



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

October 3, 2023

Immediately Following Public Property & Health Committee

### AGENDA

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

- Discussion and Action on Rennert's Invoice for \$3,818.12 for Cord Reels and Installation

Review and Approval of Vouchers Payable

Police Report & Schedule

- Police Clerk

Old Business

- Discussion and Action on Employee Safety & Wellness Section of the Employee Handbook

Closed Session: Part-Time Public Works Employee Wage

- 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).

New Business

- Discussion and Action on Utility Account #252.02 Balance – Auditors Write Off
- Discussion and Action on the 2024 GFL Solid Waste Midwest, LLC Contract for Residential Municipal Solid Waste and Recycling Collection Services for 7 years
- Discussion and Action on the Agreement for Maintenance Assessment Services for 2024 with Action Appraisers & Consultants, Inc.
- Discussion and Action on City Wide Income Survey
- Discussion and Action on the Rachel Heiling, Deputy Clerk-Treasurer, Resignation
- Discussion and Action on Deputy Clerk-Treasurer Position Replacement
- Discussion and Action on Employee Health Insurance
- Discussion and Action on Employee Wages
- Discussion and Action on Final 2024 Budget
- Discussion and Action on Office Staff Coverage

Adjournment

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

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

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

Dated September 29, 2023  
Elizabeth Amend, Clerk-Treasurer

RECEIVED SEP 18 2023

**Rennert's Fire Equipment Service**

615 E John St  
Markesan, WI 53946  
service@rennerts.com  
920-398-1033



Invoice: 1293

Date: 9/15/2023

**Bill To**  
Markesan Emergency Management  
150 S. Bridge Street  
Markesan, WI 53946

**Remit Payment To**  
Rennert's Fire Equipment Service  
615 E John St  
Markesan, WI 53946

Service Order	Terms	Due Date	Authorizer	Customer PO	Unit #
1334	Net 30	10/15/2023			

Item	Description	Quantity	Rate	Amount
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**Complaint:** Install (2) electric cord reels.

**Cause:** Customer request

Labor	Chassis / Chassis / Install (2) electric cord reels.	0.00000		\$0.00
Parts	Electric Cord Reel - 1125PCK-1812-C	2.00000	\$1,583.00	\$3,166.00
Parts	Shipping Cost - Inbound Shipping	1.00000	\$453.07	\$453.07
Parts	Frame Motorized - 7456-8	2.00000	\$0.00	\$0.00
Parts	Disc 17-1/2" 112k PC W/Gear CM-1125-E - 7526-2	2.00000	\$0.00	\$0.00
Parts	Kit 12vDC 1125/1275 Series - CM-1125-E	2.00000	\$0.00	\$0.00
			<b>Subtotal</b>	<b>\$3,619.07</b>

**Unit: VIN:**  
Ford F350  
**Chassis:** 0 Miles

<b>Parts</b>	<b>\$3,619.07</b>
<b>Pre-Charge Subtotal</b>	<b>\$3,619.07</b>
<b>Local</b> (5.5% of \$3,619.07)	<b>\$199.05</b>
<b>Total</b>	<b>\$3,818.12</b>
<b>Payments &amp; Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$3,818.12</b>

A monthly finance charge of 1.5% will be added to all balances over 30 days. This amounts to 18% interest per year.  
A 4% fee of the transaction account will be charged on all credit card payments.

October 3, 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: 37995 - 38038	\$	46,765.06
DD #5870- 5913	\$	33,301.69
EFT #1423 - 1435	\$	42,095.66
TOTAL	\$	122,162.41
UTILITY CHECKS: #13205 - 13216	\$	34,508.13
TOTAL	\$	34,508.13

With the exception of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City of Markesan  
Voucher List

September 6 through October 2, 2023

Num	Date	Name	Memo	Original Amount
EFT-1423	09/12/2023	INTERNAL REVENUE SERVICE	9/8/23 PR	-5,551.56
EFT-1424	09/12/2023	WISCONSIN DEPT. OF REVENUE	9/8/23 PR	-933.94
EFT-1425	09/12/2023	EMPOWER RETIREMENT (WDC)	9/8/23 PR	-822.00
EFT-1426	09/12/2023	EMPOWER RETIREMENT (WDC)	9/8/23 PR	-42.00
EFT-1427	09/20/2023	STATE OF WI HEALTH INS	OCT 2023 HEALTH INS	-19,733.58
EFT-1428	09/26/2023	DELTA DENTAL OF WISCONSIN	DELTA VISION OCT 2023	-64.00
EFT-1429	09/26/2023	DELTA DENTAL OF WISCONSIN	SUPPLEMENTAL DENTAL PLAN OCT 2023	-342.38
EFT-1430	09/26/2023	EMPOWER RETIREMENT (WDC)	9/22/23 PR	-822.00
EFT-1431	09/26/2023	EMPOWER RETIREMENT (WDC)	9/22/23 PR	-42.00
EFT-1432	09/26/2023	WISCONSIN DEPT. OF REVENUE	9/22/23 PR	-937.49
EFT-1433	09/26/2023	INTERNAL REVENUE SERVICE	9/22/23 PR	-5,420.42
EFT-1434	09/26/2023	WRS (Wisconsin Retirement System)	Sept 2023 Retirement	-6,935.66
EFT-1435	09/28/2023	CITGO	Sept 2023 Fuel	-448.63
			<b>TOTAL EFT PAYMENTS</b>	<b>-42,095.66</b>
DD5870	09/08/2023	Amend, Elizabeth A	Direct Deposit	-1,241.33
DD5871	09/08/2023	Behlke, Ryan R	Direct Deposit	-1,599.81
DD5872	09/08/2023	Chisnell, Gerald	Direct Deposit	-138.53
DD5873	09/08/2023	DeNell, Linda M	Direct Deposit	-94.20
DD5874	09/08/2023	Galkowski, Jackson T	Direct Deposit	-1,157.20
DD5875	09/08/2023	Glover, Valerie	Direct Deposit	-144.06
DD5876	09/08/2023	Heberer, Jeffrey	Direct Deposit	-1,792.22
DD5877	09/08/2023	Heiling, Rachel	Direct Deposit	-633.35
DD5878	09/08/2023	Huhndorf, John E	Direct Deposit	-654.78
DD5879	09/08/2023	Knaub, Sharilyn J	Direct Deposit	-344.13
DD5880	09/08/2023	Mace, Matthew R	Direct Deposit	-1,330.61
DD5881	09/08/2023	McLean, Cody	Direct Deposit	-1,386.07
DD5882	09/08/2023	Meyer, Vanessa K	Direct Deposit	-643.36
DD5883	09/08/2023	Pflum, William	Direct Deposit	-1,552.65
DD5884	09/08/2023	Plagenz-Jensen, Karen C	Direct Deposit	-498.87
DD5885	09/08/2023	Sippel, Christina J	Direct Deposit	-41.22
DD5886	09/08/2023	Stellmacher, Nancy J	Direct Deposit	-361.96
DD5887	09/08/2023	Wilderman, James H	Direct Deposit	-1,223.43
DD5888	09/08/2023	Zamzow, Todd B	Direct Deposit	-1,361.87
DD5889	09/08/2023	Corson, Amy M	Direct Deposit	-115.44
DD5890	09/08/2023	Dykstra, Dennis P	Direct Deposit	-182.85
DD5891	09/08/2023	Koos-Abendroth, Cheryl A	Direct Deposit	-67.88
DD5892	09/08/2023	Olson, Clyde A	Direct Deposit	-38.79
DD5893	09/08/2023	Slate, Rich	Direct Deposit	-461.75
DD5894	09/08/2023	Zacharias, Carmen J	Direct Deposit	-9.70
DD5895	09/22/2023	Amend, Elizabeth A	Direct Deposit	-1,241.32
DD5896	09/22/2023	Behlke, Ryan R	Direct Deposit	-1,625.65
DD5897	09/22/2023	Chisnell, Gerald	Direct Deposit	-138.52
DD5898	09/22/2023	Galkowski, Jackson T	Direct Deposit	-1,157.20

