



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

FINANCE, PERSONNEL & SAFETY COMMITTEE

Markesan City Hall

September 5, 2023

Immediately Following Public Property & Health Committee

AGENDA

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Review and Approval of Vouchers Payable

Police Report & Schedule

Old Business

New Business

- Discussion and Action on Possible Easement to Enterprise Drive from 901 N. Margaret Street Property
- Discussion and Action on Delinquent Water/Sewer Invoice for Account #1719.00
- Discussion and Action on Pay Scale for Part-Time Public Works Employee
- Discussion and Action on Employee Safety & Wellness Section of the Employee Handbook
- Discussion and Action on Intersection Placement of 2023 Christmas Tree

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 September 1, 2023
Elizabeth Amend, Clerk-Treasurer

September 5, 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: 37936 - 37994	\$	53,622.19
DD #5826 - 5869	\$	32,076.25
EFT #1403 - 1422	\$	71,445.65
TOTAL	\$	157,144.09
UTILITY CHECKS: #13185 - 13204	\$	29,124.91
TOTAL	\$	29,124.91

With the exception of:

Signed:

City of Markesan
Voucher List

August 1 through September 5, 2023

Num	Date	Name	Memo	Original Amount
	08/31/2023		Service Charge	-25.00
EFT-1403	08/01/2023	INTERNAL REVENUE SERVICE	7/28/23 PR	-5,259.10
EFT-1404	08/01/2023	WISCONSIN DEPT. OF REVENUE	7/28/23 PR	-909.90
EFT-1405	08/01/2023	EMPOWER RETIREMENT (WDC)	7/28/23 PR	-822.00
EFT-1406	08/01/2023	EMPOWER RETIREMENT (WDC)	7/28/23 PR	-42.00
EFT-1407	08/01/2023	WRS (Wisconsin Retirement System)	July 2023 Retirement	-7,118.23
EFT-1408	08/11/2023	INTUIT	CITY CHECKS	-394.82
EFT-1409	08/15/2023	EMPOWER RETIREMENT (WDC)	8/11/23 PR	-822.00
EFT-1410	08/15/2023	EMPOWER RETIREMENT (WDC)	8/11/23 PR	-42.00
EFT-1411	08/15/2023	INTERNAL REVENUE SERVICE	8/11/23 PR	-5,281.28
EFT-1412	08/15/2023	WISCONSIN DEPT. OF REVENUE	8/11/23 PR	-899.14
EFT-1413	08/23/2023	STATE OF WI HEALTH INS	SEPT 2023 HEALTH INS	-19,733.58
EFT-1414	08/25/2023	CITGO	Aug 2023 Fuel	-678.87
EFT-1415	08/25/2023	DELTA DENTAL OF WISCONSIN	DELTAVISION SEPT 2023	-41.16
EFT-1416	08/25/2023	DELTA DENTAL OF WISCONSIN	SUPPLEMENTAL DENTAL PLAN SEPT 2023	-342.38
EFT-1417	08/28/2023	DTCC	INTEREST ON BOND 2018A	-15,347.50
EFT-1418	08/29/2023	WISCONSIN DEPT. OF REVENUE	8/25/23 PR	-904.92
EFT-1419	08/29/2023	INTERNAL REVENUE SERVICE	8/25/23 PR	-5,290.08
EFT-1420	08/29/2023	EMPOWER RETIREMENT (WDC)	8/25/23 PR	-822.00
EFT-1421	08/29/2023	EMPOWER RETIREMENT (WDC)	8/25/23 PR	-42.00
EFT-1422	08/29/2023	WRS (Wisconsin Retirement System)	Aug 2023 Retirement	-6,627.69
			TOTAL EFT PAYMENTS	-71,445.65
DD5826	08/11/2023	Amend, Elizabeth A	Direct Deposit	-1,241.33
DD5827	08/11/2023	Behlke, Ryan R	Direct Deposit	-1,588.18
DD5828	08/11/2023	Chisnell, Gerald	Direct Deposit	-138.53
DD5829	08/11/2023	Galkowski, Jackson T	Direct Deposit	-1,170.18
DD5830	08/11/2023	Glover, Valerie	Direct Deposit	-87.05
DD5831	08/11/2023	Heberer, Jeffrey	Direct Deposit	-1,770.89
DD5832	08/11/2023	Helling, Addie A	Direct Deposit	-42.40
DD5833	08/11/2023	Helling, Rachel	Direct Deposit	-633.35
DD5834	08/11/2023	Huhndorf, John E	Direct Deposit	-611.73
DD5835	08/11/2023	Knaub, Sharilyn J	Direct Deposit	-420.73
DD5836	08/11/2023	Mace, Matthew R	Direct Deposit	-1,330.61
DD5837	08/11/2023	McLean, Cody	Direct Deposit	-1,374.60
DD5838	08/11/2023	Meyer, Vanessa K	Direct Deposit	-545.68
DD5839	08/11/2023	Pflum, William	Direct Deposit	-1,552.65
DD5840	08/11/2023	Plagenz-Jensen, Karen C	Direct Deposit	-646.08
DD5841	08/11/2023	Sippel, Christina J	Direct Deposit	-84.86
DD5842	08/11/2023	Stellmacher, Nancy J	Direct Deposit	-489.08
DD5843	08/11/2023	Wilderman, James H	Direct Deposit	-310.30
DD5844	08/11/2023	Zamzow, Todd B	Direct Deposit	-1,361.87
DD5845	08/11/2023	Corson, Amy M	Direct Deposit	-115.44
DD5846	08/11/2023	Dykstra, Dennis P	Direct Deposit	-121.91

