



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

February 6, 2024

6:00 PM

AMENDED AGENDA

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Review and Approval of Vouchers Payable

Police Report & Schedule

New Business

- Discussion and Action on Ordinance 273: Amending 50-9 Purchases
- Discussion and Action on Amending the Purchasing Policies in the Employee Handbook
- Discussion and Action on ARPA Funding

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 February 5, 2024
Elizabeth Amend, Clerk-Treasurer

February 2, 2024

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: 38233-38277 | \$ | 502,037.84 |
| DD #6125-6164 | \$ | 32,070.39 |
| EFT# 1481-1493 | \$ | 56,371.25 |
| TOTAL | \$ | 590,479.48 |

| | | |
|-----------------------------|----|------------------|
| UTILITY CHECKS: 13273-13288 | \$ | 33,383.87 |
| TOTAL | \$ | 33,383.87 |

With the exception of:

Signed:

City of Markesan
Voucher List
January 9 through February 2, 2024

| Num | Date | Name | Memo | Original Amount |
|------------------------------|------------|-----------------------------------|-----------------------------------|-------------------|
| EFT-1481 | 01/09/2024 | WRS (Wisconsin Retirement System) | 0467000 | -11,860.09 |
| EFT-1482 | 01/15/2024 | SHELL FLEET | DEC Fuel 2023 | -601.40 |
| EFT-1483 | 01/16/2024 | EMPOWER RETIREMENT (WDC) | 98971-01 P457 | -770.00 |
| EFT-1484 | 01/16/2024 | INTERNAL REVENUE SERVICE | 39-6006314 | -6,730.76 |
| EFT-1485 | 01/16/2024 | WISCONSIN DEPT. OF REVENUE | 036-0000583032-02 | -998.52 |
| EFT-1486 | 01/19/2024 | STATE OF WI HEALTH INS | FEB 2024 HEALTH INS | -19,654.84 |
| EFT-1487 | 01/29/2024 | DELTA DENTAL OF WISCONSIN | DELTAVISION FEB 2023 | -52.58 |
| EFT-1488 | 01/29/2024 | DELTA DENTAL OF WISCONSIN | SUPPLEMENTAL DENTAL PLAN FEB 2023 | -352.60 |
| EFT-1489 | 01/30/2024 | CITGO | Jan Fuel 2024 | -1,256.06 |
| EFT-1490 | 01/30/2024 | INTERNAL REVENUE SERVICE | 39-6006314 | -6,632.76 |
| EFT-1491 | 01/30/2024 | WISCONSIN DEPT. OF REVENUE | 036-0000583032-02 | -995.05 |
| EFT-1492 | 01/31/2024 | EMPOWER RETIREMENT (WDC) | 98971-01 P457 | -770.00 |
| EFT-1493 | 02/02/2024 | WRS (Wisconsin Retirement System) | 0457000 | -7,696.59 |
| TOTAL EFT PAYMENTS | | | | -56,371.25 |
| DD6125 | 01/12/2024 | Almas, Lucas N | PAYROLL | -998.13 |
| DD6126 | 01/12/2024 | Amend, Elizabeth A | PAYROLL | -1,454.03 |
| DD6127 | 01/12/2024 | Behlke, Ryan R | PAYROLL | -1,655.78 |
| DD6128 | 01/12/2024 | Chisnell, Gerald | PAYROLL | -207.79 |
| DD6129 | 01/12/2024 | DeNail, Linda M | PAYROLL | -125.60 |