**City of Markesan  
Voucher List**

**September 6 through October 2, 2023**

DD5899	09/22/2023	Glover, Valerie	Direct Deposit	-147.06
DD5900	09/22/2023	Heberer, Jeffrey	Direct Deposit	-1,792.21
DD5901	09/22/2023	Heiling, Rachel	Direct Deposit	-583.38
DD5902	09/22/2023	Huhndorf, John E	Direct Deposit	-601.46
DD5903	09/22/2023	Knaub, Sharilyn J	Direct Deposit	-403.53
DD5904	09/22/2023	Lopez, Ingrid A	Direct Deposit	-50.87
DD5905	09/22/2023	Mace, Matthew R	Direct Deposit	-1,330.61
DD5906	09/22/2023	McLean, Cody	Direct Deposit	-1,393.75
DD5907	09/22/2023	Meyer, Vanessa K	Direct Deposit	-618.96
DD5908	09/22/2023	Pflum, William	Direct Deposit	-1,552.64
DD5909	09/22/2023	Plagenz-Jensen, Karen C	Direct Deposit	-507.53
DD5910	09/22/2023	Sippel, Christina J	Direct Deposit	-55.76
DD5911	09/22/2023	Stellmacher, Nancy J	Direct Deposit	-439.88
DD5912	09/22/2023	Wilderman, James H	Direct Deposit	-1,223.43
DD5913	09/22/2023	Zamzow, Todd B	Direct Deposit	-1,361.87
			<b>TOTAL DIRECT DEPOSIT</b>	<b>-33,301.69</b>
37995	09/08/2023	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-294.15
37996	09/08/2023	SECURIAN FINANCIAL GROUP, INC.	Oct 2023 Life Ins Premium	-134.72
37997	09/08/2023	SHELL FLEET	Aug 2023 Fuel	-1,177.80
37998	09/12/2023	AIRGAS USA, LLC	Cylinder Rental	-53.78
37999	09/12/2023	EMC INSURANCE	Property & Liability / Workers Comp	-4,674.52
38000	09/12/2023	ERGO BANK OF MARKESAN	WRS Loan - Payment #64	-320.64
38001	09/12/2023	HORICON BANK VISA	1&1 / Amend - Conf. / Pflum - Conf.	-356.53
38002	09/12/2023	JOHNSON BLOCK AND COMPANY	TIF Report / CDBG	-2,100.00
38003	09/12/2023	MARKESAN LUMBER	S&S Park	-30.12
38004	09/12/2023	MODERN OVERHEAD DOOR CORP.	S&S Park	-43.34
38005	09/12/2023	THEDA CARE LABORATORIES	Blood Draw	-42.50
38006	09/12/2023	WASTE MANAGEMENT CORPORATE SERVICES	September 2023 Trash & Recycling	-7,953.68
38007	09/18/2023	ALCIVIA	Weed Killer / LP Tank	-662.50
38008	09/18/2023	ALLIANT ENERGY/WP&L	Aug - Sept 2023 Electric Bills	-3,514.52
38009	09/18/2023	BERLIN JOURNAL NEWSPAPERS	9/11 Remembrance Ad	-69.00
38010	09/18/2023	BROOKS TRACTOR	Parts	-111.58
38011	09/18/2023	ERGO BANK OF MARKESAN	Durango Payment #1	-3,500.00
38012	09/18/2023	GOLDEN WEST INDUSTRIAL SUPPLY	Safety Cone / Pocket Knife / Gloves	-786.39
38013	09/18/2023	HUB INTERNATIONAL MIDWEST LTD.	Public Official Bond / Amend	-375.00
38014	09/18/2023	RENNERT'S FIRE EQUIPMENT	2023 Durango / Upfit	-15,206.42
38015	09/18/2023	THE UNIFORM SHOPPE	Galkowski / Hat	-38.95
38016	09/18/2023	VERIZON WIRELESS	Sept - Oct 2023 Cell Phone	-92.53
38017	09/19/2023	D&E DIESEL SERVICES LLC	Plow Truck	-957.49
38018	09/25/2023	PRE-EMPLOYMENT FUND	Sept 2023 Pre Employment / Galkowski	-128.20
38019	09/25/2023	US POSTMASTER	6 Rolls of stamps	-396.00
38020	09/26/2023	SECURIAN FINANCIAL GROUP, INC.	SEPT ACCIDENT INS 2023 - 76038	-45.72
38021	09/29/2023	MARKESAN, CITY OF-PETTY CASH	Postage	-38.86
38022	10/02/2023	AMEND, ELIZABETH	Reimb / Mileage to Conference	-69.43
38023	10/02/2023	ARAMARK	9/14/23 Rug Cleaning	-68.97
38024	10/02/2023	BALLWEG IMPLEMENT	Oil / Lawn Mowers	-138.13

10:15 AM  
10/02/23

## City of Markesan Voucher List

September 6 through October 2, 2023

38025	10/02/2023	BEHLKE, RYAN	Pen w/ ink	-45.34
38026	10/02/2023	CENTURYLINK BUSINESS SERVICES	Aug - Sept 2023 Phone / Internet	-452.88
38027	10/02/2023	COMPLETE OFFICE OF WISCONSIN	Toner / TP / Paper Towel	-213.35
38028	10/02/2023	GRAND RIVER FIRE DISTRICT	July - Aug 2023 Incident Charges	-291.00
38029	10/02/2023	GRAPHIC SIGN & LETTER CO., INC	2023 Durango / Lettering	-160.40
38030	10/02/2023	LITTLE GREEN LAKE PROT & REHAB DISTRICT	July - Sept 2023 Water/Sewer	-390.58
38031	10/02/2023	MARKESAN LUMBER	Kiwanis Park / Benches	-155.80
38032	10/02/2023	MID-AMERICAN RESEARCH CHEMICAL	Garbage Bags	-288.53
38033	10/02/2023	MODERN RENTALS, INC.	Oil Filter / Leaf Motor	-10.99
38034	10/02/2023	MONROE TRUCK EQUIPMENT	Plow Truck	-393.37
38035	10/02/2023	NESS ELECTRIC, INC	Park Bathroom	-362.60
38036	10/02/2023	SHRED-IT USA	Shredding Service	-95.67
38037	10/02/2023	WE ENERGIES	Aug - Sept 2023 Gas Bills	-111.43
38038	10/02/2023	WELLS FARGO REMITTANCE CENTER	O'Reilly / Amazon / Google	-411.65
			<b>TOTAL CHECK PAYMENTS</b>	<b>-46,765.06</b>
			<b>TOTAL PAYMENTS</b>	<b>-122,162.41</b>

