



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

March 14, 2023
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
 - 1.5. Oath of Office - Police Officer Jackson Galkowski
2. Old Business
 - 2.1 Discussion and Action on Public Works Director Review
Closed Session: 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)
 - 2.2 Discussion and Action on CDL Training
3. Approval & Review of Minutes, Reports, & Correspondence
 - 3.1. Approve Common Council Minutes – February 14, 2023
 - 3.2. Approve Special Common Council Minutes – February 28, 2023
 - 3.3. Approve Dog Park Committee Minutes – March 2, 2023
 - 3.4. Public Property & Health Minutes – March 7, 2023
 - 3.5. Finance Personnel & Safety Minutes – March 7, 2023
 - 3.6. Streets, Buildings & Utilities Minutes – March 7, 2023
 - 3.7. January Library Director's Report and Markesan Library Board Minutes – February 16, 2023
4. Approval of Claims:
 - 4.1. City Checks #37681-37727, Electronic Payments #EFT 1332-1345, Direct Deposits # 5494-5546, and Utility Checks #13099-13111
 - 4.2. File Treasurer's Report for Audit
5. New Business
 - 5.1. Discussion and Action on the Water/Wastewater Operator Lab Technician and Public Works Assistant Job Descriptions
 - 5.2. Discussion and Action on the Waste Management Trash and Recycling Curbside Pick Up Day Change to Wednesdays, Instead of Fridays Effective May 1, 2023
 - 5.3. Discussion and Action on Bulky Trash Drop Off Site, Not Curbside Pickup, on April 28 and April 29, 2023 at City Garage
 - 5.4. Discussion and Action Brewer Heating and Cooling Invoice for \$916.83 for New Blower Motor at WWTP
 - 5.5. Discussion and Action on the American Highway Products, LTD Invoice for \$3,747.88 for Manhole Risers
 - 5.6. Discussion and Action on Bid for Sewer Televising – Great Lakes TV Seal, Inc. for \$2,822.90
 - 5.7. Approval of New Poll Workers: Jasmyne Pflum and Taylor Pflum
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

February 14, 2023

MINUTES

1. Preliminaries

1.1 Meeting was called to order by Mayor Slate at 7:00 pm.

1.2 Present were Mayor Slate, Ald. Abendroth, Ald. Tetzlaff, Ald. Glisch, Ald. Thiem, Ald. Prill and Clerk-Treasurer Amend. Also present was Kristin Radtke with Berlin Journal. Ald. Triemstra was absent.

1.3 Pledge of Allegiance

1.4 Citizen's Comments: None

2. Approval & Review of Minutes, Reports & Correspondence

2.1 After review, motion Prill/Thiem to approve the January 10, 2023 Common Council minutes as presented; motion carried 5-0.

2.2-2.8 After review of all items, motion Tetzlaff/Abendroth to approve the Dog Park Committee minutes of February 2, 2023, the Planning Commission meeting minutes of February 9, 2023, January Police Report & February Schedule, Streets, Building & Utilities minutes of February 7, 2023, Public Property & Health minutes of February 7, 2023, Finance, Personnel & Safety minutes of February 7, 2023, January Library Director's Report and Markesan Library Board minutes of December 29, 2022 and January 12, 2023; motion carried 5-0.

3. Approval of Claims:

3.1 The Finance, Personnel & Safety Committee reviewed City and Utility checks and recommended approval to the Council. Motion Tetzlaff/Prill to approve the following vouchers as presented: City Checks #37618-37680, Electronic Payments #EFT 1321-1331, and Direct Deposits #5450-5493 in the amount of \$1,140,515.03, and Utility Checks #13083-13098 in the amount of \$34,460.29; motion carried 5-0 on a roll call vote.

3.1 After review, by consensus the January 2023 Treasurer's Report was filed for audit.

4. New Business

4.1 Following discussion, the CDL training will be moved to the March Finance meeting; motion carried 5-0.

4.2 Motion Prill/Tetzlaff to approve the tuition reimbursement policy to include CDL Licenses; motion carried 5-0.

4.3 Following discussion, motion Abendroth/Thiem to approve the Annual Audit at \$19,650.00 and the Depreciation Schedule for approximately \$400-600; motion carried 5-0 on a roll call vote. Additional cost breakdown was requested for the Single Audit and to report at next committee.

4.4 Following discussion, additional cost breakdown was requested for the GASB Statement No. 87 Leases and to report to next committee.