City of Markesan Voucher List

August 1 through September 5, 2023

DD5847	08/11/2023	Koos-Abendroth, Cheryl A	Direct Deposit	-48.47
DD5848	08/11/2023	Olson, Clyde A	Direct Deposit	-58.18
DD5849	08/11/2023	Phippen, Henry	Direct Deposit	-56.97
DD5850	08/11/2023	Slate, Rich	Direct Deposit	-461.75
DD5851	08/25/2023	Amend, Elizabeth A	Direct Deposit	-1,241.33
DD5852	08/25/2023	Behlke, Ryan R	Direct Deposit	-1,748.60
DD5853	08/25/2023	Chisnell, Gerald	Direct Deposit	-138.52
DD5854	08/25/2023	Galkowski, Jackson T	Direct Deposit	-1,157.19
DD5855	08/25/2023	Glover, Valerie	Direct Deposit	-237.11
DD5856	08/25/2023	Heberer, Jeffrey	Direct Deposit	-1,792.21
DD5857	08/25/2023	Heiling, Addie A	Direct Deposit	-12.71
DD5858	08/25/2023	Heiling, Rachel	Direct Deposit	-633.36
DD5859	08/25/2023	Huhndorf, John E	Direct Deposit	-690.37
DD5860	08/25/2023	Knaub, Sharilyn J	Direct Deposit	-495.44
DD5861	08/25/2023	Mace, Matthew R	Direct Deposit	-1,330.61
DD5862	08/25/2023	McLean, Cody	Direct Deposit	-1,359.03
DD5863	08/25/2023	Meyer, Vanessa K	Direct Deposit	-516.38
DD5864	08/25/2023	Pflum, William	Direct Deposit	-1,552.65
DD5865	08/25/2023	Plagenz-Jensen, Karen C	Direct Deposit	-446.91
DD5866	08/25/2023	Sippel, Christina J	Direct Deposit	-63.03
DD5867	08/25/2023	Stellmacher, Nancy J	Direct Deposit	-299.43
DD5868	08/25/2023	Wilderman, James H	Direct Deposit	-736.68
DD5869	08/25/2023	Zamzow, Todd B	Direct Deposit	-1,361.87
			TOTAL DIRECT DEPOSIT	-32,076.25
37936	08/04/2023	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-341.26
37937	08/07/2023	MARKESAN PUBLIC LIBRARY	3rd Quarter 2023 Budget Payment	-17,347.25
37938	08/07/2023	GENERAL ENGINEERING CO., INC.	2022 & 2025 Project	-3,136.99
37939	08/07/2023	GOLDEN WEST INDUSTRIAL SUPPLY	Flashlights	-154.30
37940	08/07/2023	MODERN OVERHEAD DOOR CORP.	S&S / Service & Put cable on door	-100.00
37941	08/07/2023	NESS ELECTRIC, INC	Bulbs / Picked up by Todd	-126.66
37942	08/07/2023	PB ELECTRONICS	Rebuilt Bee 3 Remote	-130.00
37943	08/07/2023	SECURIAN FINANCIAL GROUP, INC.	September 2023 Life Ins Premium	-108.84
37944	08/07/2023	SONDALLE LAW OFFICE	July 2023 Legal Services	-87.50
37945	08/07/2023	THEDA CARE LABORATORIES	Blood Draw	-85.00
37946	08/07/2023	WASTE MANAGEMENT CORPORATE SERVICES	August 2023 Trash & Recycling	-7,878.97
37947	08/11/2023	MARKESAN, CITY OF-PETTY CASH	Postage	-104.99
37948	08/14/2023	EMC INSURANCE	Property & Liability / Workers Comp	-4,674.52
37949	08/14/2023	SHELL FLEET	July 2023 Fuel	-510.13
37950	08/15/2023	ALLIANT ENERGY/WP&L	Relocate Service at Cemetery	-665.00
37951	08/15/2023	ERGO BANK OF MARKESAN	WRS Loan - Payment #63	-320.64
37952	08/15/2023	JAHNKE, DEB	Refund for S&S Rental on 9/9/23	-85.00
37953	08/15/2023	US POSTMASTER	3 Rolls of stamps	-198.00
37954	08/21/2023	AIRGAS USA, LLC	Cylinder Rental	-53.78
37955	08/21/2023	ALLIANT ENERGY/WP&L	July - Aug 2023 Electric Bills	-3,477.02
37956	08/21/2023	ARAMARK	7/6/23 Rug Cleaning	-78.87
37957	08/21/2023	BERGEMANN'S AUTOCARE	2014 Ford / Change Oil - Replace Battery - Rotat	-349.64