**Markesan Utilities  
Voucher List**

**September 6 through October 2, 2023**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
13205	09/18/2023	ALLIANT ENERGY/WP&L	Aug - Sept 2023 Electric Bill	-3,089.94
13206	09/18/2023	BEAHM'S STUMP GRINDING LLC	Stump Removal	-175.00
13207	09/18/2023	DALTON LUMBER	Windows	-338.36
13208	09/18/2023	ENVIRONMENTAL CONSULTING	WET Testing	-1,600.00
13209	09/18/2023	GREAT LAKES TV SEAL INC	Clean Tanks	-2,500.00
13210	09/25/2023	MARKESAN, CITY OF	Sept '23 PR Reimb / Aug '23 Expense Reim	-20,432.04
13211	10/02/2023	AL'S PLUMBING	Hein Park / Bath house	-206.69
13212	10/02/2023	CORE & MAIN	Software Support / Meters	-5,105.24
13213	10/02/2023	L W ALLEN, INC.	Well 3 PLC Faulted	-609.30
13214	10/02/2023	NORTH CENTRAL LABS, INC.	Supplies	-143.54
13215	10/02/2023	USA BLUEBOOK	Supplies	-280.83
13216	10/02/2023	WE ENERGIES	Aug - Sept 2023 Gas Billis	-27.19
			<b>TOTAL CHECK PAYMENTS</b>	<b>-34,508.13</b>
			<b>TOTAL PAYMENTS</b>	<b>-34,508.13</b>



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

Markesan Police Department  
William A. Pflum, Chief of Police

## **Finance, Personnel and Public Safety Committee**

*Presented on October 3, 2023*

**September 2023**

### **Agenda:**

**Police Clerk**

### **Appendix:**



### **Police Clerk Position**

Rachel Heiling has been this department's clerk since 2015, during that time she has done an outstanding job and fully understands the needs of the department. I have spoken to Rachel and she advised that she would be willing to stay on as the police clerk.

The duties of the police clerk can be done after hours and on weekends, thus could work into her schedule with her new job. This department would like to maintain employment with Rachel for this position. It would be for 2-3 hours a week or max of 150 hours a year. This amount is already allotted in my budget.

This department asks that you allow Police Clerk Heiling to continue employment with this department. It simply doesn't make sense to spend the time and effort to retrain and educate someone new for such a low amount of hours.

## 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.

# Agreement for Maintenance Assessment Services

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Prepared for the City of Markesan  
Green Lake County, Wisconsin



September 14, 2023

Serving Wisconsin municipalities with integrity and innovation since 1979

## **CONTRACT AGREEMENT FOR CONSULTING, ASSESSING AND APPRAISAL SERVICES**

Consulting, assessing and appraisal services agreement made this 14<sup>th</sup> day of September, 2023, by and between the City of Markesan, County of Green Lake, State of Wisconsin (hereinafter referred to as "Client") and Action Appraisers and Consultants, Inc., 117 W. 3<sup>rd</sup> Street, PO Box 557, Kaukauna, Wisconsin (hereinafter referred to as "Action").

### **SCOPE OF SERVICES**

Action shall act as Assessor for Client and agrees to perform the work required by this agreement, in accordance with the Wisconsin State Statutes, the *Wisconsin Property Assessment Manual*, and all rules and regulations officially adopted by the Wisconsin Department of Revenue. Action shall supply the Client with consulting, assessing, and appraisal services for the 2024 Maintenance Assessment year. Action will complete this and in addition:

1. Inspection The following inspection cycle is to be completed by Action annually, namely:
  - a. Mail the state prescribed letter to property owners whose property requires interior view.
  - b. Maintain record of property owners who have refused interior inspection.
  - c. All new construction, annexed properties, and properties with a change in exemption status will be physically inspected and digital property records will be created or updated as needed to; take digital photos, and convert blue prints or home layout to electronic format.
  - d. Physically inspect properties affected by building removal, fire, or any other major condition changes.
  - e. Improved properties under construction over a period of years shall be re-inspected each year for level of completion. Keep records of each inspection and update property information and photos as changes occur.
  - f. Reappraise land values where property has been divided or where ownership splits occur.
  - g. Annually review land classifications to determined eligibility for agriculture use value, agriculture forest land and undeveloped land assessments.
  - h. Requests for review by property owners, made after the close the Board of Review and prior to the signing of the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
2. Personal Property Assessment
  - a. Maintain and review buildings on leased land.
3. Sales
  - a. Record sales to digital Property Record Card
  - b. Review real-estate sales transfers
  - c. Validate and transmit sales to report to the Department of Revenue
4. Completion of Assessment Roll and Reports
  - a. Annually receive new parcels, splits, maps, and legal description changes from the county.
  - b. Maintain accurate owner information, annually receive file from county with names and address update.

- c. Mail a Notice of Assessment letter for each taxable parcel of property whose assessed value has changed from the previous year.
  - d. The Notice of Assessment letter used shall be that prescribed by the Department of Revenue, and shall include the date, time, and location the Open Book Conference(s) will be held.
  - e. Action shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*.
  - f. Final assessment figures for each property shall be provided by Action to the Client, and the roll shall be totaled to exact balance.
  - g. Action shall prepare and submit the Municipal Assessment Report, Annual Assessors Report, Computer Exemption Report, and TIF Reports to the Wisconsin Department of Revenue in a timely manner according to the guidelines set by the Department of Revenue.
5. Open Book Conference
- a. Upon completion of the Assessment roll, prior to the Board of Review, Action shall be available for the Open Book Conference(s) to allow property owners the opportunity to discuss their property with the assessor.
  - b. Action shall verify that statutorily required instructional materials are available.
6. Board of Review
- a. Action shall attend all sessions of the Client's Board of Review for as many days as required. Action shall explain and defend the values placed upon each property under oath.
  - b. In the event of an appeal to the courts, it is agreed that Action shall be available to furnish testimony in defense of the assessed values.
  - c. It is the Client's responsibility will be to supply Action with adequate space in the Client's office at no cost to Action.

## **GENERAL REQUIREMENTS**

1. Ownership of Records  
The Municipality owns any and all assessment data regardless of the terms of the licensing of the software. All assessment data, such as parcel attributes, sketches, and photographs, must be stored in an electronic format.
2. Reimbursement of Expenses  
The client shall have no obligation to reimburse Action for any expenses.
3. Insurance
  - a. Action shall maintain Workmen's Compensation Insurance covering its staff.
  - b. Action shall maintain Public Liability Insurance insuring the Client against any damages that may occur because of Action and Action's staff.

## **TERMS AND TERMINATION**

1. Term  
The term of this Contract shall be from January 1, 2024 to December 31, 2024. Action shall have completed all work under this agreement. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.