| DD6130 | 01/12/2024 | Galkowski, Jackson T | PAYROLL | -1,224.42 |
| DD6131 | 01/12/2024 | Glover, Valerie | PAYROLL | -73.42 |
| DD6132 | 01/12/2024 | Heberer, Jeffrey | PAYROLL | -1,783.68 |
| DD6133 | 01/12/2024 | Helling, Rachel | PAYROLL | -18.26 |
| DD6134 | 01/12/2024 | Huhndorf, John E | PAYROLL | -302.74 |
| DD6135 | 01/12/2024 | Lopez, Ingrid A | PAYROLL | -38.46 |
| DD6136 | 01/12/2024 | Mace, Matthew R | PAYROLL | -1,306.46 |
| DD6138 | 01/12/2024 | Meyer, Vanessa K | PAYROLL | -346.31 |
| DD6139 | 01/12/2024 | Pfium, William | PAYROLL | -1,636.13 |
| DD6140 | 01/12/2024 | Plagenz-Jensen, Karen C | PAYROLL | -584.69 |
| DD6141 | 01/12/2024 | Sippel, Christina J | PAYROLL | -36.37 |
| DD6142 | 01/12/2024 | Stellmacher, Nancy J | PAYROLL | -349.25 |
| DD6143 | 01/12/2024 | VanRossum, Carla M | PAYROLL | -771.03 |
| DD6144 | 01/12/2024 | Wilderman, James H | PAYROLL | -1,199.13 |
| DD6145 | 01/12/2024 | Zamzow, Todd B | PAYROLL | -1,455.63 |
| DD6146 | 01/26/2024 | Almas, Lucas N | PAYROLL | -998.13 |
| DD6147 | 01/26/2024 | Amend, Elizabeth A | PAYROLL | -1,369.86 |
| DD6148 | 01/26/2024 | Behlke, Ryan R | PAYROLL | -1,597.63 |
| DD6149 | 01/26/2024 | Chisnell, Gerald | PAYROLL | -207.78 |
| DD6150 | 01/26/2024 | Galkowski, Jackson T | PAYROLL | -1,226.97 |
| DD6151 | 01/26/2024 | Glover, Valerie | PAYROLL | -208.02 |
| DD6152 | 01/26/2024 | Heberer, Jeffrey | PAYROLL | -1,783.67 |
| DD6153 | 01/26/2024 | Helling, Rachel | PAYROLL | -18.25 |
| DD6154 | 01/26/2024 | Huhndorf, John E | PAYROLL | -807.80 |
| DD6155 | 01/26/2024 | Lopez, Ingrid A | PAYROLL | -89.70 |
| DD6156 | 01/26/2024 | Mace, Matthew R | PAYROLL | -1,305.45 |
| DD6157 | 01/26/2024 | McLean, Cody | PAYROLL | -1,453.10 |
| DD6158 | 01/26/2024 | Meyer, Vanessa K | PAYROLL | -263.09 |
| DD6159 | 01/26/2024 | Pfium, William | PAYROLL | -1,521.08 |
| DD6160 | 01/26/2024 | Sippel, Christina J | PAYROLL | -46.07 |
| DD6161 | 01/26/2024 | Stellmacher, Nancy J | PAYROLL | -656.42 |
| DD6162 | 01/26/2024 | VanRossum, Carla M | PAYROLL | -396.43 |
| DD6163 | 01/26/2024 | Wilderman, James H | PAYROLL | -1,199.12 |
| DD6164 | 01/26/2024 | Zamzow, Todd B | PAYROLL | -1,455.63 |
| TOTAL DIRECT DEPOSITS | | | | -32,070.39 |
| 38233 | 01/11/2024 | GREEN LAKE COUNTY TREASURER | JAN TAX SETTLEMENT | -197,691.58 |
| 38234 | 01/11/2024 | MARKESAN DISTRICT SCHOOLS | JAN TAX SETTLEMENT | -224,636.32 |
| 38235 | 01/11/2024 | MORAINES PARK TECHNICAL COLLEGE | JAN TAX SETTLEMENT | -21,946.57 |
| 38236 | 01/16/2024 | A-1 ELEVATOR | 2024 Annual Service | -528.00 |

