



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

April 4, 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

Old Business

- Discussion and Action on Reconsideration of the Action on CDL Training for Public Works Director
- Discussion and Action on Accessory Building Policy for the City
- Discussion and Action on Burning Leaves Ordinance

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

Dated March 31, 2023
Elizabeth A Amend, Clerk-Treasurer

April 4, 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: 37728 - 37759	\$	51,956.84
DD #5547 - 5596	\$	32,835.58
EFT #1346 - 1357	\$	42,065.31
TOTAL	\$	126,857.73
UTILITY CHECKS: #13112 - 13131	\$	30,811.18
TOTAL	\$	30,811.18

With the exception of:

Signed:

City of Markesan Voucher List

March 7 through April 3, 2023

Num	Date	Name	Memo	Original Amount
EFT-1346	03/08/2023	WISCONSIN DEPT. OF REVENUE	TIF FEE WITH STATE	-150.00
EFT-1347	03/14/2023	EMPOWER RETIREMENT (WDC)	3/10/23 PR	-720.00
EFT-1348	03/14/2023	WISCONSIN DEPT. OF REVENUE	3/10/23 PR	-883.22
EFT-1349	03/14/2023	INTERNAL REVENUE SERVICE	3/10/23 PR	-5,298.66
EFT-1350	03/20/2023	STATE OF WI HEALTH INS	APRIL 2023 HEALTH INS	-19,811.48
EFT-1351	03/20/2023	DELTA DENTAL OF WISCONSIN	SUPPLEMENTAL DENTAL PLAN APRIL 2023	-342.38
EFT-1352	03/20/2023	DELTA DENTAL OF WISCONSIN	DELTA VISION APRIL 2023	-41.16
EFT-1353	03/28/2023	INTERNAL REVENUE SERVICE	3/24/23 PR	-5,458.52
EFT-1354	03/28/2023	WISCONSIN DEPT. OF REVENUE	3/24/23 PR	-910.91
EFT-1355	03/30/2023	CITGO	March 2023 Fuel	-924.09
EFT-1356	03/31/2023	EMPOWER RETIREMENT (WDC)	3/24/23 PR	-720.00
EFT-1357	03/31/2023	WRS (Wisconsin Retirement System)	March 2023 Retirement	-6,804.89
			TOTAL EFT PAYMENTS	-42,065.31
DD5547	03/10/2023	Brinkman, Heidi M	Direct Deposit	-96.97
DD5548	03/10/2023	Corson, Amy M	Direct Deposit	-115.43
DD5549	03/10/2023	Dykstra, Dennis P	Direct Deposit	-121.89
DD5550	03/10/2023	Koos-Abendroth, Cheryl A	Direct Deposit	-310.30
DD5551	03/10/2023	Moore, Kari S	Direct Deposit	-9.70
DD5552	03/10/2023	Olson, Clyde A	Direct Deposit	-29.10
DD5553	03/10/2023	Panten, Beth M	Direct Deposit	-213.33
DD5554	03/10/2023	Phippen, Henry	Direct Deposit	-299.38
DD5555	03/10/2023	Slate, Rich	Direct Deposit	-461.75
DD5556	03/10/2023	Amend, Elizabeth A	Direct Deposit	-1,241.33
DD5557	03/10/2023	Behike, Ryan R	Direct Deposit	-1,602.15
DD5558	03/10/2023	Chisnell, Gerald	Direct Deposit	-138.52
DD5559	03/10/2023	DeNell, Linda M	Direct Deposit	-324.28
DD5560	03/10/2023	Glover, Valerie	Direct Deposit	-108.04
DD5561	03/10/2023	Heberer, Jeffrey	Direct Deposit	-1,738.88
DD5562	03/10/2023	Heiling, Addie A	Direct Deposit	-69.94
DD5563	03/10/2023	Heiling, Rachel	Direct Deposit	-640.44
DD5564	03/10/2023	Huhndorf, John E	Direct Deposit	-487.92
DD5565	03/10/2023	Knaub, Sharilyn J	Direct Deposit	-301.07
DD5566	03/10/2023	Krombos, Kailie M	Direct Deposit	-84.04
DD5567	03/10/2023	Mace, Matthew R	Direct Deposit	-1,302.77
DD5568	03/10/2023	McLean, Cody	Direct Deposit	-1,622.11
DD5569	03/10/2023	Meyer, Vanessa K	Direct Deposit	-138.06
DD5570	03/10/2023	Pflum, William	Direct Deposit	-1,606.74
DD5571	03/10/2023	Pollesch, Owen T	Direct Deposit	-38.15
DD5572	03/10/2023	Stellmacher, Nancy J	Direct Deposit	-622.63
DD5573	03/10/2023	Wilderman, James H	Direct Deposit	-144.75
DD5574	03/10/2023	Wolf, Christopher N	Direct Deposit	-1,248.60
DD5575	03/10/2023	Zamzow, Todd B	Direct Deposit	-1,254.15
DD5576	03/24/2023	Kazda, Elizabeth A	Direct Deposit	-821.91