City of Markesan Voucher List

August 1 through September 5, 2023

37958	08/21/2023	BIGNELL'S POWERSPORTS	Oil Filter	-35.42
37959	08/21/2023	COMPLETE OFFICE OF WISCONSIN	Office Supplies	-489.57
37960	08/21/2023	D&E DIESEL SERVICES LLC	Snow Plow / Diagnose Oil Leak	-129.68
37961	08/21/2023	GREEN LAKE COUNTY DA-FORENSIC COMP LA	2023 Computer Forensic Lab Contribution	-1,200.00
37962	08/21/2023	NESS ELECTRIC, INC	Kiwanis Park	-204.22
37963	08/21/2023	PFLUM, WILLIAM A.	Reimb / Mileage & Meal	-133.56
37964	08/21/2023	PULSIFER, BRYAN	Ammo	-445.00
37965	08/21/2023	RIPON COMMONWEALTH PRESS	PW Assistant Ad	-303.44
37966	08/21/2023	SADOFF IRON & METAL CO.	Scrap Charges from Recycling Center	-1,356.64
37967	08/21/2023	SUPERHEAT	E.G. / Repair Wiring & Remove Mouse Nest	-185.00
37968	08/21/2023	ZAMZOW, TODD	Reimb / Final CDL Test	-150.00
37969	08/24/2023	VERIZON WIRELESS	Aug - Sept 2023 Cell Phone	-92.47
37970	08/24/2023	ERGO BANK OF MARKESAN	Corn Roast Prize	-100.00
37971	08/25/2023	MID-AMERICAN RESEARCH CHEMICAL	Wasp Spray	-172.61
37972	08/25/2023	PRE-EMPLOYMENT FUND	Aug 2023 Pre Employment / Galkowski	-128.20
37973	08/25/2023	WE ENERGIES	July - Aug 2023 Gas Bills	-110.21
37974	08/25/2023	WELLS FARGO REMITTANCE CENTER	Amazon / 1&1 / Sherwin Williams	-950.45
37975	08/25/2023	SECURIAN FINANCIAL GROUP, INC.	AUGUST ACCIDENT INS 2023 - 76038	-58.04
37976	08/31/2023	MARKESAN, CITY OF-PETTY CASH	Postage	-36.48
37977	09/01/2023	BAYCOM, INC	Battery & Speaker Mic	-410.65
37978	09/01/2023	BERLIN JOURNAL NEWSPAPERS	PW Ad / Council	-667.00
37979	09/01/2023	BRIGHTSPEED	Aug - Sept 2023 Phone / Internet	-419.51
37980	09/01/2023	CENTURYLINK BUSINESS SERVICES	July - Aug 2023 Phone / Internet	-452.88
37981	09/01/2023	DISCOVER	Confetti Poppers for 2023 August Fest / Rich Pu	-98.94
37982	09/01/2023	HOEKSTRAS SWEET CORN LLC	Corn	-320.00
37983	09/01/2023	RAY'S SANITATION	Augustfest 2023 / 2 - Portable Restrooms	-240.00
37984	09/01/2023	SHERWIN-WILLIAMS	Traffic Paint	-100.00
37985	09/01/2023	SONDALLE LAW OFFICE	August 2023 Legal Services	-387.50
37986	09/01/2023	THEDACARE AT WORK	Wilderman / Pre-Employment Screening	-81.00
37987	09/01/2023	US POSTMASTER	PO Box Service Fee	-98.00
37988	09/05/2023	ARAMARK	Aug 2023 Rug Cleaning	-206.91
37989	09/05/2023	GENERAL ENGINEERING CO., INC.	2022 Project / Building Inspection	-2,682.70
37990	09/05/2023	MODERN RENTALS, INC.	Oil & Chain	-54.99
37991	09/05/2023	NESS ELECTRIC, INC	City Hall / Cemetery / Hein Park	-296.90
37992	09/05/2023	RENNERT'S FIRE EQUIPMENT	Stainless Steel Round	-37.76
37993	09/05/2023	SAFE LIFE DEFENSE	Behlke / Vest	-620.10
37994	09/05/2023	THE O'BRIEN AGENCY, LLC	Paper	-152.00
			TOTAL CHECK PAYMENTS	-53,622.19
			TOTAL PAYMENTS	-157,144.09