City of Markesan
Voucher List
January 9 through February 2, 2024

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Original Amount</u> |
|------------|-------------|--------------------------------|-------------------------------------|------------------------|
| 38237 | 01/15/2024 | ACTION APPRAISERS & CONSULTANT | 2024 1st Quarter Maintenance | -1,800.00 |
| 38238 | 01/15/2024 | AIRGAS USA, LLC | Cylinder Rental | -53.78 |
| 38239 | 01/15/2024 | ALLIANT ENERGY/WP&L | street lights | -1,798.52 |
| 38240 | 01/15/2024 | EHLERS AND ASSOCIATES, INC. | Continuing Disclosure Fee | -850.00 |
| 38241 | 01/15/2024 | ERGO BANK OF MARKESAN | WRS Loan - Payment #68 | -320.64 |
| 38242 | 01/15/2024 | HORICON BANK VISA | JAN STATEMENT | -1,242.94 |
| 38243 | 01/15/2024 | HUB INTERNATIONAL MIDWEST LTD. | LIABILITY INS | -475.00 |
| 38244 | 01/15/2024 | SECURIAN FINANCIAL GROUP, INC. | FEB 2024- Life Ins Premium | -132.70 |
| 38245 | 01/15/2024 | THEDA CARE LABORATORIES | Blood Draw | -42.50 |
| 38246 | 01/18/2024 | KWIATKOWSKI, ROBERT | SANTA FOR TREE LIGHTING | -175.00 |
| 38247 | 01/18/2024 | STOLL, CAMI | TAX REFUND/OVERPYMNT | -213.11 |
| 38248 | 01/25/2024 | ALLIANT ENERGY/WP&L | Dec '23/Jan '24 energy bills | -1,542.91 |
| 38249 | 01/26/2024 | ARAMARK | FINAL DEC INVOICES | -140.68 |
| 38250 | 01/25/2024 | COMPLETE OFFICE OF WISCONSIN | General Office Supplies | -211.48 |
| 38251 | 01/25/2024 | DAYE, CHARLES | Repair snow plow | -65.00 |
| 38252 | 01/25/2024 | EMC INSURANCE | Property & Liability / Workers Comp | -10,133.72 |
| 38253 | 01/25/2024 | GREEN LAKE COUNTY TREASURER | 2023 LEADS | -234.20 |
| 38254 | 01/25/2024 | MCLEAN CODY | work boots | -105.50 |
| 38255 | 01/25/2024 | PT TIRE & SERVICE CORP. | Plow truck repairs | -365.00 |
| 38256 | 01/26/2024 | RENNERT'S FIRE EQUIPMENT | Dash cam mount/mic clip | -54.90 |
| 38257 | 01/25/2024 | VERIZON WIRELESS | Jan cell phone bill | -92.58 |
| 38258 | 01/25/2024 | WE ENERGIES | Dec gas bills 2023 | -1,742.75 |
| 38259 | 01/25/2024 | WELLS FARGO REMITTANCE CENTER | Google / Amazon | -1,104.80 |
| 38260 | 01/26/2024 | WI DEPARTMENT OF JUSTICE | TIME Billing | -231.00 |
| 38261 | 01/25/2024 | WIL-KIL PEST CONTROL CO. | 2024 Annual Pest Control | -333.09 |
| 38262 | 01/29/2024 | SECURIAN FINANCIAL GROUP, INC. | JAN ACCIDENT INS 2024 - 76038 | -49.28 |
| 38263 | 01/30/2024 | BERLIN CONSERVATION CLUB | 2024 Dues | -40.00 |
| 38264 | 01/30/2024 | CENTURYLINK BUSINESS SERVICES | Jan/Feb bill 2024 | -465.02 |
| 38265 | 01/30/2024 | COMPLETE OFFICE OF WISCONSIN | OFFICE SUPPLIES | -199.43 |
| 38266 | 01/30/2024 | GREEN LAKE COUNTY TREASURER | 2023 LEADS | -454.23 |
| 38267 | 01/30/2024 | MID-STATES EQUIPMENT, INC. | Coupler | -117.44 |
| 38268 | 01/30/2024 | GFL ENVIROMENTAL | Jan Service 2024 | -9,503.19 |
| 38269 | 01/30/2024 | PRE-EMPLOYMENT FUND | JAN PreEmployment/Galkowski | -128.20 |
| 38270 | 01/30/2024 | MARKESAN PUBLIC LIBRARY | 1st qtr pymt/2024 Budget | -17,667.00 |
| 38271 | 01/31/2024 | JOHNSON BLOCK AND COMPANY | 2023 Audit | -3,408.88 |
| 38272 | 02/01/2024 | US POSTMASTER | stamps | -340.00 |
| 38273 | 02/02/2024 | BRIGHTSPEED | JAN INVOICE | -426.80 |
| 38274 | 02/02/2024 | COMPLETE OFFICE OF WISCONSIN | General Office Supplies | -52.41 |
| 38275 | 02/02/2024 | JOHN DEERE FINANCIAL | Coupler | -117.44 |
| 38276 | 02/02/2024 | SONDALLE LAW OFFICE | JAN INV 2024 | -106.25 |
| 38277 | 02/02/2024 | BERLIN JOURNAL NEWSPAPERS | CC MINUTES | -698.00 |
| | | | <u>TOTAL CITY CHECKS</u> | -502,037.84 |