**City of Markesan
Voucher List
March 7 through April 3, 2023**

DD5577	03/24/2023	Amend, Elizabeth A	Direct Deposit	-1,250.01
DD5578	03/24/2023	Behlke, Ryan R	Direct Deposit	-1,498.45
DD5579	03/24/2023	Chisnell, Gerald	Direct Deposit	-138.53
DD5580	03/24/2023	DeNell, Linda M	Direct Deposit	-202.10
DD5581	03/24/2023	Galkowski, Jackson T	Direct Deposit	-754.91
DD5582	03/24/2023	Glover, Valerie	Direct Deposit	-183.09
DD5583	03/24/2023	Heberer, Jeffrey	Direct Depcsit	-1,738.86
DD5584	03/24/2023	Heiling, Addie A	Direct Deposit	-82.66
DD5585	03/24/2023	Heiling, Rachel	Direct Deposit	-633.36
DD5586	03/24/2023	Huhndorf, John E	Direct Deposit	-371.69
DD5587	03/24/2023	Knaub, Sharilyn J	Direct Deposit	-413.07
DD5588	03/24/2023	Mace, Matthew R	Direct Deposit	-1,302.76
DD5589	03/24/2023	McLean, Cody	Direct Deposit	-1,660.39
DD5590	03/24/2023	Meyer, Vanessa K	Direct Deposit	-228.11
DD5591	03/24/2023	Pflum, William	Direct Deposit	-1,606.74
DD5592	03/24/2023	Pollesch, Owen T	Direct Deposit	-12.72
DD5593	03/24/2023	Stellmacher, Nancy J	Direct Deposit	-832.61
DD5594	03/24/2023	Wilderman, James H	Direct Deposit	-182.85
DD5595	03/24/2023	Wolf, Christopher N	Direct Deposit	-1,294.18
DD5596	03/24/2023	Zamzow, Todd B	Direct Deposit	-1,254.16
			TOTAL DIRECT DEPOSIT	-32,835.58
37728	03/10/2023	ERGO BANK OF MARKESAN	WRS Loan - Payment #58	-320.64
37729	03/10/2023	WASTE MANAGEMENT CORPORATE SERVICES	March 2023 Trash & Recyling	-8,028.39
37730	03/14/2023	EMC INSURANCE	Property & Liability / Workers Comp	-4,678.60
37731	03/14/2023	HORICON BANK VISA	1&1 / Amazon / Mace Training	-609.62
37732	03/14/2023	SHELL FLEET	Feb 2023 Fuel	-901.91
37733	03/21/2023	SECURIAN FINANCIAL GROUP, INC.	MARCH ACCIDENT INS 2023 - 76038	-65.98
37734	03/24/2023	AIRGAS USA, LLC	Cylinder Rental / Supply for Shop	-111.92
37735	03/24/2023	ALLIANT ENERGY/WP&L	Feb - Mar 2023 Electric Bills	-3,237.29
37736	03/24/2023	COMPLETE OFFICE OF WISCONSIN	Office Supplies	-206.69
37737	03/24/2023	JOHNSON BLOCK AND COMPANY	2022 Audit	-10,949.40
37738	03/24/2023	MCLEAN CODY	Reimb / Pizza w/ a Cop & Pants	-200.62
37739	03/24/2023	PRE-EMPLOYMENT FUND	March 2023 Pre Employment / Behlke & Galkows	-141.02
37740	03/24/2023	STATE OF WI DSPS	Electrical Inspection Registration (ID1479741)	-40.00
37741	03/24/2023	VERIZON WIRELESS	Mar - Apr 2023 Cell Phone	-92.48
37742	03/24/2023	WE ENERGIES	Feb - Mar 2023 Gas Bills	-1,689.76
37743	03/24/2023	WELLS FARGO REMITTANCE CENTER	Google / McAfee / Election Food	-305.04
37744	03/30/2023	BERGEMANN'S AUTOCARE	2014 Ford / Change Oil	-228.82
37745	03/30/2023	BLAST MASTERS, LLC	Hein Park Pavers	-942.63
37746	03/30/2023	BROOKS TRACTOR	Alternator	-583.84
37747	03/30/2023	CENTURYLINK BUSINESS SERVICES	Feb - Mar 2023 Phone / Internet	-459.44
37748	03/30/2023	GENERAL CODE	Annual Maintenance	-995.00
37749	03/30/2023	GENERAL ENGINEERING CO., INC.	Street Projects / Building Inspection	-12,273.67
37750	03/30/2023	GOLDEN WEST INDUSTRIAL SUPPLY	Traffic Wands	-193.09
37751	03/30/2023	GRAND RIVER FIRE DISTRICT	2/16/23 Incident Charge	-148.91
37752	03/30/2023	LITTLE GREEN LAKE PROT & REHAB DISTRICT	Jan - March 2023 Water/Sewer	-155.00

