698	02/23/2023	ARAMARK	Feb 2023 Rug Cleaning	-137.94
37699	02/23/2023	BALLWEG IMPLEMENT	Equipment Supplies	-167.79

## City of Markesan Voucher List

February 7 through March 6, 2023

37700	02/23/2023	BERGEMANN'S AUTOCARE	2014 Ford / Repair Tire	-48.94
37701	02/23/2023	COMPLETE OFFICE OF WISCONSIN	Office Supplies	-194.20
37702	02/23/2023	ERGO BANK OF MARKESAN	Payment #8 of 9 for Dodge Charger	-2,887.46
37703	02/23/2023	GRAND RIVER FIRE DISTRICT	2023 Operating Budget	-13,734.00
37704	02/23/2023	GREEN LAKE COUNTY TREASURER	Tax Envelopes and Postage	-422.62
37705	02/23/2023	HORICON BANK VISA	McLean Vest / Amazon / WMCA	-1,972.77
37706	02/23/2023	MODERN RENTALS, INC.	Equipment Repair	-96.44
37707	02/23/2023	NESS ELECTRIC, INC	Street Lights	-212.38
37708	02/23/2023	VERIZON WIRELESS	Feb - March 2023 Cell Phone	-92.48
37709	02/23/2023	WE ENERGIES	Jan - Feb 2023 Gas Bills	-2,119.53
37710	02/23/2023	WELLS FARGO REMITTANCE CENTER	Google / DropBox	-203.88
37711	02/24/2023	PRE-EMPLOYMENT FUND	Feb 2023 Pre Employment / Behlke	-76.92
37712	02/27/2023	MARKESAN, CITY OF-PETTY CASH	Postage	-23.82
37713	02/28/2023	MANMINO, MELODY	REFUND VARIANCE APPLICATION FEE	-250.00
37714	03/01/2023	GENERAL ENGINEERING CO., INC.	2022 Street Project	-21,258.25
37715	03/01/2023	GENERAL ENGINEERING CO., INC.	2022 & 2024 Projects	-16,537.50
37716	03/06/2023	BERLIN JOURNAL NEWSPAPERS	Council / Election	-644.55
37717	03/06/2023	BRIGHTSPEED	Feb - Mar 2023 Phone / Internet	-419.65
37718	03/06/2023	CENTURYLINK BUSINESS SERVICES	Jan - Feb 2023 Phone / Internet	-459.32
37719	03/06/2023	GORDON FLESCH CO., INC	Annual Copier Contract	-440.00
37720	03/06/2023	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-253.08
37721	03/06/2023	MARKESAN DISTRICT SCHOOLS	2023 Summer Rec	-2,000.00
37722	03/06/2023	MODERN RENTALS, INC.	Throttle Cable	-19.60
37723	03/06/2023	SECURIAN FINANCIAL GROUP, INC.	April 2023 Life Ins Premium	-108.37
37724	03/06/2023	SHRED-IT USA	Shredding Service	-91.82
37725	03/06/2023	SONDALLE LAW OFFICE	Feb 2023 Legal Services	-837.50
37726	03/06/2023	WAUPUN EQUIPMENT CO., INC.	Part for equipment	-224.00
37727	03/06/2023	WISCONSIN DEPT. OF REVENUE	2022 Manufacturing Assessment Fee	-322.18
			<b>TOTAL CHECK PAYMENTS</b>	<b>-467,192.76</b>
			<b>TOTAL CHECK PAYMENTS</b>	<b>-672,657.81</b>

**Markesan Utilities**  
**Voucher List**  
February 7 through March 6, 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
13099	02/22/2023	NWPA	HEBERER AND MACE TRAINING	-60.00
13100	02/23/2023	ALCIVIA	Supplies	-727.15
13101	02/23/2023	ALLIANT ENERGY/WP&L	Jan - Feb 2023 Electric Bill	-2,875.16
13102	02/23/2023	L W ALLEN, INC.	Gasket	-261.45
13103	02/23/2023	MULCAHY/SHAW WATER, INC.	Optical Probe	-2,231.95
13104	02/23/2023	WE ENERGIES	Jan - Feb 2023 Gas Bills	-645.81
13105	02/24/2023	MARKESAN, CITY OF	Jan '23 Expense Reimb / Feb '23 PR Reimb	-24,570.89
13106	03/02/2023	MARCH'S PUMPING SERVICE	Sludge Loads	-4,380.00
13107	03/06/2023	BIGNELL'S POWERSPORTS, INC	Tires for Mower	-240.00
13108	03/06/2023	BRIGHTSPEED	Feb - Mar 2023 Phone / Internet	-190.18
13109	03/06/2023	MARTELLE WATER TREATMENT	Supplies	-159.60
13110	03/06/2023	NESS ELECTRIC, INC	Fans / Lights	-332.68
13111	03/06/2023	WISCONSIN RURAL WATER ASSOC.	Membership Renewal	-45.00
			<b>TOTAL CHECK PAYMENTS</b>	<b>-36,719.87</b>
			<b>TOTAL PAYMENTS</b>	<b>-36,719.87</b>