4.5 No action on the Zero Turn Mower. Todd Zamzow to present trade in value at next meeting.

4.6 Motion Prill/Tetzlaff to approve the Emergency Government's Replacement of Cord Reels for Bid from Rennert's, not to exceed \$4,000; motion carried 5-0 on a roll call vote.

4.7 Motion Abendroth/Tetzlaff to approve the Mulcahy Shaw Water Invoice for \$2,213 for WWTP's New Probe and Cap; motion carried 5-0 on a roll call vote.

4.8 The Council accepts Officer Tanner Weber's resignation, and thanks him for his service here at the City of Markesan.

4.9 After discussion, motion Abendroth/Tetzlaff to approve the Wood Chipper Proposal from TLB Wood Products, LLC for \$9,975 for the recycling center pending the support of the Townships; motion carried 5-0 on a roll call vote.

- 4.10 Motion Thiem/Tetzlaff to accept the recommendation from the Planning Commission to amend Ordinance 400-115(B) to include R-3 Mobile Home Park District to the zoning of sign permits: motion carried 5-0 on a roll call vote.
- 4.11 Motion Thiem/Prill to approve the temporary Class “B” Retailer’s License for Abendroth-Connolly Legion Post 282 for the Baseball Club Fundraiser on March 25, 2023; motion carried 5-0.

5. **Schedule Future Meetings and Agenda Items.** The following meetings were scheduled: Public Property & Health – March 7, 2023 at 6:00 PM at City Hall, Finance, Personnel & Safety – March 7, 2023 at immediately following Public Property & Health meeting at City Hall; Streets, Buildings & Utilities – March 7, 2023 immediately following Finance, Personnel & Safety meeting at City Hall, and Common Council –March 14, 2023, at 7:00 pm at City Hall.
6. **Adjournment.** Motion Thiem/Glisch to adjourn; motion carried 5-0. The meeting adjourned at 7:29 pm.

Respectfully submitted,

Elizabeth A. Amend, Clerk-Treasurer

CITY OF MARKESAN SPECIAL COMMON COUNCIL

February 28, 2023

MINUTES

1. Preliminaries

- 1.1 Meeting was called to order by Mayor Slate at 7:00 pm.
- 1.2 Present were Mayor Slate, Ald. Abendroth, Ald. Tetzlaff, Ald. Glisch, Ald. Thiem, Ald. Prill, Ald. Triemstra and Clerk-Treasurer Amend. Also present was Kristin Radtke with Berlin Journal and Chief Pflum and Jackson Galkowski (Police Officer Candidate)
- 1.3 Pledge of Allegiance
- 1.4 Citizen's Comments: None

2. New Business

- 2.1 Following an introduction from Chief Pflum and discussion with Jackson Galkowski, motion Abendroth/Triemstra to hire Galkowski as the new full-time police officer at \$21.00 an hour starting March 14, 2023 with the standard police scale to follow the next 5 years; motion carried 6-0 on a roll call vote.

3. New Business

- 3.1 Motion Prill/Thiem to approve the Single Audit by Johnson Block, CPA, not to exceed \$7,000; motion carried 6-0 on a roll call vote.
- 3.2 Motion Abendroth/Tetzlaff to approve the GASB Statement No. 87 Leases to be completed by Johnson Block CPA, not to exceed \$1,500; motion carried 6-0 on a roll call vote.
- 3.3 Following discussion, motion Tetzlaff/Triemstra to approve the quote from Bignell's Powersports, Inc. for a new zero turn mower for the Public Works Department for \$9,395.00; motion carried 6-0 on a roll call vote.
- 3.4 Motion Triemstra/Thiem to waive the reading and approve Ordinance 269 to Amend Municipal Code Section 400-115 (B) to Include R-3 for Signs Permitted; motion carried 6-0 on a roll call vote.

- 4. **Adjournment.** Motion Triemstra/Prill to adjourn; motion carried 6-0. The meeting adjourned at 7:11pm.

Respectfully submitted,

Elizabeth A. Amend, Clerk-Treasurer

Dog Park Committee Meeting

March 2, 2023 @ 6:00 PM

Markesan, WI

The following members were present: Kimbal Loudenslager, Kathy Loudenslager, Moria Pollesch, Nichole Augustyowicz, Helen Reid, and Rich Slate.

With a Quorum present, the Chairperson called the meeting to order at 6:00 pm.