City of Markesan Voucher List

March 7 through April 3, 2023

37753	03/30/2023	MARKESAN WATER & SEWER	Jan - Mar 2023 W/S Bill	-969.07
37754	03/30/2023	RENNERT'S FIRE EQUIPMENT	Plow / Hydraulic Leak & Adjust Clutch	-449.80
37755	03/30/2023	THE UNIFORM SHOPPE	Galkowski / Uniform	-672.65
37756	03/30/2023	THEDACARE AT WORK	Galkowski / Pre-Employment Screening	-179.00
37757	04/03/2023	ACTION APPRAISERS & CONSULTANT	2023 2nd Quarter Maintenance	-1,500.00
37758	04/03/2023	ARAMARK	March 2023 Rug Cleaning	-206.91
37759	04/03/2023	BRIGHTSPEED	Mar - Apr 2023 Phone / Internet	-419.65
			TOTAL CHECK PAYMENTS	-51,956.84
			TOTAL PAYMENTS	-126,857.73

**Markesan Utilities
Voucher List
March 7 through April 3, 2023**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
13112	03/17/2023	DEPT. OF NATURAL RESOURCES	Matthew Mace / Certification	-50.00
13113	03/24/2023	ALLIANT ENERGY/WP&L	Feb - Mar 2023 Electric Bill	-2,530.49
13114	03/24/2023	AMERICAN HIGHWAY PRODUCTS LTD	2022 Street Project	-3,730.68
13115	03/24/2023	BREWER HEATING & COOLING	Replace blower motor & duct sensor in office	-916.83
13116	03/24/2023	CORE & MAIN	Supplies	-349.50
13117	03/24/2023	MACE, MATTHEW	Reimb / Meal from Training	-12.33
13118	03/24/2023	MARKESAN SCHOOL DISTRICT	Print 650 colored copies	-97.50
13119	03/24/2023	MULCAHY/SHAW WATER, INC.	Lamps	-388.50
13120	03/24/2023	NORTHERN LAKE SERVICE	Sample	-46.37
13121	03/24/2023	USA BLUEBOOK	Supplies	-206.10
13122	03/24/2023	WE ENERGIES	Feb - Mar 2023 Gas Bills	-448.47
13123	03/29/2023	US POSTMASTER	5 Rolls of stamps	-315.00
13124	03/30/2023	COMPLETE OFFICE OF WISCONSIN	Ink	-243.78
13125	03/30/2023	GENERAL ENGINEERING CO., INC.	Engineering Services	-64.68
13126	03/30/2023	MARKESAN WATER & SEWER	Jan - March 2023 W/S Bill	-378.92
13127	03/30/2023	MARKESAN, CITY OF	March '23 PR Reimb / Feb '23 Expense Reimb	-19,796.01
13128	03/30/2023	USA BLUEBOOK	Supplies	-285.84
13129	04/03/2023	BADGER LABORATORIES & ENG.	Samples	-385.00
13130	04/03/2023	BRIGHTSPEED	Mar - Apr 2023 Phone / Internet	-190.18
13131	04/03/2023	MULCAHY/SHAW WATER, INC.	Calibration	-375.00
			TOTAL CHECK PAYMENTS	-30,811.18
			TOTAL PAYMENTS	-30,811.18