## City of Markesan Treasurer's Report Budget vs. Actual January through February 2023

	Jan - Feb 23	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	588,420.62	588,421.00	-0.38	100.0%
4112000 · TIF Increment	0.00	105,000.00	-105,000.00	0.0%
4114000 · Mobile Home Fees	51.46	325.00	-273.54	15.8%
4132000 · PILOT's MRH	9,053.69	12,000.00	-2,946.31	75.4%
4180000 · Interest on Taxes	34.59	1,000.00	-965.41	3.5%
4190000 · State Personal Prop Aid	0.00	4,635.18	-4,635.18	0.0%
4195000 · State TID Personal Prop Aid	0.00	4,110.31	-4,110.31	0.0%
<b>Total 4100000 · Taxes</b>	<b>597,560.36</b>	<b>775,491.49</b>	<b>-177,931.13</b>	<b>77.1%</b>
4200000 · Special Assessments				
4220000 · Sidewalk Assessment Loan	0.00	13,334.00	-13,334.00	0.0%
4230000 · Sidewalk Assessments	0.00	6,666.00	-6,666.00	0.0%
<b>Total 4200000 · Special Assessments</b>	<b>0.00</b>	<b>20,000.00</b>	<b>-20,000.00</b>	<b>0.0%</b>
4300000 · Intergovernmental Revenues				
4341000 · Shared Revenue	0.00	438,011.68	-438,011.68	0.0%
4342000 · Fire Dues	0.00	3,600.00	-3,600.00	0.0%
4343000 · Exempt Comp Aid	0.00	3,888.15	-3,888.15	0.0%
4353100 · Transportation Aids	24,470.85	97,870.61	-73,399.76	25.0%
4354500 · Recycling Grant	0.00	5,900.00	-5,900.00	0.0%
<b>Total 4300000 · Intergovernmental Revenues</b>	<b>24,470.85</b>	<b>549,270.44</b>	<b>-524,799.59</b>	<b>4.5%</b>
4400000 · Licenses & Permits				
4410100 · Alcohol Licenses	10.00	3,000.00	-2,990.00	0.3%
4410200 · Operator's Licenses	70.00	1,300.00	-1,230.00	5.4%
4410300 · Soda Water Licenses	0.00	90.00	-90.00	0.0%
4410400 · Cigarette Licenses	0.00	375.00	-375.00	0.0%
4410500 · Other Business Lic.	0.00	200.00	-200.00	0.0%
4410900 · Cable Franchise Fees	300.00	1,200.00	-900.00	25.0%
4420000 · Dog Licenses (City)	915.28	925.00	-9.72	98.9%
4430000 · Building Permits	1,765.00	4,000.00	-2,235.00	44.1%
4440000 · Land Use Permits	0.00	250.00	-250.00	0.0%
4450000 · MDM Hunter Permit Fee	0.00	200.00	-200.00	0.0%
<b>Total 4400000 · Licenses &amp; Permits</b>	<b>3,060.28</b>	<b>11,540.00</b>	<b>-8,479.72</b>	<b>26.5%</b>
4500000 · Fines, Forfeits & Penalties				
4510000 · Ordinance Violations	2,194.68	9,000.00	-6,805.32	24.4%
4510100 · Parking Violations	300.00	600.00	-300.00	50.0%
<b>Total 4500000 · Fines, Forfeits &amp; Penalties</b>	<b>2,494.68</b>	<b>9,600.00</b>	<b>-7,105.32</b>	<b>26.0%</b>
4600000 · Public Charges for Services				
4610000 · Clerk-Treas Fees	220.00	1,200.00	-980.00	18.3%
4610100 · Publication Fees	0.00	250.00	-250.00	0.0%
4621000 · Police Dept Fees	0.00	250.00	-250.00	0.0%
4632200 · Snow Removal Fees	0.00	250.00	-250.00	0.0%
4643500 · Recycle Fees	355.00	3,400.00	-3,045.00	10.4%
4644000 · Weed Control Charges	133.33	350.00	-216.67	38.1%
4654000 · Cemetery Sales	0.00	750.00	-750.00	0.0%
4672000 · Park Shelter Use	425.00	1,700.00	-1,275.00	25.0%
4674300 · Comm Ctr Use	155.00	150.00	5.00	103.3%
<b>Total 4600000 · Public Charges for Services</b>	<b>1,288.33</b>	<b>8,300.00</b>	<b>-7,011.67</b>	<b>15.5%</b>
4700000 · Intergov't Charges for Services				
4732100 · School Liason	13,524.00	61,000.00	-47,476.00	22.2%
4734100 · Recycle Ctr-Towns	0.00	9,500.00	-9,500.00	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>13,524.00</b>	<b>76,000.00</b>	<b>-62,476.00</b>	<b>17.8%</b>
4800000 · Miscellaneous Revenue				
4811000 · Interest-City Investments	983.15	1,500.00	-516.85	65.5%
4820000 · Rent-Muni Bldg	3,700.00	16,200.00	-12,500.00	22.8%
4820100 · Rent-Land	250.00	3,600.00	-3,350.00	6.9%
4820200 · Rent-Cell Tower	2,868.27	11,475.00	-8,606.73	25.0%
4840900 · Ins Dividends	0.00	2,000.00	-2,000.00	0.0%
4850000 · Donations	600.00	5,000.00	-4,400.00	12.0%
4850030 · Dog Park Donations	0.00	60,000.00	-60,000.00	0.0%
4850100 · Police Donations	10.00	3,000.00	-2,990.00	0.3%
4890100 · Wage Carryover from 2022	0.00	30,000.00	-30,000.00	0.0%