Nichole will get the updated park blueprints to City Hall before the next Public Property Committee meeting for final approval. Kathy and Kimbal will contact Green Lake County 4-H Dog Obedience Program - Joann Klatt to discuss designing a dog agility course.

Motion to ask the bidder Select Solution what the down payment and timeline for the material and labor to install 1118' of 5' tall galvanized chain link with two 4' wide gates and two 8' double gates not to exceed \$19,000 by Moria/Nichole. Motion carried.

Motion to approve a budget of \$30,000 for the dog park with the following itemized estimates: Security cameras - \$300, Water line and faucet - \$700, and parking lot (gravel only) - \$1,500, fencing - \$19,000, initial dog equipment - \$5,000, and fundraising/promotion costs - \$3,500.

The Committee reviewed and discussed several samples of rules. Moria will combine them into one and present it at the next meeting.

Discussion about fundraising included a request for a separate bank account to establish a "go fund me" page on the web. The first goal is to raise \$20,000 for the fence contract.

The next meeting is at City Hall at 6:00 pm on May 4, 2023.

The meeting adjourned at 7:10 pm.

Respectfully submitted by



Rich Slate, Chairperson

PUBLIC PROPERTY & HEALTH COMMITTEE

Markesan City Hall

March 7, 2023

MINUTES

Call to Order at 6:00 p.m.

Roll Call by Sign-in – Adam, Pat, Mike, and Rich. Also in attendance were Public Works Director, Todd Zamzow, and Jeff Wolff representing Waste Management, Inc.

Citizen's Comments – None

Public Works Report

Trash/Recycling Pickup Day - Jeff Wolff, representing Waste Management, Inc. requested that the City agree to change our weekly trash/recycling pickups from Friday to Wednesday citing lighter trash collections on Wednesdays, lack of trucks on Fridays, and their desire to reduce work days to 4 a week. Motion was made by Rich/Adam to move our trash/recycling collection day from Friday to Wednesday effective May 1st. Motion carried.

Bulky Trash Day - Waste Management also is requesting that our Bulky Trash days be changed from curbside, to a central site location at the City Garage. Motion was made by Pat/Adam to change our Bulky Trash collection from curbside to dropoff at the City Garage. Motion carried.

Kiwanis Bathroom Repairs – Rich reported that the Markesan Kiwanis and the Chamber of Commerce will be working together to repair the Kiwanis Park Bathrooms. Motion was made by Pat/Rich to authorize Todd Zamzow to secure quotes for the materials needed for the repairs. Motion carried.

New Business

Dog Park Update – Motion was made by Rich/Mike to authorize the Clerk to open a separate bank account for the Dog Park fund raising. Motion carried.

Updated Dog Park Plan – No action at this time.

Old Business

Status of Available Space at City Hall – Todd reported that there currently is a double and a single suite available. A motion was made by RichPat to allow the Chamber of Commerce to work with Todd to determine which area they could use for storage. Motion carried.

Occupancy Agreement for Use of Rooms at City Hall – Following review of the Agreement drafted by the City Attorney it was decided Rich and Pat would work together to rework the Agreement adding additional language addressing repairs and damages.

Memorandum of Understanding With Lions Club – No action at this time.

Rental History of Shelters at Soldier's & Sailor's Park – No action at this time.

Update on 650 N. Margaret St Maintenance Issues – No update provided by owner.

Bike and Pedestrian Walking Trail Update – No update at this time.

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

Meeting adjourned at 6:36 p.m.

Pat Prill
Chairman

Finance, Personnel & Safety Committee
City Council Chambers
March 7, 2023

As the Chairperson was late, acting Chairperson Mayor Slate called the meeting to order at 6:38 pm

Roll call completed by sign-in.

No Citizens Comments.

No Emergency Management Report.

Reviewed vouchers and forwarded them to Council for payment.

The Police Chief is on vacation and no report presented.

No Action on Burning Leaves Ordinance.

No Action on Accessory Building Policy.

Motion to remove CDL requirement in the Public Works Assistant and Water and Wastewater Operator/Lab Technician job descriptions by Prill/Abendroth. Motion carried.

Motion to accept Public Works Assistant job review by Prill/Abendroth. Motion carried.

Motion to accept Water and Wastewater Operator/Lab Technician job review by Abendroth/Triemstra. Motion carried.

Public Works Director three-month review will take place in a closed session at the next council meeting.