Markesan Utilities
Voucher List
January 9 through February 2, 2024

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Original Amount</u> |
|------------------------------------|-------------|-------------------------------|---------------------------------------|------------------------|
| 13273 | 01/24/2024 | DIGGERS HOTLINE, INC. | 2024 1st Prepayment Charges | -126.40 |
| 13274 | 01/24/2024 | E. & B. SCALE COMPANY | Clean & Certify Ohaus | -125.00 |
| 13275 | 01/24/2024 | NESS ELECTRIC, INC | Rubber tape | -25.20 |
| 13276 | 01/24/2024 | USA BLUEBOOK | VOID: | 0.00 |
| 13277 | 01/24/2024 | GREAT LAKES TV SEAL INC | TV unit tech | -453.70 |
| 13278 | 01/24/2024 | USA BLUEBOOK | supplies | -541.36 |
| 13279 | 01/25/2024 | ALLIANT ENERGY/WP&L | VOID: GJE, RGJE created on 01/25/2024 | 0.00 |
| 13280 | 01/25/2024 | WE ENERGIES | Dec '23/Jan '24 reading | -560.63 |
| 13281 | 01/25/2024 | ALLIANT ENERGY/WP&L | Electric bill | -2,834.89 |
| 13282 | 01/31/2024 | CORE & MAIN | 510M Wired SP | -184.10 |
| 13283 | 01/31/2024 | JOHNSON BLOCK AND COMPANY | 2023 Audit | -2,483.89 |
| 13284 | 01/31/2024 | MARKESAN, CITY OF | Jan 2024 PR reimb | -16,636.85 |
| 13285 | 02/01/2024 | US POSTMASTER | stamps | -340.00 |
| 13287 | 02/02/2024 | GENERAL ENGINEERING CO., INC. | 2022 Street Project | -9,025.35 |
| 13288 | 02/02/2024 | NESS ELECTRIC, INC | Tank Mixer Test | -46.50 |
| <u>TOTAL UTILITY CHECKS</u> | | | | -33,383.87 |



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 February 6, 2024

January 2024

Agenda:

NOTHING TO REPORT

Appendix:

ORDINANCE NO. 273

An Ordinance amending Section 50-9 Purchases of the Municipal Code of the City of Markesan.

The Common Council of the City of Markesan in session duly begun on the 13th day of February, 2024, hereby amends Section 50-9 of the City of Markesan Municipal Code to read as follows:

SECTION 1: No equipment or supplies shall be purchased by any City official unless previously budgeted. Department heads are permitted to purchase equipment and supplies up to \$1,000. Equipment and supplies which cost over \$1,000 shall also be approved by the appropriate committee and the Common Council; however, emergency purchases may be approved by the department head and the Mayor or the appropriate committee chairperson.

SECTION 2: This ordinance shall be in full force and effect upon passage and publication.

ROLL CALL: Ayes- , Nays- , Absent- , Abstained-

APPROVED this 13th day of February, 2024.

CITY OF MARKESAN

RICH SLATE, Mayor

ATTEST:

ELIZABETH AMEND, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL D. SONDALLE, City Attorney

Publish: February 22, 2024

improperly use or disclose confidential information will be subject to disciplinary action, as defined in this handbook, even if they do not actually benefit from the disclosed information.

Purchasing Policies

It is the goal of City of Markesan to develop a comprehensive purchasing policy for the purpose of obtaining greater cost-effectiveness and public accountability in the purchasing process. The City's goal is to receive maximum value for the public dollar and to purchase services, materials, equipment and supplies needed for the delivery of governmental services that are in the best interest of the City. Vendors shall be selected based on providing the best value to the City, taking into consideration the vendor's skill, business judgment, experience, facilities to carry out the contract and previous work and pecuniary ability. Taking all of these things into consideration, the City will give reasonable consideration to local merchants.

All purchases should be made following the accounting procedures established by the Clerk-Treasurer's office, including the submission of Purchase Orders or receipts as required. No item or service is to be purchased, nor will it be paid for, without following procedures and submitting appropriate paperwork to the Clerk-Treasurer's office for processing.

It is the policy of the City to take advantage of available vendor discounts, therefore, the prompt submission of paperwork is expected to help facilitate payments. Purchases of budgeted items that become due prior to the next Council meeting, and have complied with this purchasing policy as appropriate, may be paid between meetings and reported to the Council at its next meeting. Payment on any purchase which causes expenditures to exceed the adopted budget amount will not be made without a budget amendment approved by the Council.

The following procedures shall be followed in purchasing goods and services for the City:

Purchases Up To \$1,000.00

Purchases in this category, which do not exceed the budgeted amount for the particular type of purchase, shall be approved by the Department Head. Billing or packing slips, or credit card receipts, shall be submitted to the Clerk-Treasurer's office promptly. If the purchase will cause the adopted general budget category to be exceeded, a budget amendment for that category must be approved by the Council prior to purchase.

Purchases Over \$1,000.00

Purchases in this category require Committee and Common Council approval prior to purchase. If the purchase will cause the adopted budget category to be exceeded, a budget amendment must be approved by the Council prior to purchase.

Credit Card Purchases

The City credit card may be used only by an official or employee of the City for the purchase of goods or services for the official business of the City. The City official or employee using the credit card must submit documentation detailing the goods