## City of Markesan Treasurer's Report Budget vs. Actual January through February 2023

	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
4890000 · Exp Reimb-All Types	571.51	2,500.00	-1,928.49	22.9%
<b>Total 4800000 · Miscellaneous Revenue</b>	<b>8,982.93</b>	<b>135,275.00</b>	<b>-126,292.07</b>	<b>6.6%</b>
<b>Total Income</b>	<b>651,381.43</b>	<b>1,585,476.93</b>	<b>-934,095.50</b>	<b>41.1%</b>
<b>Gross Profit</b>	<b>651,381.43</b>	<b>1,585,476.93</b>	<b>-934,095.50</b>	<b>41.1%</b>
<b>Expense</b>				
<b>5100000 · General Government</b>				
5100100 · W&S Expense Reimb	-7,656.92			
5100112 · Accts Rec - W&S WRS	-83.14			
5100114 · Accts Rec - W&S Insurance	-84.14			
<b>5110000 · Legislative</b>				
5110111 · Council	0.00	11,000.00	-11,000.00	0.0%
5110211 · Mayor	500.00	9,400.00	-8,900.00	5.3%
5111011 · Committees	0.00	400.00	-400.00	0.0%
<b>Total 5110000 · Legislative</b>	<b>500.00</b>	<b>20,800.00</b>	<b>-20,300.00</b>	<b>2.4%</b>
<b>5130000 · Legal</b>				
5130021 · City Atty-General	18.75	1,800.00	-1,781.25	1.0%
5130121 · City Atty-Prosecution	106.25	1,000.00	-893.75	10.6%
5131021 · Muni Code Updates	0.00	995.00	-995.00	0.0%
<b>Total 5130000 · Legal</b>	<b>125.00</b>	<b>3,795.00</b>	<b>-3,670.00</b>	<b>3.3%</b>
<b>5140000 · General Administration</b>				
5141011 · Legislative Support-Wages	922.50	17,500.00	-16,577.50	5.3%
5141025 · Legislat. Support-Training/Dues	20.00			
5141032 · Legislative Support-Publication	627.25			
5142011 · General Admin-Wages	3,434.75	34,500.00	-31,065.25	10.0%
5142021 · General Admin-Outside Services	58.00			
5142025 · General Admin-Training/Dues	130.00			
5142031 · General Admin-Office Supplies	966.19			
5143011 · Elections-Wages	820.00	5,500.00	-4,680.00	14.9%
5143032 · Elections-Publication	17.30			
5143034 · Elections-Supplies	41.45			
5144011 · Licensing & Permits-Wages	387.25	3,500.00	-3,112.75	11.1%
<b>Total 5140000 · General Administration</b>	<b>7,424.69</b>	<b>61,000.00</b>	<b>-53,575.31</b>	<b>12.2%</b>
<b>5150000 · Financial Administration</b>				
5150011 · General Accounting-Wages	2,835.25	21,000.00	-18,164.75	13.5%
5150521 · Independent Audit	2,805.04	10,300.00	-7,494.96	27.2%
5151113 · Medicare (default)	1,298.79	8,200.00	-6,901.21	15.8%
5151213 · Social Security	3,871.79	27,500.00	-23,628.21	14.1%
5151314 · Health Insurance	23,556.80	156,000.00	-132,443.20	15.1%
5151414 · Life Insurance	78.00	700.00	-622.00	11.1%
5151611 · Paid Time Off (PTO)-Wages	11,197.77			
5152012 · Wisconsin Retirement System	6,897.96	42,000.00	-35,102.04	16.4%
5155011 · Property Assessment-Wages	0.00	6,400.00	-6,400.00	0.0%
5155021 · Prop. Assmnt.-Outside Services	1,500.00			
5155111 · Prop Tax Collection-Wages	977.75	4,000.00	-3,022.25	24.4%
5155121 · Prop Tax Collection-Outside Ser	422.62			
5156005 · Prop & Liability Ins	7,010.34	25,500.00	-18,489.66	27.5%
5156100 · Workers Comp - Calculated	30.58			
5156105 · Workers Comp	2,866.23	11,500.00	-8,633.77	24.9%
5156205 · Employee Bonds	0.00	900.00	-900.00	0.0%
5156305 · Unemployment Taxes	10.98			
<b>Total 5150000 · Financial Administration</b>	<b>65,359.90</b>	<b>314,000.00</b>	<b>-248,640.10</b>	<b>20.8%</b>
<b>5160000 · Municipal Building</b>				
5160011 · Municipal Building-Wages	1,046.25			
5160021 · Municipal Building-Outside Serv	1,263.38			
5160022 · Municipal Building-Utilities	5,823.16			
5160023 · Municipal Building-Repairs&Supp	68.78			
5160000 · Municipal Building - Other	0.00	50,000.00	-50,000.00	0.0%
<b>Total 5160000 · Municipal Building</b>	<b>8,201.57</b>	<b>50,000.00</b>	<b>-41,798.43</b>	<b>16.4%</b>
<b>Total 5100000 · General Government</b>	<b>73,806.96</b>	<b>449,595.00</b>	<b>-375,788.04</b>	<b>16.4%</b>
5150520 · Bank Service Charges	49.37			
<b>5200000 · Public Safety</b>				
<b>5210000 · Law Enforcement</b>				
<b>5210001 · Police Administration</b>				
5210011 · Police Admin-Wages	9,094.87			
5210019 · Police Admin-Uniforms	115.95			