2. Termination

Either party may terminate this Contract only with cause, cause being defined as default of the other party of the terms of this Contract, upon sixty (60) days written notice to the other party of alleged default. If the party so notified fails to cure such default within sixty (60) days from receipt of such notice, the contract shall then terminate. Upon termination by either party, both Action and Client shall act in good faith with each other and cooperate in the orderly transfer of records.

**COMPENSATION**

For the above-specified services, Action shall be paid as follows:

2024 Maintenance - \$7,200

Payment is to be made by the Client not more than 30 days from invoice date.

ACTION APPRAISERS AND CONSULTANTS, INC.

By: \_\_\_\_\_  
Amy Zacharias, President Date

CITY OF MARKESAN

By: \_\_\_\_\_  
Rich Slate, Mayor Date

ATTEST:

\_\_\_\_\_  
Elizabeth Amend, Clerk-Treasurer Date

RECEIVED SEP 19 2023

September 19, 2023

Dear Mayor Slate and City Council,

Please accept this letter as my formal resignation from my position as Deputy Clerk-Treasurer with the City of Markesan. My last day of work will be Thursday, October 5, 2023.

Due to the flexibility that my position as Police Clerk allows, I would like to continue employment with the Markesan Police Department, should Chief Pflum approve.

Thank you for the opportunity to work for the City of Markesan. I am grateful for the experience and knowledge I've gained during my time here, and the wonderful co-workers I get to call friends.

Sincerely,

  
Rachel Heiling

CITY OF MARKESAN 2024 BUDGET

Ordinary Income/Expense

	2022 Actual	2022 Budget	2023 Actual	2023 Budget	2024 Budget	DIFFERENCE	NOTES
Income							
4100000 - Taxes							
4133000 - PILOT's Water Dept	0.00	60,000.00	0.00	60,000.00	60,000.00	0.00	
4111000 - City Taxes & Overrun	612,421.07	612,421.00	588,420.62	588,421.00	588,421.00	0.00	
4112000 - TIF Increment	0.00	100,000.00	0.00	105,000.00	105,000.00	0.00	
4114000 - Mobile Home Fees	322.24	70.00	148.62	325.00	300.00	-25.00	
4132000 - PILOT's MRH	11,492.61	13,000.00	9,053.69	12,000.00	10,000.00	-2,000.00	
4180000 - Interest on Taxes	520.55	1,000.00	130.34	1,000.00	1,000.00	0.00	
4190000 - State Personal Prop Aid	4,635.18	4,635.18	4,635.18	4,635.18	4,635.00	-0.18	
4195000 - State TID Personal Prop Aid	0.00	4,110.31	4,110.31	4,110.31	4,110.00	-0.31	
Total 4100000 - Taxes	629,391.65	795,236.49	606,498.76	775,491.49	773,466.00	-2,025.49	
4200000 - Special Assessments							
4210000 - Curb/Gutter Assessments	0.00		0.00			0.00	
4220000 - Sidewalk Assessment Loan	0.00		0.00	13,334.00	13,334.00	0.00	2024 sidewalk assessment
4230000 - Sidewalk Assessments	0.00		0.00	6,666.00	6,666.00	0.00	2024 sidewalk assessment
Total 4200000 - Special Assessments	0.00	0.00	0.00	20,000.00	20,000.00	0.00	
4300000 - Intergovernmental Revenues							
4354650 - ARPA GRANT	146,640.64		0.00			0.00	
4341000 - Shared Revenue	433,483.50	438,641.58	0.00	438,011.68	514,436.98	76,425.30	Increase - new amount in 2024
4342000 - Fire Dues	3,605.49	3,300.00	0.00	3,600.00	0.00	-3,600.00	paid to fire department
4343000 - Exempt Comp Aid	3,515.79	3,888.16	0.00	3,888.15	3,888.00	-0.15	
4352100 - Police Training	480.00		375.00		500.00	500.00	
4353100 - Transportation Aids	97,875.07	98,146.85	48,941.70	97,870.61	110,298.70	12,428.09	2024 ESTIMATED
4354500 - Recycling Grant	5,877.62	5,900.00	5,880.55	5,900.00	5,900.00	0.00	
4379100 - EMS (Ambulance) Reimb	11,945.28	5,000.00	0.00			0.00	
Total 4300000 - Intergovernmental Revenues	703,423.39	554,876.59	55,197.25	549,270.44	635,023.68	85,753.24	
4400000 - Licenses & Permits							
4410100 - Alcohol Licenses	3,514.95	2,500.00	3,020.00	3,000.00	3,000.00	0.00	
4410200 - Operator's Licenses	1,370.00	1,800.00	1,025.00	1,300.00	1,100.00	-200.00	
4410300 - Soda Water Licenses	95.00	80.00	85.00	90.00	80.00	-10.00	
4410400 - Cigarette Licenses	375.00	300.00	300.00	375.00	300.00	-75.00	
4410500 - Other Business Lic.	196.00	300.00	50.00	200.00	200.00	0.00	
4410900 - Cable Franchise Fees	900.00	1,200.00	300.00	1,200.00	1,200.00	0.00	
4420000 - Dog Licenses (City)	928.83	900.00	915.28	925.00	925.00	0.00	
4430000 - Building Permits	6,030.00	3,400.00	3,070.00	4,000.00	6,000.00	2,000.00	raise fees?
4440000 - Land Use Permits	250.00	250.00	315.00	250.00	250.00	0.00	
4450000 - MDIM Hunter Permit Fee	240.00		0.00	200.00	240.00	40.00	
Total 4400000 - Licenses & Permits	13,899.78	10,730.00	9,080.28	11,540.00	13,295.00	1,755.00	
4500000 - Fines, Forfeits & Penalties							
4510000 - Ordinance Violations	12,543.94	9,000.00	7,595.63	9,000.00	9,500.00	500.00	
4510100 - Parking Violations	340.00	600.00	300.00	600.00	600.00	0.00	
Total 4500000 - Fines, Forfeits & Penalties	12,883.94	9,600.00	7,895.63	9,600.00	10,100.00	500.00	
4600000 - Public Charges for Services							
4610000 - Clerk-Treas Fees	1,210.00	1,600.00	590.00	1,200.00	1,200.00	0.00	
4610100 - Publication Fees	225.00	250.00	168.00	250.00	250.00	0.00	
4621000 - Police Dept Fees	260.00	200.00	725.00	250.00	250.00	0.00	
4632200 - Snow Removal Fees	220.00	220.00	0.00	250.00	250.00	0.00	
4643500 - Recycle Fees	3,132.23	3,000.00	2,119.87	3,400.00	3,400.00	0.00	
4644000 - Weed Control Charges	249.46	500.00	133.33	350.00	350.00	0.00	
4654000 - Cemetery Sales	875.00	500.00	0.00	750.00	500.00	-250.00	
4672000 - Park Shelter Use	2,075.00	1,500.00	1,100.00	1,700.00	1,700.00	0.00	