Motion to allow Todd to complete the CDL training in July by Triemstra/Abendroth. Motion carried.
Note: Training is Monday through Thursday from 7 am to 4:45 pm and will last four weeks.

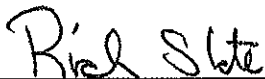
No action on Policy for Employee Training Outside of Regular Work Hours.

Discussion and action on Public Works Director CDL Training will take place at the Council meeting.

Meeting to adjourn by Prill/Triemstra. Motion carried.

Meeting adjourned at 7 pm.

Respectfully submitted by



Rich Slate, acting Chairperson

STREETS, BUILDINGS & UTILITIES COMMITTEE

Markesan City Hall

March 7, 2023

Immediately Following Finance, Personnel & Safety Meeting

MINUTES

Call to Order - At 7:04 pm.

Roll Call – Was by sign-in.

Citizen's Comments – None.

Public Works Report – None.

Water & Sewer Department Report

- Brewer Heating and Cooling Invoice for \$916.83 for New Blower Motor – Motion by Dennis & 2nd by Rich to approve and send to council. Motion passed all ayes.
- Update on Matt Mace's Schooling and CDL – Jeff reported Matt is doing great.
- Grinder for Sewer – After discussion motion by Rich & 2nd by Dennis that the city will not pay for grinder. 3 ayes, 1 nay, & 1 abstention. Motion passed.
- Bids for Sewer Televising – The area to be done will be the next project area. Motion by Rich & 2nd by Dennis to approved bid of \$2,822.90 and send to council. Motion passed.
- American Highway Products LTD invoice - Manhole Risers. Motion by Rich & 2nd by Dave to approve \$3,747.88 & send to council. Motion passed.

New Business

- Discussion and Action Snow Clean Up – Rich presented information and discussion with Todd and the committee.

Old Business

- Discussion and Action on Maintenance Update for 1775 N. Margaret Street – The landowner is moving forward as required. No further action at this time.

Adjournment – Motion by Rich & 2nd by Adam to adjourn at 7:32 pm.. Motion passed.

Respectfully Submitted
Dave Abendroth

Markesan Public Library Report – Jan. 2023

Programming: We are currently doing a Valentine's Library Bingo. There are hearts placed throughout the library for patrons to find and check off their bingo cards. We thought this would help to make patrons aware of all the different items available to check out or things to do at the library. The library's story hour is taking a break for a few months while Brittany is taking time off for maternity leave. The Play and Learn group will continue to meet every other Wednesday. Seeds have been ordered thru Winnefox for a program called Seed Share. I will be putting together a program for "how to start seeds at home".

The new adult Fiction display case arrived and is put into place. It has definitely opened up the adult fiction section more.

We received a \$300 donation from a group.

I will be attending the Webster Foundation luncheon on February 14th to receive a grant that Nicole had applied for.

Linda DeNell has been filling in for some of the librarians. She was a great help in that she did all of the Annual Report. I'm thankful she was hired to help out.

Karen Uecker has been volunteering at the library. She is helping do tasks that sometimes get pushed to the back burner because we run short on time.

Thank you for your patience as I try to work thru the director tasks.

Sincerely,
Nancy Stellmacher
Markesan Public Library

Markesan Public Library - Board of Trustees
Draft Minutes Feb. 16, 2023

- I. Call to order: The meeting was called to order at 4:30 pm by Jill Worden. Trustees present: Beth Kazda, Mike Hansen, Jill Worden, Harlan Barkley, Cindy Boelter, Acting Director Nancy Stellmacher. Absent: Adam Thiem, Nancy Kirst, Joan Slate.
- II. Approval of Minutes: **Kazda/Hansen motioned to approve the January 12, 2023 minutes. Motion carried.**
- III. Input from Public: None.
- IV. Financial Reports: Stellmacher presented the bills. **Motion by Worden/Kazda to pay bills. Motion carried.** Kazda reported she got a good interest rate for Certificate of Deposit at the Horicon Bank. **Financial Reports were filed for audit.**
- V. President's Report: Warden reported that 5 people had applied for the director position. More discussion will follow about that under "Old Business".
- VI. Director's Report: Stellmacher reported on the Valentine's Library Bingo that the library held Feb. 7 through Feb. 14. The purpose of it was to get patrons to be aware of all the different items that are available at the library. There were many patrons that commented on items they didn't know the library had and so the event was a success. Storyhour is taking a break until spring but the Play and Learn group continues to meet every other week. Stellmacher reported that a grant was received from the Webster Foundation.
- VII. Committee Report: No new updates.
- VIII. Old Business:
 - A. Library Director Search: Worden stated that of the 5 people that had applied for the director position, 2 people had been interviewed. She said that both candidates were equally qualified for the job. It was decided that Barkley/Kazda would each do a reference check on the candidate they were assigned. They will report back to the other board members.
- IX. New Business:
 - A. Approval of Annual Report: **Motion made by Barkley/Hansen to approve the Annual Report. Motion carried.**
 - B. J &H Control: Stellmacher reported that J&H Controls had done preventative maintenance and found a bad actuator for the hot water valve. The cost of replacement for the actuator would be \$325.00. **Motion by Barkley/Worden to approve the replacement after verification that the part isn't covered under warranty after having a new boiler installed. Motion carried.**