**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
**January through February 2023**

	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
5210022 · Police Admin-Utilities	1,002.10			
5210034 · Police Admin-Supplies	254.74			
5210001 · Police Administration - Other	0.00	87,400.00	-87,400.00	0.0%
<b>Total 5210001 · Police Administration</b>	<b>10,467.66</b>	<b>87,400.00</b>	<b>-76,932.34</b>	<b>12.0%</b>
5212000 · Police Patrol				
5212011 · Police Patrol-Wages	21,875.47			
5212021 · Police Patrol-Outside Services	261.00			
5212022 · Police Patrol-Utilities	236.61			
5212023 · Police Patrol-Repairs/Supplies	1,847.98			
5212033 · Police Patrol-Fuel/Miles	1,150.85			
5212000 · Police Patrol - Other	0.00	195,000.00	-195,000.00	0.0%
<b>Total 5212000 · Police Patrol</b>	<b>25,371.91</b>	<b>195,000.00</b>	<b>-169,628.09</b>	<b>13.0%</b>
5213021 · Police Criminal Inv-Suppl/Serv	374.50	1,500.00	-1,125.50	25.0%
5214025 · Police Training	688.00	1,300.00	-612.00	52.9%
<b>Total 5210000 · Law Enforcement</b>	<b>36,902.07</b>	<b>285,200.00</b>	<b>-248,297.93</b>	<b>12.9%</b>
5219000 · School Crossing Guard	1,470.00	11,000.00	-9,530.00	13.4%
5220000 · Fire Protection				
5220021 · Fire Dept-Annual Budget	13,734.00	24,625.00	-10,891.00	55.8%
5220022 · Water Hydrant Rental	0.00	113,750.00	-113,750.00	0.0%
5220034 · Fire Dept-Incident Charges	303.00			
<b>Total 5220000 · Fire Protection</b>	<b>14,037.00</b>	<b>138,375.00</b>	<b>-124,338.00</b>	<b>10.1%</b>
5240021 · Building Inspection	2,345.80	12,500.00	-10,154.20	18.8%
5290000 · Other Public Safety				
5290011 · Emergency Govt-Wages	0.00	2,200.00	-2,200.00	0.0%
5290022 · Emergency Govt-Utilities	131.18	1,900.00	-1,768.82	6.9%
5290023 · Emer Govt-Supp., Equip & Repair	700.33	4,270.00	-3,569.67	16.4%
<b>Total 5290000 · Other Public Safety</b>	<b>831.51</b>	<b>8,370.00</b>	<b>-7,538.49</b>	<b>9.9%</b>
<b>Total 5200000 · Public Safety</b>	<b>55,586.38</b>	<b>455,445.00</b>	<b>-399,858.62</b>	<b>12.2%</b>
5300000 · Public Works				
5310000 · Streets Administration				
5310011 · Streets Admin-Wages	1,223.25			
5310021 · Streets Admin-Outside Services	77.77			
5310000 · Streets Administration - Other	0.00	7,000.00	-7,000.00	0.0%
<b>Total 5310000 · Streets Administration</b>	<b>1,301.02</b>	<b>7,000.00</b>	<b>-5,698.98</b>	<b>18.6%</b>
5311000 · Public Works Shop				
5311011 · PW Shop-Wages	1,272.50			
5311022 · PW Shop-Utilities	1,692.44			
5311033 · PW Shop-Fuel	35.96			
5311034 · PW Shop-Supplies/Tools	316.14			
5311000 · Public Works Shop - Other	0.00	10,200.00	-10,200.00	0.0%
<b>Total 5311000 · Public Works Shop</b>	<b>3,317.04</b>	<b>10,200.00</b>	<b>-6,882.96</b>	<b>32.5%</b>
5312000 · Public Works Mach & Equip				
5312011 · PW Mach & Equip-Wages	2,463.00			
5312023 · PW Mach & Equip-Repair/Supplies	1,355.77			
5312033 · PW Mach & Equip-Fuel	242.73			
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>4,061.50</b>	<b>36,000.00</b>	<b>-31,938.50</b>	<b>11.3%</b>
5331000 · Road Maintenance	0.00	10,650.00	-10,650.00	0.0%
5331100 · Curbs & Gutters	0.00	500.00	-500.00	0.0%
5331200 · Traffic Signs & Markings				
5331211 · Traffic Signs, Markings-Wages	60.75			
5331200 · Traffic Signs & Markings - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 5331200 · Traffic Signs &amp; Markings</b>	<b>60.75</b>	<b>2,000.00</b>	<b>-1,939.25</b>	<b>3.0%</b>
5331300 · Bridges & Culverts	0.00	1,000.00	-1,000.00	0.0%
5331900 · Snow & Ice Control				
5331911 · Snow & Ice Control-Wages	6,467.75			
5331933 · Snow & Ice Control-Fuel	1,707.20			
5331900 · Snow & Ice Control - Other	0.00	26,000.00	-26,000.00	0.0%