Markesan Utilities Voucher List

August 1 through September 5, 2023

Num	Date	Name	Memo	Original Amount
13185	08/01/2023	CITY OF RIPON	Ashley French / 827 Thomas St	-956.22
13186	08/07/2023	GRAPHIC SIGN & LETTER CO.	Lettering on Trucks	-226.08
13187	08/07/2023	NESS ELECTRIC, INC	Bulbs	-82.22
13188	08/21/2023	ALLIANT ENERGY/WP&L	July - August 2023 Electric Bill	-2,801.77
13189	08/21/2023	BADGER LABORATORIES & ENG.	Supplies	-52.00
13190	08/21/2023	USA BLUEBOOK	Supplies	-381.13
13191	08/25/2023	MARKESAN, CITY OF	Aug '23 PR Reimb / July '23 Expense Reiml	-21,107.22
13192	08/25/2023	NORTHERN LAKE SERVICE	Samples	-571.74
13193	08/25/2023	WE ENERGIES	July - Aug 2023 Gas Bills	-25.47
13194	09/01/2023	BRIGHTSPEED	Aug - Sept 2023 Phone / Internet	-190.56
13195	09/01/2023	CORE & MAIN	Supply	-349.50
13196	09/01/2023	HEBERER, JEFFREY	Reimb / Meal	-11.81
13197	09/01/2023	MACE, MATTHEW	Reimb / Meal	-12.65
13198	09/01/2023	MARTELLE WATER TREATMENT	Supply	-159.60
13199	09/01/2023	NILE XPEDITE SOLUTIONS OF WI LLC	Shipping	-900.00
13200	09/01/2023	RENNERT'S FIRE EQUIPMENT SERVICE	Shop Work	-57.60
13201	09/01/2023	USA BLUEBOOK	Paint	-90.48
13202	09/01/2023	WISCONSIN RURAL WATER ASSOC.	Membership Renewal	-410.00
13203	09/01/2023	NESS ELECTRIC, INC	Sewer Plant	-187.24
13204	09/01/2023	NORTH CENTRAL LABS, INC.	Supplies	-551.62
			TOTAL CHECKS	-29,124.91
			TOTAL	-29,124.91