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

	Jan - Mar 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	75.75	325.00	-249.25	23.3%
4132000 · PILOT's MRH	9,053.69	12,000.00	-2,946.31	75.4%
4180000 · Interest on Taxes	76.60	1,000.00	-923.40	7.7%
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	597,626.66	775,491.49	-177,864.83	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%
4344000 · Lottery Credit- Mobil Home	676.20			
4352100 · Police Training	375.00			
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	25,522.05	549,270.44	-523,748.39	4.6%
4400000 · Licenses & Permits				
4410100 · Alcohol Licenses	10.00	3,000.00	-2,990.00	0.3%
4410200 · Operator's Licenses	90.00	1,300.00	-1,210.00	6.9%
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	2,145.00	4,000.00	-1,855.00	53.6%
4440000 · Land Use Permits	315.00	250.00	65.00	126.0%
4450000 · MDM Hunter Permit Fee	0.00	200.00	-200.00	0.0%
Total 4400000 · Licenses & Permits	3,775.28	11,540.00	-7,764.72	32.7%
4500000 · Fines, Forfeits & Penalties				
4510000 · Ordinance Violations	2,787.35	9,000.00	-6,212.65	31.0%
4510100 · Parking Violations	320.00	600.00	-280.00	53.3%
Total 4500000 · Fines, Forfeits & Penalties	3,107.35	9,600.00	-6,492.65	32.4%
4600000 · Public Charges for Services				
4610000 · Clerk-Treas Fees	395.00	1,200.00	-805.00	32.9%
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	425.00	3,400.00	-2,975.00	12.5%
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	750.00	1,700.00	-950.00	44.1%
4674300 · Comm Ctr Use	205.00	150.00	55.00	136.7%
Total 4600000 · Public Charges for Services	1,908.33	8,300.00	-6,391.67	23.0%
4700000 · Intergov't Charges for Services				
4732100 · School Liason	20,076.00	61,000.00	-40,924.00	32.9%
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	20,076.00	76,000.00	-55,924.00	26.4%
4800000 · Miscellaneous Revenue				
4811000 · Interest-City Investments	983.29	1,500.00	-516.71	65.6%
4820000 · Rent-Muni Bldg	5,050.00	16,200.00	-11,150.00	31.2%
4820100 · Rent-Land	250.00	3,600.00	-3,350.00	6.9%
4820200 · Rent-Cell Tower	3,824.36	11,475.00	-7,650.64	33.3%
4840900 · Ins Dividends	1,893.00	2,000.00	-107.00	94.7%
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%