## City of Markesan Treasurer's Report Budget vs. Actual January through February 2023

	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
Total 5331900 · Snow & Ice Control	8,174.95	26,000.00	-17,825.05	31.4%
5342022 · Street Lighting	4,284.81	24,000.00	-19,715.19	17.9%
5343100 · Sidewalks				
5343111 · Sidewalks-Wages	25.00			
5343100 · Sidewalks - Other	0.00	20,000.00	-20,000.00	0.0%
Total 5343100 · Sidewalks	25.00	20,000.00	-19,975.00	0.1%
5344000 · Storm Sewers				
5344111 · Storm Sewers-Wages	255.75			
5344000 · Storm Sewers - Other	0.00	250.00	-250.00	0.0%
Total 5344000 · Storm Sewers	255.75	250.00	5.75	102.3%
5344100 · Street Cleaning	0.00	1,700.00	-1,700.00	0.0%
5345000 · Parking Lots	0.00	500.00	-500.00	0.0%
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	1,016.25			
5362021 · Sanitation/Trash-Outside Serv.	10,878.77			
5362000 · Sanitation/Trash - Other	0.00	74,000.00	-74,000.00	0.0%
Total 5362000 · Sanitation/Trash	11,895.02	74,000.00	-62,104.98	16.1%
5363100 · Landfill Monitoring	0.00	4,200.00	-4,200.00	0.0%
5363500 · Recycling Center				
5363511 · Recycling Center-Wages	468.25			
5363533 · Recycling Center-Fuel	17.98			
5363500 · Recycling Center - Other	12.60	7,500.00	-7,487.40	0.2%
Total 5363500 · Recycling Center	498.83	7,500.00	-7,001.17	6.7%
5363521 · Recycling-Curbside	4,586.14	27,500.00	-22,913.86	16.7%
5363600 · Recycling Center-Mackford	216.62	1,700.00	-1,483.38	12.7%
5363700 · Recycling Center-Manchester	216.62	1,700.00	-1,483.38	12.7%
5363800 · Recycling Center-Green Lake	420.62	2,600.00	-2,179.38	16.2%
5364000 · Weed Control	0.00	1,700.00	-1,700.00	0.0%
Total 5300000 · Public Works	39,314.67	260,700.00	-221,385.33	15.1%
5400000 · Health & Human Services				
5490000 · Cemetery				
5491011 · Cemetery-Wages	125.00			
5491022 · Cemetery-Utilities	44.55			
5490000 · Cemetery - Other	0.00	16,000.00	-16,000.00	0.0%
Total 5490000 · Cemetery	169.55	16,000.00	-15,830.45	1.1%
Total 5400000 · Health & Human Services	169.55	16,000.00	-15,830.45	1.1%
5600000 · Culture, Rec & Educ				
5510000 · Library				
5511011 · Library-Wages	375.00			
5511021 · Library-Annual Budget	34,694.50			
5510000 · Library - Other	0.00	69,389.00	-69,389.00	0.0%
Total 5510000 · Library	35,069.50	69,389.00	-34,319.50	50.5%
5520000 · Parks				
5520011 · Parks-Wages	197.50			
5520022 · Parks-Utilities	457.74			
5520023 · Parks-Repairs/Supplies	5.88			
5520033 · Parks-Fuel	28.96			
5520000 · Parks - Other	0.00	18,000.00	-18,000.00	0.0%
Total 5520000 · Parks	688.08	18,000.00	-17,311.92	3.8%
5530000 · City Events/Banners				
5530011 · City Events/Banners-Wages	311.25			
5530000 · City Events/Banners - Other	0.00	3,100.00	-3,100.00	0.0%
Total 5530000 · City Events/Banners	311.25	3,100.00	-2,788.75	10.0%
5530100 · Summer Rec Program	0.00	2,000.00	-2,000.00	0.0%
5531000 · Events Comm. (Special Events)	369.04	6,000.00	-5,630.96	6.2%
Total 5500000 · Culture, Rec & Educ	36,437.87	98,489.00	-62,051.13	37.0%
5600000 · Conservation & Development				
5670000 · Advertising & Promotion	0.00	150.00	-150.00	0.0%
5671000 · Industrial Park Development	51.04			