CITY OF MARKESAN 2024 BUDGET

	2022 Actual		2022 Budget	2023 Actual		2023 Budget	2024		DIFFERENCE	NOTES
	Jan - Dec			Jan - June			Budget			
4674300 · Comm Ctr Use	490.00		150.00	335.00		150.00	500.00	350.00		
Total 46000000 · Public Charges for Services	8,734.69		7,920.00	5,171.20		8,300.00	8,400.00	100.00		
4700000 · Intergov't Charges for Services										
4732100 · School Liason	63,191.60		57,000.00	35,406.00		61,000.00	64,000.00	3,000.00		
4734100 · Recycle Ctr-Towns	10,481.14		15,000.00	4,987.50		9,500.00	12,825.00	3,325.00		3 towns rec. center + 1/2 landfill from Mackford
4739100 · Crossing Guard Reimb	6,784.26		5,500.00	0.00		5,500.00	6,000.00	500.00		
Total 47000000 · Intergov't Charges for Services	80,457.00		77,500.00	40,393.50		76,000.00	82,825.00	6,825.00		
4800000 · Miscellaneous Revenue										
4811000 · Interest-City Investments	14,198.51		1,500.00	5,196.70		1,500.00	10,000.00	8,500.00		
4820000 · Rent-Muni Bldg	16,200.00		15,000.00	8,100.00		16,200.00	16,200.00	0.00		
4820100 · Rent-Land	3,502.50		2,362.00	1,951.25		3,600.00	3,500.00	-100.00		
4820200 · Rent-Cell Tower	11,654.53		11,000.00	7,005.58		11,475.00	11,475.00	0.00		
4840900 · Ins Dividends	2,138.00		1,800.00	1,893.00		2,000.00	1,800.00	-200.00		
4850000 · Donations	2,973.72		9,100.00	2,291.19		5,000.00	5,000.00	0.00		
4850025 · Connolly Memorial Cemetery Fund	5,300.00			500.00				0.00		
4850030 · Dog Park Donations	0.00			830.00		60,000.00	15,000.00	-45,000.00		36,000 total
4850060 · Luminary Bag Donation	1,680.00			500.00				0.00		
4850100 · Police Donations	2,290.00		3,000.00	10.00		3,000.00	3,000.00	0.00		
4890100 · Wage Carryover from 2022	0.00			0.00		30,000.00		-30,000.00		
4890000 · Exp Reimb-All Types	7,361.79		2,500.00	45,487.27		2,500.00	3,500.00	1,000.00		2023 Police Car Ins. Chk
Total 48000000 · Miscellaneous Revenue	67,279.05		46,262.00	73,764.99		135,275.00	69,475.00	-65,800.00		
4900000 · Other Financing Sources										
4999020 · Transfer from Fund Balance	0.00			0.00				0.00		
4910000 · Loan Proceeds	0.00			0.00				0.00		
4910011 · 2022 SDWL Bond Income	0.00			0.00				0.00		
Total 49000000 · Other Financing Sources	0.00			0.00				0.00		
Total Income	1,516,069.50		1,502,125.08	798,001.61		1,585,476.93	1,612,584.68	27,107.75		
Expense										
5100000 · General Government										
5110000 · Legislative										
5110111 · Council	12,620.00		10,500.00	1,520.00		11,000.00	12,750.00	1,750.00		
5110211 · Mayor	9,020.00		8,300.00	2,500.00		9,400.00	9,000.00	-400.00		
5111011 · Committees	200.00		400.00	0.00		400.00	400.00	0.00		
Total 5110000 · Legislative	21,840.00		19,200.00	4,020.00		20,800.00	22,150.00	1,350.00		
5130000 · Legal										
5130021 · City Atty-General	1,831.25		2,800.00	800.00		1,800.00	1,800.00	0.00		
5130121 · City Atty-Prosecution	1,562.50		1,000.00	1,450.00		1,000.00	1,500.00	500.00		
5130221 · Legal Fees-Special	0.00			100.00				0.00		
5131021 · Muni Code Updates	1,500.00		1,500.00	995.00		995.00	1,500.00	505.00		
Total 5130000 · Legal	4,893.75		5,300.00	3,345.00		3,795.00	4,800.00	1,005.00		
5140000 · General Administration										
5141011 · Legislative Support-Wages	8,900.41		16,000.00	3,343.00		17,500.00	9,870.00	-7,630.00		
5141025 · Legislat. Support-Training/Dues	852.08			20.00			850.00	850.00		
5141032 · Legislat. Support-Publication	6,632.87			3,687.25			7,000.00	7,000.00		
5142011 · General Admin-Wages	29,921.68		30,000.00	12,927.00		34,500.00	35,000.00	500.00		
5142021 · General Admin-Outside Services	576.68			259.26			575.00	575.00		
5142025 · General Admin-Training/Dues	420.00			485.81			450.00	450.00		
5142031 · General Admin-Office Supplies	3,943.60			2,073.34			4,000.00	4,000.00		
5142033 · General Admin-Mileage	89.94			123.80			125.00	125.00		
5143011 · Elections-Wages	5,817.27		5,000.00	3,292.77		5,500.00	7,700.00	2,200.00		2024 Presidential election
5143032 · Elections-Publication	240.91			238.30			250.00	250.00		