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

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
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%
4890000 · Exp Reimb-All Types	571.51	2,500.00	-1,928.49	22.9%
Total 4800000 · Miscellaneous Revenue	13,182.16	135,275.00	-122,092.84	9.7%
Total Income	665,197.83	1,585,476.93	-920,279.10	42.0%
Gross Profit	665,197.83	1,585,476.93	-920,279.10	42.0%
Expense				
5100000 · General Government				
5100100 · W&S Expense Reimb	20,919.82			
5100112 · Accts Rec - W&S WRS	-61.22			
5100114 · Accts Rec - W&S Insurance	-126.21			
5110000 · Legislative				
5110111 · Council	890.00	11,000.00	-10,110.00	8.1%
5110211 · Mayor	1,000.00	9,400.00	-8,400.00	10.6%
5111011 · Committees	0.00	400.00	-400.00	0.0%
Total 5110000 · Legislative	1,890.00	20,800.00	-18,910.00	9.1%
5130000 · Legal				
5130021 · City Atty-General	481.25	1,800.00	-1,318.75	26.7%
5130121 · City Atty-Prosecution	481.25	1,000.00	-518.75	48.1%
5131021 · Muni Code Updates	0.00	995.00	-995.00	0.0%
Total 5130000 · Legal	962.50	3,795.00	-2,832.50	25.4%
5140000 · General Administration				
5141011 · Legislative Support-Wages	1,516.50	17,500.00	-15,983.50	8.7%
5141025 · Legislat. Support-Training/Dues	20.00			
5141032 · Legislative Support-Publication	627.25			
5142011 · General Admin-Wages	5,538.25	34,500.00	-28,961.75	16.1%
5142021 · General Admin-Outside Services	123.76			
5142025 · General Admin-Training/Dues	130.00			
5142031 · General Admin-Office Supplies	1,458.94			
5143011 · Elections-Wages	1,267.75	5,500.00	-4,232.25	23.1%
5143032 · Elections-Publication	17.30			
5143034 · Elections-Supplies	109.83			
5144011 · Licensing & Permits-Wages	531.75	3,500.00	-2,968.25	15.2%
Total 5140000 · General Administration	11,341.33	61,000.00	-49,658.67	18.6%
5150000 · Financial Administration				
5150011 · General Accounting-Wages	4,218.87	21,000.00	-16,781.13	20.1%
5150521 · Independent Audit	7,992.24	10,300.00	-2,307.76	77.6%
5151113 · Medicare (default)	1,961.42	8,200.00	-6,238.58	23.9%
5151213 · Social Security	5,863.72	27,500.00	-21,636.28	21.3%
5151314 · Health Insurance	34,584.34	156,000.00	-121,415.66	22.2%
5151414 · Life Insurance	115.60	700.00	-584.40	16.5%
5151611 · Paid Time Off (PTO)-Wages	14,968.56			
5152012 · Wisconsin Retirement System	10,076.78	42,000.00	-31,923.22	24.0%
5155011 · Property Assessment-Wages	0.00	6,400.00	-6,400.00	0.0%
5155021 · Prop. Assmnt.-Outside Services	1,822.18			
5155111 · Prop Tax Collection-Wages	1,018.25	4,000.00	-2,981.75	25.5%
5155121 · Prop Tax Collection-Outside Ser	422.62			
5156005 · Prop & Liability Ins	9,352.75	25,500.00	-16,147.25	36.7%
5156100 · Workers Comp - Calculated	45.73			
5156105 · Workers Comp	3,827.56	11,500.00	-7,672.44	33.3%
5156205 · Employee Bonds	0.00	900.00	-900.00	0.0%
5156305 · Unemployment Taxes	10.98			
Total 5150000 · Financial Administration	96,281.60	314,000.00	-217,718.40	30.7%
5160000 · Municipal Building				
5160011 · Municipal Building-Wages	1,489.38			
5160021 · Municipal Building-Outside Serv	1,533.19			
5160022 · Municipal Building-Utilities	9,036.56			
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	12,127.91	50,000.00	-37,872.09	24.3%
Total 5100000 · General Government	143,335.73	449,595.00	-306,259.27	31.9%
5150520 · Bank Service Charges	49.37			
5200000 · Public Safety				
5210000 · Law Enforcement				
5210001 · Police Administration				