Meeting adjourned at 6:05. Next meeting will be Thursday, March 16, 2023 @ 4:15

Respectfully Submitted, Nancy Stellmacher, Acting Director.

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:

Signed:

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
			TOTAL EFT PAYMENTS	-171,907.95
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	DeNeil, 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	Pflum, 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, Kallie 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
			TOTAL DIRECT DEPOSIT	-33,557.10
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	MORAINÉ 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
			TOTAL CHECK PAYMENTS	-467,192.76
			TOTAL CHECK PAYMENTS	-672,657.81

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
			TOTAL CHECK PAYMENTS	-36,719.87
			TOTAL PAYMENTS	-36,719.87

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

	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100000 · Taxes				
4133000 · PILOT's Water Dept	0.00	60,000.00	-60,000.00	0.0%
4111000 · City Taxes & Overrun	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%
Total 4100000 · Taxes	597,560.36	775,491.49	-177,931.13	77.1%
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%
Total 4200000 · Special Assessments	0.00	20,000.00	-20,000.00	0.0%
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%
Total 4300000 · Intergovernmental Revenues	24,470.85	549,270.44	-524,799.59	4.5%
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%
Total 4400000 · Licenses & Permits	3,060.28	11,540.00	-8,479.72	26.5%
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%
Total 4500000 · Fines, Forfeits & Penalties	2,494.68	9,600.00	-7,105.32	26.0%
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%
Total 4600000 · Public Charges for Services	1,288.33	8,300.00	-7,011.67	15.5%
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%
Total 4700000 · Intergov't Charges for Services	13,524.00	76,000.00	-62,476.00	17.8%
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%
Total 4800000 · Miscellaneous Revenue	8,982.93	135,275.00	-126,292.07	6.6%
Total Income	651,381.43	1,585,476.93	-934,095.50	41.1%
Gross Profit	651,381.43	1,585,476.93	-934,095.50	41.1%
Expense				
5100000 · General Government				
5100100 · W&S Expense Reimb	-7,656.92			
5100112 · Accts Rec - W&S WRS	-63.14			
5100114 · Accts Rec - W&S Insurance	-84.14			
5110000 · Legislative				
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%
Total 5110000 · Legislative	500.00	20,800.00	-20,300.00	2.4%
5130000 · Legal				
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%
Total 5130000 · Legal	125.00	3,795.00	-3,670.00	3.3%
5140000 · General Administration				
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%
Total 5140000 · General Administration	7,424.69	61,000.00	-53,575.31	12.2%
5150000 · Financial Administration				
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			
Total 5150000 · Financial Administration	65,359.90	314,000.00	-248,640.10	20.8%
5160000 · Municipal Building				
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%
Total 5160000 · Municipal Building	8,201.57	50,000.00	-41,798.43	16.4%
Total 5100000 · General Government	73,806.96	449,595.00	-375,788.04	16.4%
5150520 · Bank Service Charges	49.37			
5200000 · Public Safety				
5210000 · Law Enforcement				
5210001 · Police Administration				
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%
Total 5210001 · Police Administration	10,467.66	87,400.00	-76,932.34	12.0%
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%
Total 5212000 · Police Patrol	25,371.91	195,000.00	-169,628.09	13.0%
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%
Total 5210000 · Law Enforcement	36,902.07	285,200.00	-248,297.93	12.9%
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			
Total 5220000 · Fire Protection	14,037.00	138,375.00	-124,338.00	10.1%
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%
Total 5290000 · Other Public Safety	831.51	8,370.00	-7,538.49	9.9%
Total 5200000 · Public Safety	55,586.38	455,445.00	-399,858.62	12.2%
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%
Total 5310000 · Streets Administration	1,301.02	7,000.00	-5,698.98	18.6%
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%
Total 5311000 · Public Works Shop	3,317.04	10,200.00	-6,882.96	32.5%
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%
Total 5312000 · Public Works Mach & Equip	4,061.50	36,000.00	-31,938.50	11.3%
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%
Total 5331200 · Traffic Signs & Markings	60.75	2,000.00	-1,939.25	3.0%
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%
5500000 · 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	26.96			
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%
Total 5600000 · Conservation & Development	801.04	450.00	351.04	178.0%
5900000 · Debt Service				
5912000 · 2018 Bond Issue Princ.				
5912100 · 2018 Bond Issue Fees	0.00	850.00	-850.00	0.0%
5912000 · 2018 Bond Issue Princ. - Other	110,000.00	110,000.00	0.00	100.0%
Total 5912000 · 2018 Bond Issue Princ.	110,000.00	110,850.00	-850.00	99.2%
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%
Total 5900000 · Debt Service	130,113.74	152,317.42	-22,203.68	85.4%
6000000 · Capital Outlay				
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%
Total 6000000 · Capital Outlay	476,248.25	152,480.51	323,767.74	312.3%
Total Expense	812,527.83	1,585,476.93	-772,949.10	51.2%
Net Ordinary Income	-161,146.40	0.00	-161,146.40	100.0%
Net Income	-161,146.40	0.00	-161,146.40	100.0%