CITY OF MARKESAN 2024 BUDGET												
	2022 Actual		2022 Budget		2023 Actual		2023 Budget		2024 Budget		DIFFERENCE	NOTES
	Jan - Dec				Jan - June							
5143034 · Elections-Supplies	810.65				558.08				650.00		650.00	
5144011 · Licensing & Permits-Wages	1,685.34		3,000.00		1,576.50		3,500.00		1,865.00		-1,635.00	
5144032 · Licensing & Permits-Publication	292.75				210.00				300.00		300.00	
Total 5140000 · General Administration	60,184.18		54,000.00		28,795.11		61,000.00		68,635.00		7,635.00	
5150000 · Financial Administration												
5150011 · General Accounting-Wages	19,399.27		18,000.00		8,852.96		21,000.00		19,000.00		-2,000.00	
5150034 · General Accounting-Supplies	1,575.42				1,654.16				1,500.00		1,500.00	
5150521 · Independent Audit	10,778.50		9,400.00		10,894.40		10,300.00		13,200.00		2,900.00	additional depr. and lease work
5151113 · Medicare (default)	7,800.99		7,450.00		4,414.06		8,200.00		8,400.00		200.00	
5151213 · Social Security	24,064.53		26,500.00		13,125.13		27,500.00		28,605.00		1,105.00	
5151314 · Health Insurance	117,535.55		143,000.00		73,180.73		156,000.00		177,868.00		21,868.00	2024 rates
5151414 · Life Insurance	612.11		600.00		252.30		700.00		650.00		-50.00	
5152012 · Wisconsin Retirement System	37,182.32		36,000.00		22,453.46		42,000.00		45,000.00		3,000.00	
5155021 · Prop. Assmnt.-Outside Services	6,317.76		6,200.00		3,322.18		6,400.00		7,500.00		1,100.00	last year with Action Appraisers
5155111 · Prop Tax Collection-Wages	1,453.02		3,000.00		1,045.25		4,000.00		1,675.00		-2,325.00	
5155121 · Prop Tax Collection-Outside Ser	899.80				422.62				900.00		900.00	
5156005 · Prop & Liability Ins	22,564.74		22,500.00		16,524.19		25,500.00		31,369.00		5,869.00	APPROX 2024 RATES
5156105 · Workers Comp	13,997.74		13,000.00		6,655.30		11,500.00		10,653.00		-847.00	APPROX 2024 RATES
5156205 · Employee Bonds	850.00		900.00		0.00		900.00		900.00		0.00	
Total 5150000 · Financial Administration	264,991.77		286,550.00		162,796.74		314,000.00		347,220.00		33,220.00	
5160000 · Municipal Building												
5160011 · Municipal Building-Wages	6,270.74				5,393.30				9,000.00		9,000.00	
5160021 · Municipal Building-Outside Serv	5,266.76				1,886.99				4,000.00		4,000.00	
5160022 · Municipal Building-Utilities	26,495.60				15,394.21				27,000.00		27,000.00	
5160023 · Municipal Building-Repairs&Sup	5,591.00				1,269.82				10,381.82		10,381.82	police garage roof
5160000 · Municipal Building - Other	0.00		46,000.00		0.00		50,000.00				-50,000.00	
Total 5160000 · Municipal Building	43,624.10		46,000.00		23,944.32		50,000.00		50,381.82		381.82	
Total 5100000 · General Government	395,533.80		411,050.00		222,901.17		449,695.00		493,186.82		43,591.82	
5200000 · Public Safety												
5210000 · Law Enforcement												
5210001 · Police Administration												
5210011 · Police Admin-Wages - Other	78,010.51		74,500.00		31,980.57				79,000.00		79,000.00	
5210019 · Police Admin-Uniforms	2,023.06		1,300.00		921.21				2,000.00		2,000.00	
5210022 · Police Admin-Utilities	4,448.84		5,000.00		2,931.92				5,000.00		5,000.00	
5210034 · Police Admin-Supplies	3,356.01		5,000.00		1,817.86				5,000.00		5,000.00	
5210035 · Police Admin - Donations	1,278.96				1,660.00						0.00	
5210001 · Police Administration - Other	0.00		0.00		0.00		87,400.00				-87,400.00	
Total 5210001 · Police Administration	89,117.38		80,800.00		39,311.56		87,400.00		91,000.00		3,600.00	
5212000 · Police Patrol												
5211011 · Police Training-Wages	0.00				0.00						0.00	
5213011 · Police Criminal Invest-Wages	0.00		1,300.00		0.00				1,500.00		1,500.00	
5212011 · Police Patrol-Wages	160,030.41		161,750.00		70,938.44				165,000.00		165,000.00	
5212021 · Police Patrol-Outside Services	3,872.02		5,000.00		492.00				4,000.00		4,000.00	
5212022 · Police Patrol-Utilities	606.61		480.00		513.99				600.00		600.00	
5212023 · Police Patrol-Repairs/Supplies	7,147.44		11,200.00		4,872.02				10,000.00		10,000.00	
5212033 · Police Patrol-Fuel/Miles	9,042.38				3,385.84				9,000.00		9,000.00	
5212000 · Police Patrol - Other	0.00		0.00		0.00		195,000.00				-195,000.00	
Total 5212000 · Police Patrol	180,698.86		179,730.00		80,202.29		195,000.00		190,100.00		-4,900.00	
5213021 · Police Criminal Inv-Suppl/Serv	2,240.46		1,300.00		846.50		1,500.00		2,000.00		500.00	
5214025 · Police Training	1,580.29		1,400.00		963.00		1,300.00		1,500.00		200.00	
Total 5210000 · Law Enforcement	273,636.99		263,230.00		121,323.35		285,200.00		284,600.00		-600.00	
5219000 · School Crossing Guard	12,279.20		11,000.00		6,258.00		11,000.00		11,500.00		500.00	
5220000 · Fire Protection												
5220021 · Fire Dept-Annual Budget	30,749.49		24,000.00		13,734.00		24,625.00		25,922.50		1,297.50	2024 budget amount
5220022 · Water Hydrant Rental	113,586.00		113,586.00		0.00		113,750.00		113,750.00		0.00	

CITY OF MARKESAN 2024 BUDGET

	2022 Actual		2022 Budget		2023 Actual		2023 Budget		2024 Budget		DIFFERENCE	NOTES
	Jan - Dec		Budget		Jan - June		Budget		Budget			
5220034 - Fire Dept-Incident Charges	2,180.49				904.91				0.00		0.00	not budgeted before
Total 5220000 - Fire Protection	146,515.98		137,586.00		14,638.91		138,375.00		139,672.50		1,297.50	
5230021 - Ambulance Service	11,945.28		29,000.00		0.00				0.00		0.00	
5240021 - Building Inspection	12,664.20		9,000.00		6,797.40		12,500.00		12,500.00		0.00	
5290000 - Other Public Safety												
5290011 - Emergency Govt-Wages	2,083.00		7,870.00		0.00		2,200.00		2,200.00		0.00	
5290022 - Emergency Govt-Utilities	774.76				388.23		1,900.00		1,900.00		0.00	
5290023 - Emer Govt-Supp., Equip & Repai	1,514.47				700.33		4,270.00		5,520.00		1,250.00	
Total 5290000 - Other Public Safety	4,372.23		7,870.00		1,088.56		8,370.00		9,620.00		1,250.00	
Total 5200000 - Public Safety	461,413.88		457,686.00		150,106.22		455,445.00		457,892.50		2,447.50	
5300000 - Public Works												
5310000 - Streets Administration												
5310011 - Streets Administration-Wages	2,035.76				2,264.25				5,350.00		5,350.00	
5310021 - Streets Admin-Outside Services	8,271.30				265.44				500.00		500.00	
5310025 - Streets Admin-Training									1,000.00		1,000.00	training for PW director
5310005 - Streets Admin-CDL Testing					1,172.95				150.00		150.00	
5310000 - Streets Administration - Other	8.54		6,500.00		0.00		7,000.00				-7,000.00	
Total 5310000 - Streets Administration	10,315.60		6,500.00		3,702.64		7,000.00		7,000.00		0.00	
5311000 - Public Works Shop												
5311011 - PW Shop-Wages	1,032.54				2,044.21				2,000.00		2,000.00	
5311022 - PW Shop-Utilities	5,562.93				3,086.84				5,600.00		5,600.00	
5311033 - PW Shop-Fuel	527.40				220.55				350.00		350.00	
5311034 - PW Shop-Supplies/Tools	2,963.73				1,166.59				2,500.00		2,500.00	
5311000 - Public Works Shop - Other	0.00		13,000.00		0.00		10,200.00		0.00		-10,200.00	
Total 5311000 - Public Works Shop	10,106.60		13,000.00		6,518.19		10,200.00		10,450.00		250.00	
5312000 - Public Works Mach & Equip												
5312011 - PW Mach & Equip-Wages	17,830.02				8,276.24				25,500.00		25,500.00	
5312023 - PW Mach & Equip-Repair/Supplie	6,065.48				13,829.57				7,000.00		7,000.00	
5312033 - PW Mach & Equip-Fuel	3,559.88				1,488.78				3,500.00		3,500.00	
5312000 - Public Works Mach & Equip - Otr	0.00		36,000.00		0.00		36,000.00				-36,000.00	
Total 5312000 - Public Works Mach & Equip	27,455.38		36,000.00		23,594.59		36,000.00		36,000.00		0.00	
5331000 - Road Maintenance												
5331011 - Road Maintenance-Wages	789.05				726.31				1,500.00		1,500.00	
5331023 - Road Maintenance-Repair/Supply	0.00				0.00				8,000.00		8,000.00	driveway and street?
5331033 - Road Maintenance-Fuel	781.69				235.85				800.00		800.00	
5331000 - Road Maintenance - Other	1,950.00		10,150.00		0.00		10,650.00				-10,650.00	
Total 5331000 - Road Maintenance	3,520.74		10,150.00		962.16		10,650.00		10,300.00		-350.00	
5331100 - Curbs & Gutters												
5331111 - Curbs & Gutters-Wages	48.00				126.15				250.00		250.00	
5331100 - Curbs & Gutters - Other	0.00		500.00		0.00		500.00		250.00		-250.00	
Total 5331100 - Curbs & Gutters	48.00		500.00		126.15		500.00		500.00		0.00	
5331200 - Traffic Signs & Markings												
5331211 - Traffic Signs, Markings-Wages	753.48				894.78				1,000.00		1,000.00	
5331223 - Traffic Sign & Mark-Repair/Supp	836.09				514.55				1,000.00		1,000.00	
5331200 - Traffic Signs & Markings - Other	0.00		2,000.00		0.00		2,000.00				-2,000.00	
Total 5331200 - Traffic Signs & Markings	1,589.57		2,000.00		1,409.33		2,000.00		2,000.00		0.00	
5331300 - Bridges & Culverts												
5331321 - Bridges & Culverts-Outside Serv	632.41				0.00				650.00		650.00	
5331300 - Bridges & Culverts - Other	0.00		1,000.00		0.00		1,000.00				-1,000.00	
Total 5331300 - Bridges & Culverts	632.41		1,000.00		0.00		1,000.00		650.00		-350.00	
5331900 - Snow & Ice Control												
5331911 - Snow & Ice Control-Wages	10,860.83				12,765.39				11,000.00		11,000.00	
5331933 - Snow & Ice Control-Fuel	3,030.74				3,342.24				5,000.00		5,000.00	
5331934 - Snow & Ice Control-Supplies	1,774.70				8,538.11				10,000.00		10,000.00	