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

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
5210011 · Police Admin-Wages	13,666.16			
5210019 · Police Admin-Uniforms	514.46			
5210022 · Police Admin-Utilities	1,535.81			
5210034 · Police Admin-Supplies	932.91			
5210040 · Police Admin - Playground Don.	942.63			
5210001 · Police Administration - Other	0.00	87,400.00	-87,400.00	0.0%
Total 5210001 · Police Administration	17,591.97	87,400.00	-69,808.03	20.1%
5212000 · Police Patrol				
5212011 · Police Patrol-Wages	31,726.07			
5212021 · Police Patrol-Outside Services	261.00			
5212022 · Police Patrol-Utilities	329.09			
5212023 · Police Patrol-Repairs/Supplies	2,269.89			
5212033 · Police Patrol-Fuel/Miles	1,488.55			
5212000 · Police Patrol - Other	0.00	195,000.00	-195,000.00	0.0%
Total 5212000 · Police Patrol	36,074.60	195,000.00	-158,925.40	18.5%
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	54,729.07	285,200.00	-230,470.93	19.2%
5219000 · School Crossing Guard	2,551.50	11,000.00	-8,448.50	23.2%
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	451.91			
Total 5220000 · Fire Protection	14,185.91	138,375.00	-124,189.09	10.3%
5240021 · Building Inspection	3,311.80	12,500.00	-9,188.20	26.5%
5290000 · Other Public Safety				
5290011 · Emergency Govt-Wages	0.00	2,200.00	-2,200.00	0.0%
5290022 · Emergency Govt-Utilities	194.54	1,900.00	-1,705.46	10.2%
5290023 · Emer Govt-Supp., Equip & Repair	700.33	4,270.00	-3,569.67	16.4%
Total 5290000 · Other Public Safety	894.87	8,370.00	-7,475.13	10.7%
Total 5200000 · Public Safety	75,673.15	455,445.00	-379,771.85	16.6%
5300000 · Public Works				
5310000 · Streets Administration				
5310011 · Streets Admin-Wages	1,423.25			
5310021 · Streets Admin-Outside Services	109.23			
5310000 · Streets Administration - Other	0.00	7,000.00	-7,000.00	0.0%
Total 5310000 · Streets Administration	1,532.48	7,000.00	-5,467.52	21.9%
5311000 · Public Works Shop				
5311011 · PW Shop-Wages	1,470.88			
5311022 · PW Shop-Utilities	2,411.11			
5311033 · PW Shop-Fuel	65.82			
5311034 · PW Shop-Supplies/Tools	428.06			
5311000 · Public Works Shop - Other	0.00	10,200.00	-10,200.00	0.0%
Total 5311000 · Public Works Shop	4,375.87	10,200.00	-5,824.13	42.9%
5312000 · Public Works Mach & Equip				
5312011 · PW Mach & Equip-Wages	4,239.40			
5312023 · PW Mach & Equip-Repair/Supplies	2,613.41			
5312033 · PW Mach & Equip-Fuel	444.30			
5312000 · Public Works Mach & Equip - Other	0.00	36,000.00	-36,000.00	0.0%
Total 5312000 · Public Works Mach & Equip	7,297.11	36,000.00	-28,702.89	20.3%
5331000 · Road Maintenance				
5331011 · Road Maintenance-Wages	25.00			
5331000 · Road Maintenance - Other	0.00	10,650.00	-10,650.00	0.0%
Total 5331000 · Road Maintenance	25.00	10,650.00	-10,625.00	0.2%
5331100 · Curbs & Gutters	0.00	500.00	-500.00	0.0%
5331200 · Traffic Signs & Markings				
5331211 · Traffic Signs, Markings-Wages	132.90			
5331200 · Traffic Signs & Markings - Other	0.00	2,000.00	-2,000.00	0.0%