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.

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.

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.

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

BREWER

HEATING & COOLING

N8804 Douglas St.
Ripon WI 54971
(920) 748-6494, (866) 803-8428
Info@brewerheating.com

INVOICE

Approved
@Fin.Mtg
3-7-23

DATE	02/15/2023
INVOICE #	141028

BILL TO
MARKESAN WASTE WATER PLANT 461 W. MANCHESTER MARKESAN, WI 53946

SERVICE LOCATION
MARKESAN WASTE WATER PLANT Primary 461 W. MANCHESTER MARKESAN, WI 53946

JOB#	DATE	DESCRIPTION	COMPLETION NOTES
164583	02/09/2023	02/15/23 REPLACE BLOWER MOTOR AND DUCT SENSOR 02/09/23 GEO UNIT FOR OFFICE IS NOT WORKING.	SERVICE CALL ON 2/9/23 AND RETURNED ON 2/15/23 INSTALLED NEW ECM BLOWER MOTOR REPLACED DISCHARGE AIR SENSOR CLEANED AIR SOURCE COIL AND CHECKED OVER OPERATION OF SYSTEM

Description	Qty	Rate	Tax	Total
HOURLY HEATING RATE (2/23) PER HOUR LABOR RATE	2.25	\$130.00	\$0.00	\$292.50
BLOWER MOTOR BLOWER MOTOR	1.00	\$405.77	\$0.00	\$405.77
DISCHARGE AIR SENSOR	1.00	\$218.56	\$0.00	\$218.56

TERMS: Net 30 days. Subject to 1.5% interest per month over 30 days. You can now pay your invoice online at www.brewerheating.com
WE APPRECIATE YOUR BUSINESS. Please call us for all of your heating and cooling needs. We offer 24 hour service on all residential and commercial HVAC equipment.

Invoice Total:	\$916.83
Deposits (-):	\$0.00
Payments (-):	\$0.00
Total Due:	\$916.83

JH
83400.1

AMERICAN HIGHWAY PRODUCTS, LTD.

11723 Strasburg Bolivar Rd NW
 BOLIVAR, OH 44612

Phone #: (330) 874-3270

*Comm. Approved
 3-7-23*

*St 2022
 Streets
 Project*

QUOTATION

Date	QUOTE #
2/22/2023	3570-SF

BILL TO: Name / Address
City of Markesan ATTN: Jeff Heberer P.O. Box 352 MARKESAN, WI 53946

Ship To
City of Markesan Attn: Jeff Heberer 461 W. Manchesters MARKESAN, WI 53946

THANKS FOR ALLOWING US TO QUOTE YOU!!!