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 Sept 5, 2023

August 2023

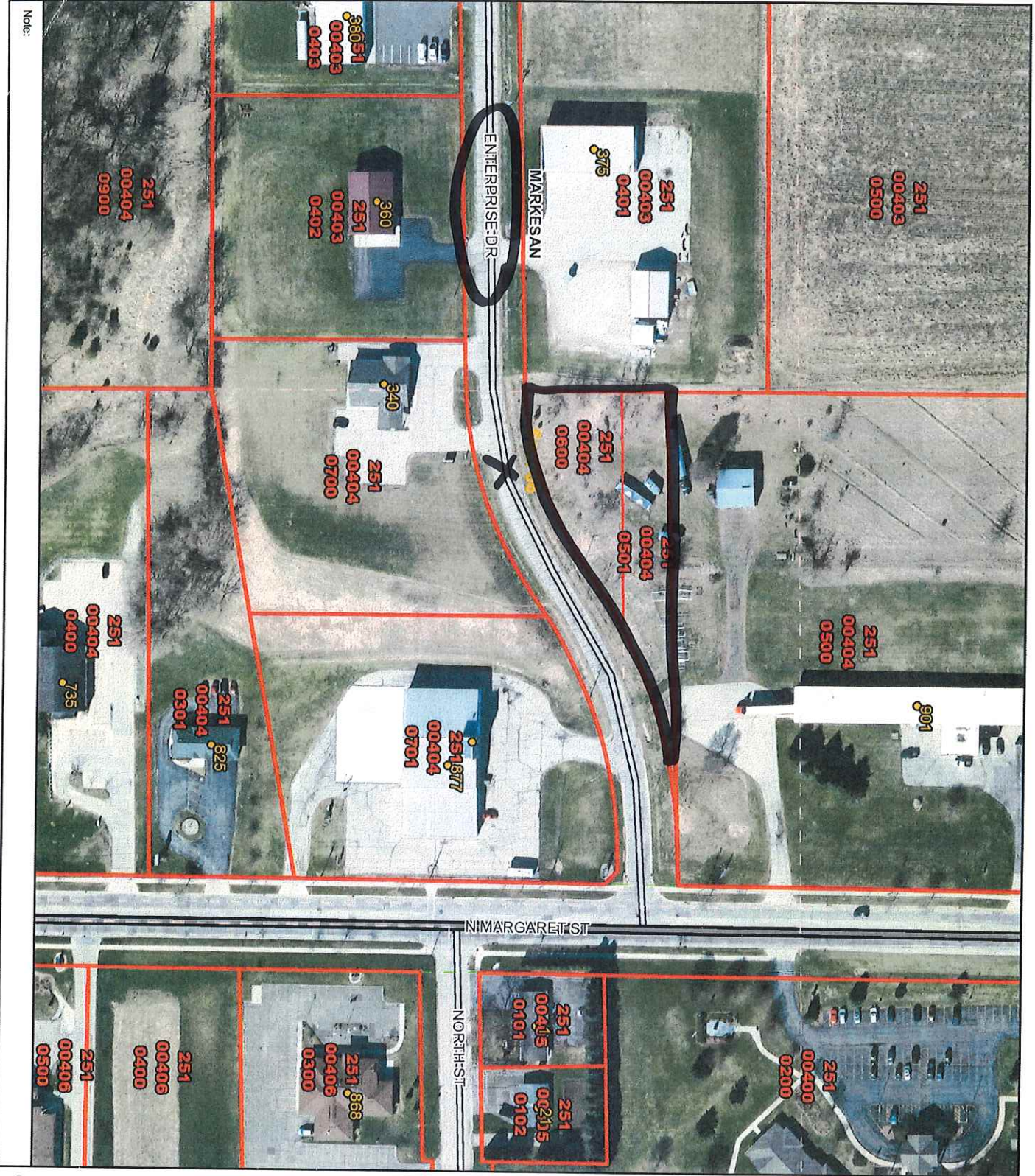
Agenda:

Nothing to report

Appendix:

GIS Viewer Map

Green Lake County, WI
 Floodplain Zoning Districts
 02-03-2010



- MAP NUMBER: 02-03-2010
- Floodway ZONE AE
 - Road-Fringe ZONE AE
 - General Floodplain ZONE A
 - areas not A or AE are ZONE X
 - Map Panel
 - Cross Section
 - Flood Water Surface Elevation

