



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

**April 2, 2024**

Immediately Following Public Property & Health Committee Meeting

### **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 New Checking Account for LIFE Program at ERGO Bank – Police Department
- Discussion and Action on Employee Smoking Policy
- Discussion and Action on Employee Break Policy
- Discussion and Action on Ordinance No. 277 Amending Ordinance Chapter 141, Cigarettes and Tobacco Products, Sections 141-1, 141-2 and 141-3 to include Electronic Vaping Devices

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 April 1, 2024  
Elizabeth Amend, Clerk-Treasurer

April 1, 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: 38324-38365 \$201,454.65

DD#6216-6268 \$ 33,817.48

EFT#1508-1519 \$35,821.65

TOTAL **\$ 271,093.78**

UTILITY CHECKS: 13309-13328 \$22,555.45

TOTAL **\$ 22,555.45**

With the exception of:

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

Signed:

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

**City of Markesan  
Voucher List  
March 5 through April 1, 2024**

Num	Date	Name	Memo	Original Amount
EFT-1508	03/12/2024	WISCONSIN DEPT. OF REVENUE	036-0000583032-02	-954.08
EFT-1509	03/12/2024	EMPOWER RETIREMENT (WDC)	98971-01 P467	-770.00
EFT-1510	03/12/2024	INTERNAL REVENUE SERVICE	39-6006314	-5,686.92
EFT-1511	03/12/2024	WISCONSIN DEPT. OF REVENUE	TIF FEE WITH STATE	-160.00
EFT-1512	03/16/2024	STATE OF WI HEALTH INS	APRIL 2024 HEALTH INS	-19,654.84
EFT-1513	03/19/2024	DELTA DENTAL OF WISCONSIN	SUPPLEMENTAL DENTAL PLAN APRIL 2024	-352.60
EFT-1514	03/19/2024	DELTA DENTAL OF WISCONSIN	DELTAVISION APRIL 2024	-52.68
EFT-1516	03/26/2024	SHELL FLEET	FEB 2024 FUEL	-607.91
EFT-1516	03/26/2024	CITGO	MAR 2024 FUEL	-333.10
EFT-1517	03/26/2024	WISCONSIN DEPT. OF REVENUE	036-0000583032-02	-980.30
EFT-1518	03/26/2024	INTERNAL REVENUE SERVICE	39-6006314	-5,529.32
EFT-1519	03/28/2024	EMPOWER RETIREMENT (WDC)	98971-01 P467	-770.00
			<b>TOTAL</b>	<b>-35,821.65</b>
DD6216	03/08/2024	Corson, Amy M	Payroll	-115.43
DD6217	03/08/2024	Dykstra, Dennis P	Payroll	-132.98
DD6218	03/08/2024	Olson, Clyde A	Payroll	-368.48
DD6219	03/08/2024	Panten, Beth M	Payroll	-281.21
DD6220	03/08/2024	Phippen, Henry	Payroll	-338.17
DD6221	03/08/2024	Slate, Rich	Payroll	-461.75
DD6222	03/08/2024	Zacharias, Carmen J	Payroll	-38.79
DD6223	03/08/2024	Almas, Lucas N	Payroll	-997.30
DD6224	03/08/2024	Amend, Elizabeth A	Payroll	-1,247.89
DD6225	03/08/2024	Behlke, Ryan R	Payroll	-1,632.35
DD6226	03/08/2024	Boelter, Cynthia L	Payroll	-188.08
DD6228	03/08/2024	Chlsnell, Gerald	Payroll	-207.79
DD6229	03/08/2024	DeNell, Linda M	Payroll	-125.60
DD6230	03/08/2024	Galkowski, Jackson T	Payroll	-1,183.78
DD6231	03/08/2024	Glover, Valerie	Payroll	-146.86
DD6232	03/08/2024	Heberer, Jeffrey	Payroll	-1,783.69
DD6233	03/08/2024	Halling, Rachel	Payroll	-18.26
DD6234	03/08/2024	Huhndorf, John E	Payroll	-221.64
DD6236	03/08/2024	Knaub, Sharilyn J	Payroll	-243.41
DD6236	03/08/2024	Lopez, Ingrid A	Payroll	-111.05
DD6237	03/08/2024	Mace, Matthew R	Payroll	-1,306.46
DD6238	03/08/2024	McLean, Cody	Payroll	-1,410.62
DD6239	03/08/2024	Meyer, Vanessa K	Payroll	-284.50
DD6240	03/08/2024	Pflum, William	Payroll	-1,521.09
DD6241	03/08/2024	Sippel, Christina J	Payroll	-60.91
DD6242	03/08/2024	Stellmacher, Nancy J	Payroll	-418.88
DD6243	03/08/2024	Stoll, Brittany M	Payroll	-6.13
DD6244	03/08/2024	Wilderman, James H	Payroll	-1,199.12
DD6245	03/08/2024	Zamzow, Todd B	Payroll	-1,455.63
DD6246	03/22/2024	Almas, Lucas N	Payroll	-997.30
DD6247	03/22/2024	Amend, Elizabeth A	Payroll	-1,294.86
DD6248	03/22/2024	Behlke, Ryan R	Payroll	-1,591.04
DD6249	03/22/2024	Boelter, Cynthia L	Payroll	-150.08
DD6250	03/22/2024	Candlish, Kristina M	Payroll	-33.14
DD6251	03/22/2024	Chlsnell, Gerald	Payroll	-207.78
DD6252	03/22/2024	Galkowski, Jackson T	Payroll	-1,252.39
DD6253	03/22/2024	Glover, Valerie	Payroll	-186.60
DD6254	03/22/2024	Heberer, Jeffrey	Payroll	-1,783.67
DD6255	03/22/2024	Huhndorf, John E	Payroll	-227.18
DD6256	03/22/2024	Knaub, Sharilyn J	Payroll	-366.69
DD6257	03/22/2024	Lopez, Ingrid A	Payroll	-106.78
DD6258	03/22/2024	Mace, Matthew R	Payroll	-1,306.44
DD6259	03/22/2024	McLean, Cody	Payroll	-1,418.30
DD6260	03/22/2024	Meyer, Vanessa K	Payroll	-134.60
DD6261	03/22/2024	Pflum, William	Payroll	-1,521.08
DD6262	03/22/2024	Plagenz-Jensen, Karen C	Payroll	-107.07
DD6263	03/22/2024	Sippel, Christina J	Payroll	-43.64