CITY OF MARKESAN 2024 BUDGET											
	2022 Actual		2022 Budget		2023 Actual		2023 Budget		2024 BUDGET	DIFFERENCE	NOTES
	Jan - Dec		Jan - June		Jan - June						
DRAFT											
5331900 · Snow & Ice Control - Other	0.00		25,000.00		0.00		26,000.00			-26,000.00	
Total 5331900 · Snow & Ice Control	15,666.27		25,000.00		24,635.74		26,000.00		26,000.00	0.00	
5342022 · Street Lighting	24,032.41		27,000.00		7,255.69		24,000.00		24,000.00	0.00	
5343100 · Sidewalks											
5343111 · Sidewalks-Wages	64.82				621.88				511.00	511.00	
5343100 · Sidewalks - Other	0.00		20,000.00		0.00		20,000.00		20,000.00	0.00	sidewalk assessment 2023
Total 5343100 · Sidewalks	64.82		20,000.00		621.88		20,000.00		20,511.00	511.00	
5344000 · Storm Sewers											
5344111 · Storm Sewers-Wages	81.64				405.43				827.00	827.00	
5344000 · Storm Sewers - Other	0.00		1,250.00		0.00		250.00		250.00	-250.00	
Total 5344000 · Storm Sewers	81.64		1,250.00		405.43		250.00		827.00	577.00	
5344100 · Street Cleaning	2,254.79		1,500.00		884.01		1,700.00		2,000.00	300.00	
5345000 · Parking Lots											
5345011 · Parking Lots-Wages	115.92				430.66				500.00	500.00	
5345000 · Parking Lots - Other	0.00		500.00		0.00		500.00		500.00	-500.00	
Total 5345000 · Parking Lots	115.92		500.00		430.66		500.00		500.00	0.00	
5362000 · Sanitation/Trash											
5362011 · Sanitation/Trash-Wages	9,548.59				3,824.23				6,685.00	6,685.00	
5362021 · Sanitation/Trash-Outside Serv.	63,649.72				31,975.50				68,225.00	68,225.00	2024 rate
5362000 · Sanitation/Trash - Other	0.00		70,200.00		0.00		74,000.00		74,000.00	-74,000.00	
Total 5362000 · Sanitation/Trash	73,198.31		70,200.00		35,799.73		74,000.00		74,910.00	910.00	
5363100 · Landfill Monitoring	4,125.79		2,800.00		2,000.95		4,200.00		4,200.00	0.00	Markesan and Mackford
5363500 · Recycling Center											
5363511 · Recycling Center-Wages All	5,061.57				2,971.64				6,300.00	6,300.00	
5363523 · Recycling Center-Markesan Misc	494.80				11,072.25				500.00	500.00	
5363533 · Recycling Center-Markesan Fuel	263.68				110.29				250.00	250.00	
5363500 · Recycling Center - Markesan Util	376.92		8,000.00		34.07		7,500.00		375.00	-7,125.00	
Total 5363500 · Recycling Center	6,196.97		8,000.00		14,188.25		7,500.00		7,425.00	-75.00	
5363521 · Recycling Center-Curbside	26,920.36		27,000.00		13,758.42		27,500.00		44,250.00	16,750.00	2024 rate
5363600 · Recycling Center-Mackford Util./dun	1,727.35		6,000.00		646.09		1,700.00		1,700.00	0.00	
5363700 · Recycling Center-Manchester Util./d	1,727.38		4,000.00		646.10		1,700.00		1,700.00	0.00	
5363800 · Recycling Center-Green Lake Util./d	2,895.82		5,000.00		1,258.11		2,600.00		2,600.00	0.00	
5364000 · Weed Control											
5364011 · Weed Control-Wages	1,417.35				900.95				1,500.00	1,500.00	
5364034 · Weed Control-Supplies	123.00				161.00				300.00	300.00	
5364000 · Weed Control - Other	0.00		1,500.00		0.00		1,700.00		1,700.00	-1,700.00	
Total 5364000 · Weed Control	1,540.35		1,500.00		1,061.95		1,700.00		1,800.00	100.00	
Total 5300000 · Public Works	214,216.48		268,900.00		139,906.07		260,700.00		279,323.00	18,623.00	
5400000 · Health & Human Services											
5461000 · Senior Transport	0.00		0.00		0.00		0.00			0.00	
5490000 · Cemetery											
5491011 · Cemetery-Wages	11,675.39				4,945.64				12,035.00	12,035.00	
5491022 · Cemetery-Utilities	282.00				135.63				300.00	300.00	
5491033 · Cemetery-Fuel	446.66				134.77				350.00	350.00	
5491034 · Cemetery-Supplies	1,964.87				44.72				500.00	500.00	
5490000 · Cemetery - Other	0.00		11,540.00		0.00		16,000.00		16,000.00	-16,000.00	
Total 5490000 · Cemetery	14,368.92		11,540.00		5,260.76		16,000.00		13,185.00	-2,815.00	
Total 5400000 · Health & Human Services	14,368.92		11,540.00		5,260.76		16,000.00		13,185.00	-2,815.00	
5500000 · Culture, Rec & Educ											
5510000 · Library											
5511011 · Library-Wages	2,646.59				1,135.85				2,500.00	2,500.00	Library pays City this in addition to budget
5511021 · Library-Annual Budget	69,994.25		67,200.00		52,041.75		69,389.00		70,668.00	1,279.00	