Terms
Net 30

Quantity	Description	COST	Total
	Manhole Risers Less Than 26" Diameter		
4	1 1/2" Rise x Dia < 26"	113.25	453.00
26	1 3/4" Rise x Dia < 26"	116.38	3,025.88
	Valve Box Risers		
2	7 5/8" Dia x 1-3/4" Rise - 2" Lid	44.50	89.00
1	Estimated Shipping Charges R&L Carriers (2 Pallets, 1,000 lbs, 2 Days) Estimated Service 5 to 7 Business Days	180.00	180.00

Price/Terms are based on Quantity Quoted.
 US Dollars

Total	\$3,747.88
--------------	-------------------



3600 Kewaunee Road
 Green Bay, WI 54311
 Phone: (920)863-3663
 Fax: (920)863-3662

Quotation

Quote Number
20060

Quote Date
Feb 21, 2023

Quoted to:

CITY OF MARKESAN
 P. O. Box 352
 461 W. Manchester
 Markesan, WI 53946

Page
1

Quote Good Thru	Payment Terms	Sales Rep
3/23/23	Net 30 Days	

Description	Unit of Measure	Quantity	Unit Price	Extension
2023 SANITARY SEWER TELEVISIONING	.			
MOBILIZATION/DEMOBILIZATION - TV UNIT AND CREW	L SUM	1.00	585.000	585.00
PIPE INSPECTION	FOOT	4,865.00	0.460	2,237.90

Please notify Great Lakes within 30 days if the quotation is accepted and the above prices will be honored. This acknowledgment will enable us to schedule your work more efficiently. If prevailing wages apply - this quote will be adjusted accordingly. Bond fee and/or additional insurance requirements are not included in the quote amount. If applicable, add the amount(s) to this quote.

Subtotal	2,822.90
Sales Tax	
Total	2,822.90

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: Pflum	First: Jasmine	Middle: Nicole	
Mailing address: P.O. Box 105	City: Markesan	State: WI	ZIP Code: 53946
Street address: 357 North Street	City: Markesan	State: WI	ZIP Code: 53946
Email: pflumjasmyne@icloud.com	Home Phone No.: ()	Cell Phone No.: (920) 767-1767	
<input type="checkbox"/> Check here if you do not regularly check/use email.			

QUALIFICATIONS

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 type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> 2:00pm-Close <input type="checkbox"/> Either
-------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------

There are a variety of tasks for any given election. Please indicate your preferences:

<input type="checkbox"/> Chief Inspector: Manage the polling location. Answer voter questions. Enforce electioneering & observation rules. Special Training is required.	<input type="checkbox"/> Greeter: Assist voters in making sure they are in the correct polling place. Helps voters navigate the polling location.
<input type="checkbox"/> Poll Book: Look up voters in poll book, assign and enter voter number and any notes. Accuracy and attention to detail is required.	<input type="checkbox"/> Ballot Table: Ensure voters get the correct ballot for their ward, & ballots are properly initialed. Assist voters with electronic voting, as needed.
<input type="checkbox"/> Registration Table: 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: <i>Jasmine Pflum</i>	Date: 03/02/23
---------------------------------	----------------

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: Pflum

First: Taylor

Middle: Nicole

Mailing address:

PO. BOX 105, 357 North Street

City:

Markesan

State:

WI

ZIP Code:

53946

Street address:

357 North Street

City:

Markesan

State:

WI

ZIP Code:

53946

Email:

taenicolepflum@gmail.com

Home Phone No.:

(920) 767-1897

Cell Phone No.:

(920) 767-1897

Check here if you do not regularly check/use email.

QUALIFICATIONS

Are you at least 18 years of age?

Yes No

Are you a qualified elector of Green Lake County?

Yes No

If not, are you 16 or 17, and a qualified high school student? Yes 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? Yes No

Are you a resident of the City of Markesan? Yes No

Can you read & write English?

Yes No

Have you ever worked as an election official before? Yes 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:

6:30am-2:00pm 2:00pm-Close Either

There are a variety of tasks for any given election. Please indicate your preferences:

Chief Inspector: Manage the polling location. Answer voter questions. Enforce electioneering & observation rules. Special Training is required.

Greeter: Assist voters in making sure they are in the correct polling place. Helps voters navigate the polling location.

Poll Book: Look up voters in poll book, assign and enter voter number and any notes. Accuracy and attention to detail is required.

Ballot Table: Ensure voters get the correct ballot for their ward, & ballots are properly initialed. Assist voters with electronic voting, as needed.

Registration Table: Assist voters to register to vote on election day. Attention to detail is required.

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

Taylor Pflum

Date

3-02-23