**City of Markesan**  
**Treasurer's Report Budget vs. Actual**  
 January through February 2023

	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
5671021 · TIF Fees	750.00			
5690000 · Zoning & Development	0.00	250.00	-250.00	0.0%
5691000 · Mapping	0.00	50.00	-50.00	0.0%
<b>Total 5600000 · Conservation &amp; Development</b>	<b>801.04</b>	<b>450.00</b>	<b>351.04</b>	<b>178.0%</b>
<b>5900000 · Debt Service</b>				
5912000 · 2018 Bond Issue Princ.		850.00	-850.00	0.0%
5912100 · 2018 Bond Issue Fees	0.00			
5912000 · 2018 Bond Issue Princ. - Other	110,000.00	110,000.00	0.00	100.0%
<b>Total 5912000 · 2018 Bond Issue Princ.</b>	<b>110,000.00</b>	<b>110,850.00</b>	<b>-850.00</b>	<b>99.2%</b>
5916000 · Principal Long-Term Debt	570.30	3,511.00	-2,940.70	16.2%
5926000 · Interest Long Term Debt	70.98	249.00	-178.02	28.5%
5926250 · 2018A Bond Issue Interest	16,585.00	31,932.50	-15,347.50	51.9%
5927000 · Patrol Car Principal Loan	2,720.71	5,496.80	-2,776.09	49.5%
5927500 · Patrol Car Interest Loan	166.75	278.12	-111.37	60.0%
<b>Total 5900000 · Debt Service</b>	<b>130,113.74</b>	<b>152,317.42</b>	<b>-22,203.68</b>	<b>85.4%</b>
<b>6000000 · Capital Outlay</b>				
6576550 · Dog Park Outlay	0.00	60,000.00	-60,000.00	0.0%
6576450 · Employee Wage Contingency Fund	0.00	15,000.00	-15,000.00	0.0%
6571400 · Outlay - City Hall	0.00	10,000.00	-10,000.00	0.0%
6571900 · Outlay - General Acctg Admin	0.00	5,000.00	-5,000.00	0.0%
6572200 · Outlay - Fire Department	0.00	5,000.00	-5,000.00	0.0%
6572900 · Outlay - Emergency Govt	0.00	3,000.00	-3,000.00	0.0%
6573270 · Outlay - Garages & Sheds	0.00	5,000.00	-5,000.00	0.0%
6573310 · Outlay - Streets	0.00	17,376.00	-17,376.00	0.0%
6573320 · Outlay - 2022 Streets Project	472,274.49			
6573340 · Outlay - 2024 Streets Project	3,413.76			
6573460 · Outlay - Parking Lots	0.00	1,500.00	-1,500.00	0.0%
6574200 · Outlay - Recycling Center	0.00	5,000.00	-5,000.00	0.0%
6575100 · Outlay - Cemetery	0.00	9,000.00	-9,000.00	0.0%
6576100 · Outlay - Library	0.00	800.00	-800.00	0.0%
6576200 · Outlay - Parks	0.00	10,104.51	-10,104.51	0.0%
6576500 · Outlay - Walking Path	560.00	5,700.00	-5,140.00	9.8%
<b>Total 6000000 · Capital Outlay</b>	<b>476,248.25</b>	<b>152,480.51</b>	<b>323,767.74</b>	<b>312.3%</b>
<b>Total Expense</b>	<b>812,527.83</b>	<b>1,585,476.93</b>	<b>-772,949.10</b>	<b>51.2%</b>
<b>Net Ordinary Income</b>	<b>-161,146.40</b>	<b>0.00</b>	<b>-161,146.40</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-161,146.40</b>	<b>0.00</b>	<b>-161,146.40</b>	<b>100.0%</b>

## Chapter 123. Burning, Outdoor

### § 123-1. Intent; burning prohibitions.

- A. It is the intent of this chapter to create burning standards for residential one- and two-family dwellings to insure the safety of life and property.
- B. No person shall burn or cause to be burned in the open the following:
- (1) Rubbish or garbage, including, but not limited to, food wastes, food wraps, packaging, animal carcasses, paint or painted materials, furniture, composite shingles, construction or demolition debris or other household or business waste.
  - (2) Waste oil or other oily wastes.
  - (3) Asphalt and products containing asphalt.
  - (4) Treated or painted wood, including, but not limited to, plywood, composite wood products or other wood products that are painted, varnished or treated with preservatives.
  - (5) Any plastic material, including, but not limited to, nylon, PVC, ABS, Polystyrene, or urethane foam, and synthetic fabrics, plastic films and plastic containers.
  - (6) Rubber, including tires and synthetic rubberlike products.
  - (7) Newspaper, corrugated cardboard, container board, office paper and other materials that must be recycled in accordance with the recycling ordinances.
- C. No outdoor wood burners shall be allowed for heating of any building.  
[Added 4-14-2015 by Ord. No. 233]

### § 123-2. Open burning.

- A. Open burning is the process of burning any materials where the products of combustion pass directly into the air without going through a chimney or stack.
- (1) Except as provided in Subsection **B** or **C** below, open burning is prohibited in the City.
  - (2) Fires that are permitted under Subsection **C** below are to be attended at all times by a responsible adult age 18 or older with immediate access to a garden hose attached to a functioning water supply and/or a fire extinguisher within the immediate vicinity.
  - (3) The Fire Chief or his designee shall have the authority to prohibit any or all fires when atmospheric conditions or local circumstances make such fires extraordinarily hazardous. No burning shall be allowed if wind conditions will cause smoke, embers, or other burning materials to be carried towards any building or other combustible material.
- B. Outdoor burning permitted.
- (1) Gas and charcoal grills manufactured for the purpose of cooking food are approved cooking devices. A "grill" is defined as a cooking utensil on which food is exposed to red heat (as from

charcoal or gas) between bars. The operation of outdoor grills, fireplaces, and related cooking equipment for food is permitted.