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

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Total 5331200 · Traffic Signs & Markings	132.90	2,000.00	-1,867.10	6.6%
5331300 · Bridges & Culverts	0.00	1,000.00	-1,000.00	0.0%
5331900 · Snow & Ice Control				
5331911 · Snow & Ice Control-Wages	12,328.99			
5331933 · Snow & Ice Control-Fuel	2,716.03			
5331900 · Snow & Ice Control - Other	0.00	26,000.00	-26,000.00	0.0%
Total 5331900 · Snow & Ice Control	15,045.02	26,000.00	-10,954.98	57.9%
5342022 · Street Lighting	6,270.05	24,000.00	-17,729.95	26.1%
5343100 · Sidewalks				
5343111 · Sidewalks-Wages	108.23			
5343100 · Sidewalks - Other	0.00	20,000.00	-20,000.00	0.0%
Total 5343100 · Sidewalks	108.23	20,000.00	-19,891.77	0.5%
5344000 · Storm Sewers				
5344111 · Storm Sewers-Wages	288.98			
5344000 · Storm Sewers - Other	0.00	250.00	-250.00	0.0%
Total 5344000 · Storm Sewers	288.98	250.00	38.98	115.6%
5344100 · Street Cleaning	0.00	1,700.00	-1,700.00	0.0%
5345000 · Parking Lots				
5345011 · Parking Lots-Wages	25.00			
5345000 · Parking Lots - Other	0.00	500.00	-500.00	0.0%
Total 5345000 · Parking Lots	25.00	500.00	-475.00	5.0%
5362000 · Sanitation/Trash				
5362011 · Sanitation/Trash-Wages	1,211.00			
5362021 · Sanitation/Trash-Outside Serv.	16,206.09			
5362000 · Sanitation/Trash - Other	0.00	74,000.00	-74,000.00	0.0%
Total 5362000 · Sanitation/Trash	17,417.09	74,000.00	-56,582.91	23.5%
5363100 · Landfill Monitoring	0.00	4,200.00	-4,200.00	0.0%
5363500 · Recycling Center				
5363511 · Recycling Center-Wages	722.41			
5363533 · Recycling Center-Fuel	32.91			
5363500 · Recycling Center - Other	18.36	7,500.00	-7,481.64	0.2%
Total 5363500 · Recycling Center	773.68	7,500.00	-6,726.32	10.3%
5363521 · Recycling-Curbside	6,879.21	27,500.00	-20,620.79	25.0%
5363600 · Recycling Center-Mackford	324.39	1,700.00	-1,375.61	19.1%
5363700 · Recycling Center-Manchester	324.39	1,700.00	-1,375.61	19.1%
5363800 · Recycling Center-Green Lake	630.39	2,600.00	-1,969.61	24.2%
5364000 · Weed Control	0.00	1,700.00	-1,700.00	0.0%
Total 5300000 · Public Works	61,449.79	260,700.00	-199,250.21	23.6%
5400000 · Health & Human Services				
5490000 · Cemetery				
5491011 · Cemetery-Wages	250.00			
5491022 · Cemetery-Utilities	63.83			
5490000 · Cemetery - Other	0.00	16,000.00	-16,000.00	0.0%
Total 5490000 · Cemetery	313.83	16,000.00	-15,686.17	2.0%
Total 5400000 · Health & Human Services	313.83	16,000.00	-15,686.17	2.0%
5500000 · Culture, Rec & Educ				
5510000 · Library				
5511011 · Library-Wages	665.25			
5511021 · Library-Annual Budget	34,694.50			
5510000 · Library - Other	0.00	69,389.00	-69,389.00	0.0%
Total 5510000 · Library	35,359.75	69,389.00	-34,029.25	51.0%
5520000 · Parks				
5520011 · Parks-Wages	208.58			
5520022 · Parks-Utilities	877.86			
5520023 · Parks-Repairs/Supplies	5.88			
5520033 · Parks-Fuel	49.36			
5520000 · Parks - Other	0.00	18,000.00	-18,000.00	0.0%
Total 5520000 · Parks	1,141.68	18,000.00	-16,858.32	6.3%
5530000 · City Events/Banners				