Zoning Districts

- A-1 Farmland Preservation
- A-2 General Agriculture
- C-1 General Commercial
- C-2 Extensive Commercial
- Industrial
- M-1 Mineral Extraction
- M-2 Sanitary Landfill
- MNC Natural Resource Conservancy
- R-1 Single Family Residence
- R-2 Single Family Mobile Home Residence
- R-3 Multiple Family Residence
- R-4 Rural Residential
- RC Recreation
- AO Adult Oriented Establishment
- UNZ Unzoned
- MUN Municipality
- SPLIT Split Zoning
- PEND Map Update Pending

Land Use

- Agriculture
- Commercial
- Industrial
- Mixed Use
- Public
- Residential



Base Map

- Parcel
- Address
- City Village Town
- Section
- Slate Road
- County Road
- City Village Town Road
- Private Road
- Lake River
- River Stream

Time: 9:21:38 AM
 Date: 4/13/2021
 1 inch = 150 feet

Note:

John Huhndorf's Pay Scale

Work Saturday's at Recycling Center:	\$12.00 an hour
Public Works Duties:	\$12.00 an hour
Snow Removal	\$16.50 an hour
Machinery & Equipment Repair/Mtc.	\$18.00 an hour
Parks	\$16.00 an hour
Street Cleaning (Sweeper)	\$16.50 an hour

SECTION 8: EMPLOYEE SAFETY & WELLNESS

General Safety

It is the policy of the City to provide and maintain safe and healthful working conditions. Municipal employees must recognize that their well-being is as important as the activity being performed. To support this policy, all employees shall follow practices that will safeguard employees and visitors, resulting in safe and efficient working conditions. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their Department Head, or with a Council member. All reports can be made without fear of reprisal.

Employees shall be responsible for the proper care and use of City vehicles, equipment, supplies, and tools. Employees shall wear all safety equipment required for the job they are performing. Under no circumstances should you start or operate machinery, equipment or vehicles you deem unsafe, nor should you adjust or modify any safeguards provided. It is imperative that all employees abide by the rules of safety and courtesy, and comply with all state laws, when operating vehicles or equipment on public roads. Employees involved in an accident while operating City vehicles on public roads shall immediately notify the appropriate law enforcement agency and their Department Head. Vehicles should not be moved until authorized by law enforcement.

All accidents, breakdowns or malfunction of any equipment shall be reported **within 24 hours to a Department Head**, or the Mayor or the Clerk-Treasurer if the Department Head is unavailable, so that repairs may be made. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their Department Head. The Department Head shall complete an incident report **prior to the end of the shift at** which he or she is informed of the incident. Such reports are necessary to comply with state laws and initiate insurance and workers' compensation benefit procedures.

Employees who violate safety standards, who cause hazardous or dangerous situation, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, as defined in this handbook.

Driver's License/Motor Vehicle Record

Employees who drive City vehicles as part of their regular job duties shall be subject to an annual driving record review conducted by the City's Police Department. In addition, such employees shall notify their Department Head within 24 hours, or upon return to work, of any moving traffic citation, violation, conviction or accident, that they are a party to. Failure to report any such incidents, whether or not they are work related, may result in disciplinary action as defined in this handbook. Depending on the severity of the violation or accident, the City may require remedial action, such as a driver refresher course, or the employee may be subject to disciplinary action as defined in this handbook.

If an employee loses their driving rights with the State, either personal or Commercial Driver's License (CDL), he/she must notify the City immediately. If an occupational license is not subsequently granted, the employee may be assigned duties and tasks that would not require possession of the license. Such assignment of duties and tasks shall be at the sole discretion of management.

Workplace Injury Reporting

If you have a work-related accident, illness, or injury on the job, no matter how slight the injury/illness, you must report it immediately to your Department Head, if physically able to do so. The Department Head should complete an Accident/Incident Report Form on the shift that the accident or incident occurred. The Department Head shall conduct an immediate investigation of the accident or incident. The Department Head shall file all reports within 24 hours with the City Clerk-Treasurer. Such notifications are necessary in order to comply with existing laws and to initiate insurance and worker's compensation benefits.