CITY OF MARKESAN 2024 BUDGET										
DRAFT	2022 Actual		2023 Actual		2023 Budget		2024 Budget		DIFFERENCE	NOTES
	Jan - Dec	Budget	Jan - June	Budget	Budget	Budget				
Total 5510000 · Library	72,640.84	67,200.00	53,177.60	69,389.00	73,168.00	3,779.00				
5520000 · Parks										
5520011 · Parks-Wages	11,820.45		4,383.54		8,000.00	8,000.00				
5520022 · Parks-Utilities	3,244.66		1,932.47		2,500.00	2,500.00				
5520023 · Parks-Repairs/Supplies	2,112.17		3,606.02		3,000.00	3,000.00				
5520033 · Parks-Fuel	730.56		266.50		500.00	500.00				
5520000 · Parks - Other	0.00	17,900.00	0.00	18,000.00		-18,000.00				
Total 5520000 · Parks	17,907.84	17,900.00	10,188.53	18,000.00	14,000.00	-4,000.00				
5530000 · City Events/Banners										
5530011 · City Events/Banners-Wages	2,800.38		2,383.70		3,000.00	3,000.00				
5530021 · City Events/Banners-Outside Serv										
5530034 · City Events/Banners-Supplies	1,344.19	3,100.00	0.00	3,100.00		0.00				
5530000 · City Events/Banners - Other	4,144.57	3,100.00	2,383.70	3,100.00	3,000.00	-3,100.00				
Total 5530000 · City Events/Banners	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00				
5530100 · Summer Rec Program	5,297.39	6,000.00	1,874.52	6,000.00	5,260.00	-740.00				
5531000 · Special Events	101,990.64	96,200.00	69,624.35	98,489.00	97,428.00	-1,061.00				
Total 55000000 · Culture, Rec & Educ										
5600000 · Conservation & Development										
5670000 · Advertising & Promotion	75.00	250.00	0.00	150.00	150.00	0.00				
5671000 · Industrial Park Development	0.00		142.25		120.00	120.00				
5690000 · Zoning & Development	202.50	250.00	0.00	250.00	250.00	0.00				
5691000 · Mapping	0.00	500.00	0.00	50.00	50.00	0.00				
Total 56000000 · Conservation & Development	277.50	1,000.00	142.25	450.00	570.00	120.00				
5900000 · Debt Service										
5912000 · 2018A Bond Issue Princ.										
5912100 · 2018A Bond Issue Fees	750.00	750.00	0.00	850.00	850.00	0.00				
5912000 · 2018A Bond Issue Princ. - Other	105,000.00	105,000.00	110,000.00	110,000.00	110,000.00	0.00				
Total 5912000 · 2018A Bond Issue Princ.	105,750.00	105,750.00	110,000.00	110,000.00	110,850.00	0.00				
5926250 · 2018A Bond Issue Interest	34,272.50	34,272.50	16,585.00	31,932.50	29,375.00	-2,557.50				
5916000 · Principal Long-Term Debt (WRS)	3,368.11	3,404.00	1,724.55	3,511.00	3,604.85	93.85				
5926000 · Interest Long Term Debt (WRS)	479.57	409.00	199.29	249.00	242.83	-6.17				
5927000 · Patrol Car Principal Loan	5,282.34	5,283.36	2,720.71	5,496.80	5,034.37	-462.43				
5927500 · Patrol Car Interest	482.58	491.56	166.75	278.12	1,965.63	1,687.51				
Total 59000000 · Debt Service	149,645.10	149,610.42	131,396.30	152,317.42	151,072.68	-1,244.74				
6000000 · Capital Outlay										
6576550 · Outlay - Dog Park	0.00		0.00	60,000.00	15,000.00	-45,000.00				
6571400 · Outlay - City Hall	0.00	5,000.00	0.00	10,000.00	5,000.00	-5,000.00				
6571900 · Outlay - General Acctg Admin	0.00	3,000.00	780.00	5,000.00	5,000.00	0.00				
6572200 · Outlay - Fire Department	53,546.75	53,000.00	0.00	5,000.00	5,000.00	0.00				
6572900 · Outlay - Emergency Govt	4,129.04	8,500.00	0.00	3,000.00	1,500.00	-1,500.00				
6573000 · Outlay - Police Patrol										
6573240 · Outlay - Machines & Equipment	0.00	1,500.00	5,100.00	5,000.00	10,000.00	10,000.00				
6573270 · Outlay - Garages & Sheds	0.00	30,054.66	0.00	17,376.00	5,000.00	0.00				
6573310 · Outlay - Streets	0.00	1,500.00	0.00	1,500.00	25,000.00	7,624.00				
6573460 · Outlay - Parking Lots	0.00	5,000.00	0.00	1,500.00	0.00	-1,500.00				
6574200 · Outlay - Recycling Center	0.00	12,150.00	0.00	9,000.00	5,000.00	0.00				
6575100 · Outlay - Cemetery	2,500.00	800.00	0.00	800.00	10,000.00	1,000.00				
6576100 · Outlay - Library	800.00	800.00	0.00	800.00	800.00	0.00				
6576200 · Outlay - Parks	0.00	5,000.00	0.00	10,104.51	20,000.00	9,895.49				
6573340 · Outlay - 2025 Streets Project					10,626.68					

Rich, building roof? Sealer?repair garage roof, new carpeting and tile  
 budget for new computers in future, carryover each  
 replace and add garage door openers  
 grade roadway/rent chipper and chip brush  
 replace south side drive  
 fix ceiling  
 Todd \$10,000 PLUS SS Park/Kiwanis park concrete  
 Engineering Costs



**DRAFT**

**CITY OF MARKESAN 2024 BUDGET**

	2022 Actual		2022 Budget		2023 Actual		2023 Budget		2024 Budget		DIFFERENCE	NOTES
	Jan - Dec		Jan - Dec		Jan - June		Budget		Budget			
6576300 - Outlay - Codification	90.00		2,000.00		0.00		0.00		2,000.00		2,000.00	code updates
6576500 - Outlay - Walking Path	0.00				560.00		5,700.00		5,000.00		-700.00	
6576450 - Employee Wage Contingency Fund	0.00				0.00		15,000.00				-15,000.00	
Total 6000000 - Capital Outlay	61,065.79		127,504.66		6,440.00		152,480.51		119,926.68		-32,553.83	
Total Expense	1,398,512.11		1,523,491.08		725,777.12		1,585,476.93		1,612,584.68		27,107.75	
Net Income	117,557.39		-21,366.00		72,224.49		0.00		0.00		0.00	
							DIFFERENCE %		1.01710			