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

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
5530011 · City Events/Banners-Wages	333.40			
5530000 · City Events/Banners - Other	0.00	3,100.00	-3,100.00	0.0%
Total 5530000 · City Events/Banners	333.40	3,100.00	-2,766.60	10.8%
5530100 · Summer Rec Program	2,000.00	2,000.00	0.00	100.0%
5531000 · Events Comm. (Special Events)	369.04	6,000.00	-5,630.96	6.2%
Total 5500000 · Culture, Rec & Educ	39,203.87	98,489.00	-59,285.13	39.8%
5600000 · Conservation & Development				
5670000 · Advertising & Promotion	0.00	150.00	-150.00	0.0%
5671000 · Industrial Park Development	73.92			
5671021 · TIF Fees	1,250.00			
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	1,323.92	450.00	873.92	294.2%
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	859.78	3,511.00	-2,651.22	24.5%
5926000 · Interest Long Term Debt	102.14	249.00	-146.86	41.0%
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	130,434.38	152,317.42	-21,883.04	85.6%
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	482,885.78			
6573340 · Outlay - 2025 Streets Project	16,602.30			
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	500,048.08	152,480.51	347,567.57	327.9%
Total Expense	951,832.12	1,585,476.93	-633,644.81	60.0%
Net Ordinary Income	-286,634.29	0.00	-286,634.29	100.0%
Net Income	-286,634.29	0.00	-286,634.29	100.0%



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-2121 • F: (920) 398-8127

Markesan Police Department
William A. Pflum, Chief of Police

Finance, Personnel and Public Safety Committee
Presented on April 4, 2023

March 2023

Agenda:

Nothing to Report

Appendix:

(Handbook)

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

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

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

Police Officer (Full-time & Part-time)

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

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

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

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

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

Tuition Reimbursement

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

Eligibility:

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

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

Reimbursement Coverage:

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

Limitations:

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

Departmental Responsibilities:

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

Approval:

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

Payment:

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

Cell Phone Reimbursement

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

TUITION REIMBURSEMENT

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

Eligibility:

- Any full-time employee of the City of Markesan in good standing who works 32 hours or more a week or 52 pay periods per year and who has been regularly employed for six consecutive months.
- Determination of employment status is based on the employee's full or part-time status for a majority of the fiscal year.
- Employees requesting Tuition Reimbursement must complete a "Tuition Reimbursement Repayment Agreement"
- Excluded are provisional employees, temporary employees, "Special Employment" employees, and employees on medical leave.

Reimbursement Coverage:

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

Limitations:

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

Departmental Responsibilities:

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

Approval:

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

Payment:

- Payment is on a reimbursement basis only and only upon presenting proof of successful completion of the course of instruction and proof of payment
- Claims for tuition reimbursement must be filed with the City Clerk-Treasurer within 60 days of completion of the course. (6-9-2009)

TUITION REIMBURSEMENT REPAYMENT AGREEMENT

In order to receive tuition reimbursement payments, the employee must sign and return this Agreement to the City Clerk-Treasurer prior to any reimbursement by the City.

This Agreement is effective as of the date it is signed. It is between _____
(Employee), and the City of Markesan (City).

1. In accordance with the City's Tuition Reimbursement Policy, the City has agreed to provide educational assistance to the Employee.
2. Should the Employee terminate employment with the City for any reason, the Employee agrees to repay tuition reimbursements based on the following:

Time Elapsed from Reimbursement Date(s) to Termination Date	Percentage of Repayment
1 year or less	100%
More than 1 year, but less than 2 years	75%
More than 2 years, but less than 5 years	50%
5 years or more	0%

3. The City may withhold from the Employee's final paycheck (including base salary, bonus, vacation pay, and/or expense reimbursements) monies up to the amount due the City for educational assistance reimbursement paid, based on the table above. Any balance owed must be paid back to the City immediately upon termination.
4. Further, the Employee confirms that he/she is not receiving educational benefits from any other company or source. The Employee also acknowledges that educational benefits paid by the City will be subject to reduction if amounts were also paid by another source.
5. Any amount due to the City under this agreement which remains unpaid as of December 31st of the year of termination, may be included as taxable income to the terminated Employee.

Employee Signature

Date



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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

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.