When dealing with workplace accidents or injuries, please consider the following:

1. If you are able, you may administer your own first aid. All employees should be aware of the location of first aid supplies in their work area. If you are unsure, ask your Department Head.
2. If an injury/illness is an emergency, local emergency responders should be contacted.
3. If the victim is an employee of the City and needs to see a physician directly following the incident, when they are still on their shift, the employee will be paid for the time they are at the physician's office.

Return to Work from Illness-Injury

Employees who are absent from work due to an injury caused by the performance of City related work are entitled to apply for benefits under the Worker's Compensation Law. In the event of a compensable injury, or any other injury or illness for which the employee is absent from work for more than three (3) consecutive work days, before the employee is allowed to resume normal or modified duty work, a medical provider's "return to work" authorization must be placed in his/her personnel file, verifying the employee's ability to return to work, and identifying any restrictions. No employee shall be allowed to return to work without a properly signed authorization from a medical provider.

It is in the best interest of the City and its employees to have injured or ill employees return to work as soon as they are physically capable. Therefore, following the occurrence of an on-the-job injury or illness, an employee who is determined to be capable of working at some level and capacity other than his or her normal capacity may be assigned such work and conditions as may be beneficial to the City.

Smoking & Tobacco Use

All City facilities and City-owned vehicles are smoke, tobacco, and electronic delivery device free. There are no designated smoking areas within any building. Employees are not allowed to smoke, use tobacco, or use any electronic smoking device outside of the main entrances to any building. Employees leaving a building to smoke, use tobacco, or use an electronic smoking device should do so only during regular break or meal periods.

For the purposes of this policy, an electronic smoking device is defined as any device or product designed to deliver any substance for human consumption through inhalation of vapor or aerosol that may be used to simulate smoking.

Drug Free Workplace

As the abuse of alcohol and drugs can constitute a real threat to those who abuse them, and to those who work with such individuals, it is the policy of the City to maintain a work place that is free from the effects of drug and alcohol abuse. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol.

THIS POLICY IS SUBJECT TO CHANGE WITHOUT FURTHER NOTICE FOR COMPLIANCE WITH FEDERAL REGULATIONS.

Employees are prohibited from the use, sale, dispensing, distribution, possession or manufacture of illegal drugs, narcotics, alcoholic beverages (except the use of alcoholic beverages legally available during public or private events being held on City Property), or any substance which can affect a person's perceptions or motor functions on City property, or while conducting business-related activities off City premises. Under no circumstances is an employee of the City to report to work or perform any work related function while under the influence of drugs or alcohol.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting with prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g. call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe work place practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action, as defined in this handbook, will be taken if job performance deterioration and/or other accidents occur.

The City has established the following drug and alcohol testing policies:

- All employees are subject to post-offer, reasonable suspicion, and post-accident testing. Follow-up testing is required for any employee who tests positive.
- Employees subject to Wisconsin Department of Transportation regulations are subject to post-offer, periodic, random, reasonable suspicion and post-accident testing.
- Any employee involved in an accident while operating a vehicle or equipment owned by the City that resulted in serious injury and/or property damage, or death, will be subject to drug/alcohol testing.

Police Department employees should see Police Department Policy 3.20 for additional information regarding drug testing and policies.

Employees failing any of the alcohol or drug tests, or who refuse to submit to a test as requested, will be considered to be medically unqualified to drive and/or perform any other safety sensitive function or essential function of their job and may be subject to disciplinary action as defined in this handbook, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Test Procedures and confidentiality: To ensure the integrity and accuracy of each test, all specimen collections, analysis and laboratory procedures will be performed in accordance with DOT protocols and safeguards as set forth in Part 40 of Title 49 of the Federal Code of Regulations.

Questions concerning this drug-free workplace policy or its administration should be directed to the City Clerk-Treasurer.

Weapons Policy

The safety of employees, residents, suppliers and visitors to the City of Markesan offices is of the utmost importance. It is the City's policy that all employees shall comply with all federal, state and local laws relating to firearms and other weapons. This policy shall not be construed to create any duty or obligation on the part of the City of Markesan to take any actions beyond those required of an employer by existing law.