- (2) Only the burning of dry non-treated wood is acceptable.
  - (3) Smoke from any fire shall not create a nuisance for neighboring property owners. The fire shall be extinguished immediately upon the complaint of the neighboring property owner of any smoke nuisance.
- C. Recreational fires. "Recreational fires" are defined as small campfires on private property, small fires confined to pits, portable fire pits, portable fireplaces, and chimneys. Requirements for having a recreational fire that comply with this chapter regulating such fires are as follows:
- (1) All fireplaces/chimney units may only be used on concrete or other noncombustible surfaces. The use of a unit on a wooden deck, porch, patio or under an overhang is prohibited.
  - (2) Material for recreational fires shall not include rubbish, garbage, recyclable items, trash, any material made of or coated with rubber, plastic, leather, or petroleum-based materials, and shall not contain any flammable or combustible liquids. Only the burning of dry nontreated wood is acceptable.
  - (3) All recreational fires shall be attended at all times by at least one responsible person of age 18 or older. The fire must be completely extinguished before the fireplace is left unsupervised.
  - (4) The renter/lessee of any rented/leased property shall provide signed documentation from the legal property owner giving permission to have a recreational fire on that property.
  - (5) The property owner and/or person who has started any recreational fire shall hold the City harmless from any and all such liability for any damage caused by a recreational fire.
  - (6) Any person who has started or maintains a recreational fire, as defined herein, shall pay any and all costs incurred by the Fire Department for any service-related call as a result of a recreational fire not in compliance with the requirements of this section.
- D. The Public Works Director, or designee, may issue permits to individuals for special events or hardship cases. Anyone obtaining a permit is required to comply with Subsection **B(3)** above.

### § 123-3. Enforcement.

Upon receipt of a complaint, the Chief of Police shall contact the Grand River District Chief if required or deemed necessary.

### § 123-4. Violations and penalties.

The penalty for violating this chapter shall be the general penalty provisions set forth in § 1-3 of the Code of the City of Markesan.



150 S. BRIDGE ST. • MARKESAN, WI 53946 • 920-398-3031

## **Administrative Policy – “Accessory Buildings” February 14, 2023**

The purpose of this policy is to provide the Building Inspector a documented Accessory Structure review procedure for Zoning purposes. This will enable consistent interpretation of the Zoning Ordinances. It follows the requirements of sections 400-7, -9, -23, -24, -37, -39, -41\*, -43 of the City Code.

(\* 400-41 does not reference accessory buildings, but its lack of mentioning them when compared to -37 sheds light on the following interpretation)

Reason for clarification: In the past, we have enforced one accessory structure like a garage, shed, carport, etc. per property. This was based on the use of “shed” or “accessory building” in its singular form in sections of the Zoning Ordinances.

Moving Forward:

No longer will the number of structures be the determining factor. The number of accessory structures will be dictated by 400-23 which limits accessory structures to 30% of the rear yard. 400-23 also excludes attached garages from the definition of an accessory building.

When reviewing an application for an accessory structure:

1. A detailed site plan showing property size, dimensions, all buildings sizes, and all their setbacks must be submitted with the permit application.
2. A detailed design of the structure and a description of its use must be submitted with the application.
3. Use Sections 400-7, -9, -23 to verify structure meets the definition of an accessory structure.
4. Use Sections 400-23, -37, -39, -41, -43 to verify the size, location, and setbacks of the accessory

## **POSITION DESCRIPTION**

TITLE: Water/Wastewater Operator/ Lab Technician

DEPARTMENT: Water and Wastewater

JOB DESCRIPTION: The water and wastewater lab tech will assist with maintenance and upkeep of both the water and wastewater departments and relay such operations to the water and wastewater superintendent.

DUTIES: Include the following but not limited to:

A. Water Department

1. Maintain safe drinking water by meeting all sampling and testing requirements.
2. Install, read, and test water meters and download the readings into the computer.
3. Assist with the preparation of water bills.
4. Assist high usage customers by helping to find leaks.
5. Handle complaints about bills, water quality, and any other questions related to the department.
6. Deliver final shut-off notices.
7. Maintain wells with preventive maintenance such as greasing, packing the pump, changing the oil, painting, and cleaning.
8. Monitor well outputs daily by checking GPM, pumping water level, static water, and vibration testing.
9. Monitor chemical addition by ordering chlorine, measuring chlorine addition, testing chlorine residual, and keeping chlorine equipment clean with regular maintenance.
10. Inspect the installation of water mains, hydrants, and laterals.
11. Maintain water distribution system by operating main valves yearly.
12. Maintain fire hydrants by flushing them at least yearly, painting them, and completing all other repairs as necessary.
13. Repair water mains and lateral breaks.
14. Receive diggers hot line tickets for locates. For each ticket received, the water and sewer lines need to be located.

## B. Wastewater Department

1. Operate and maintain the wastewater treatment plant efficiently so as to meet all discharge limits.
2. Monitor the wastewater treatment plant performance and make all operational changes as needed to insure proper performance.
3. Perform daily tests for pH, dissolved oxygen, and sludge depth in clarifiers.
4. Perform tests two times a week for biochemical oxygen demand, suspended solids, ammonia nitrogen, and miscellaneous tests.
5. Perform weekly tests for fecal coli form and GGA.
6. Perform quality assurance tests according to lab manual.
7. Record all test results received daily, weekly, and monthly tests completed in ink as required by the DNR to prevent falsification of records.
8. Calibrate and maintain all lab equipment as needed.
9. Maintain all equipment by changing oil, greasing, adjusting the equipment as necessary and recording all duties performed.
10. Daily inspection of equipment to insure that all equipment is operating correctly and efficiently.
11. Clean all tank and equipment as needed.
12. Maintain sludge storage tank by hauling to approved sites biannually as weather permits.
13. Investigate sewer back-up complaints and take needed action.
14. Maintain sewer mains and manholes by inspection, jet cleaning, and/or flushing.
15. Weekly inspections of lift stations and record the hours that the pumps run.
16. Clean and maintain the lift stations by greasing, changing oil, and making adjustments as needed.

Other Duties which include by are not limited to:

1. Assist the street department with snow removal primarily on city owned sidewalks and the fire station parking lot.
2. Fill in as relief snow plow driver or pay loader operator as needed.
3. Deliver and pick up mail from post office from city hall.
4. Post all meeting notices at various locations.
5. Deliver bank deposits to both city banks.
6. Give educational tours of both water and wastewater departments and go to schools to give presentations.
7. Fill in for the water and wastewater superintendent in his absence.



## QUALIFICATIONS:

1. Must maintain a valid WI driver's license.
2. Be able to work in adverse weather conditions, both cold and hot.
3. Be able to lift up to 100 pounds.
4. Be able to operate and repair heavy equipment, dump trucks, pay loader, tractors, jetters, and lawn mowers.
5. Must be certified in water, in ground water, and in distribution.
6. Must hold current certification in wastewater to grade 3, sub grade CEJ within 18 months of hire.
7. Must attend seminars to earn enough credits to maintain both water and wastewater licenses.
8. Must have the ability to communicate clearly with the public and all other personnel.
9. Be able to work every third weekend and every third holiday.
10. Be able to be on call 24 hours a day and be able to respond to the problems as needed.
11. Be knowledgeable of all water and wastewater rules and regulations and keep up to date on all changes.
12. Possess the ability to operate and maintain sophisticated laboratory equipment.
13. Must either hold a current CDL License or the ability to obtain a CDL license within 6 months of employment.

## **POSITION DESCRIPTION**

**TITLE:** Public Works Assistant

**DEPARTMENT:** Streets, Building & Utilities Committee

### **A. JOB DESCRIPTION**

The Public Works Assistant shall be under the supervision of the Director of Public Works. He shall assist the Director of Public Works in all duties associated with the upkeep and maintenance of all public property within the City, including but not limited to, streets and buildings.

### **B. DUTIES AND RESPONSIBILITIES**

1. Assist in the maintenance, repair and improvement of all city facilities and property owned or operated by the City.
2. Assist with snow removal, repairs and maintenance to ensure that the streets and sidewalks are maintained in a safe, and structurally sound and sanitary manner, and assist in maintaining all markings for traffic control painted or placed upon the streets or curbs.
3. Maintain lawns, flower beds, trees, parks, cemeteries, and parking lots in a safe and aesthetic manner; and to maintaining trees at the direction of Public Works Director.
4. In the absence of the Director of Public Works inspect all construction work done by or for the City and require compliance with all contracts made in connection therewith.
5. Assist in the operation and maintenance of the City Garage and the equipment therein.
6. Assist in refuse collection, source reduction, recycling, landfill operations, street sweeping, and long-term resource recovery and disposal activities of the refuse enterprise.
7. Perform such other duties as may be required by the Director of Public Works.

### **C. QUALIFICATIONS**

1. Knowledge of public works functions, operations and regulatory requirements.
2. Ability to work independently
3. Ability to operate equipment in a safe and efficient manner.
4. Limited knowledge of basic engineering and construction.

5. Communication and interpersonal skills as applied to interaction with co-workers, supervisor, and the general public that is sufficient to exchange and convey information and to receive work directions.
6. General knowledge of computers.
7. A valid State of Wisconsin Driver's License is required. Also a Commercial Driver's License is required to be obtained within 3 months of being hired, if not already attained.

#### **D. PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will be required to work an 8 hour shift, with the ability to flex hours and work overtime as needed for weather or work.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk. The employee is required to stand, sit, climb and balance. The employee must be able to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. ~~A valid State of Wisconsin Driver's License is required. Also a Commercial Driver's License is required to be obtained within 3 months of being hired, if not already attained.~~

### **Specific Duties**

- Mow City Hall ground, parks, Willow Court boulevard, High School boulevard, Cemeteries, fire station, well property, water tower, libraries, and roadsides
- Trim weeds and grass at cemetery, parks, City Hall, library, fire station, and water tower
- Plow snow off City streets and sidewalks
- Salt streets when needed
- Plow snow from church parking lots, landfill road, fire station, Industrial Park driveway, City Hall drive, and City parking lot
- Pickup leaves
- Clean restrooms at Hein Park
- Miscellaneous maintenance and janitorial at City Hall
- Perform light maintenance and repair of equipment
- Repair streets
- Sweep streets
- Keep catch basins free of debris
- Fix pot holes in roads
- Brush pick up monthly
- Empty garbage cans up town and in parks
- Weed gardens
- Miscellaneous maintenance and repair at Library
- Trim trees along streets and at cemeteries
- Paint markings on streets and curbs
- Spray weeds at parks, fire station, City Hall, and along streets
- Rake stones and sticks
- Reseed ground from snow plowing
- Inspect and repair playground equipment
- Replace street signs and stop signs
- Replace shoulder area on streets where needed
- Put barricades up when needed
- Clean out city garage for events
- Change flags at City Hall and Cemetery
- Replace dirt around fire hydrants when replaced
- Remove decorations in the Cemetery. (spring and fall)
- Seed down graves and replace dirt when settling occurs, repair gravestones
- Assist Water and Sewer Department when needed
- Assist Police Department when needed
- As directed, perform such other duties as may be required by the Director of Public Works