**City of Markesan  
Voucher List  
March 5 through April 1, 2024**

Num	Date	Name	Memo	Original Amount
DD6264	03/22/2024	Stellmacher, Nancy J	Payroll	-472.12
DD6265	03/22/2024	Stoll, Brittany M	Payroll	-45.88
DD6266	03/22/2024	VanRossum, Carla M	Payroll	-357.48
DD6267	03/22/2024	Wilderman, James H	Payroll	-1,260.89
DD6268	03/22/2024	Zamzow, Todd B	Payroll	-1,455.63
			<b>TOTAL</b>	<b>-33,817.48</b>
38324	03/05/2024	WI DEPT. OF TRANSPORTATION	Replace title	-20.00
38325	03/12/2024	AIRGAS USA, LLC	Cylinder Rental	-53.23
38326	03/12/2024	BALLWEG IMPLEMENT	Oil / Lawn Mowers	-144.92
38327	03/12/2024	EMC INSURANCE	Property & Liability / Workers Comp	-5,076.18
38328	03/12/2024	ERGO BANK OF MARKESAN	WRS Loan - Payment #70	-320.64
38329	03/12/2024	MARKESAN, CITY OF-PETTY CASH	Petty Cash	-58.92
38330	03/12/2024	MID-STATE EQUIPMENT	Bobcat Skidsteer	-3,500.00
38331	03/12/2024	MODERN RENTALS, INC.	Floor Polish	-81.85
38332	03/12/2024	SHERWIN-WILLIAMS	Community Room Paint	-230.00
38333	03/12/2024	THEDA CARE LABORATORIES	Blood Draw	-85.00
38334	03/13/2024	MARKESAN DISTRICT SCHOOLS	2024 Summer Rec	-2,000.00
38335	03/13/2024	MARKESAN WATER & SEWER	DEL. UTILITY PYMT FROM TAXES	-296.04
38336	03/13/2024	MARKESAN WATER & SEWER	SDW PAY APP 4 TO UTILITY	-152,952.68
38337	03/15/2024	ALLIANT ENERGY/WP&L	FEB-MAR INV 2024	-1,376.83
38338	03/15/2024	COMPLETE OFFICE OF WISCONSIN	Office supplies	-675.39
38339	03/15/2024	GENERAL ENGINEERING CO., INC.	Landfill Package	-1,350.40
38340	03/15/2024	GREEN LAKE COUNTY TREASURER	Snow & ice removal	-4,898.91
38341	03/15/2024	HORICON BANK VISA	1&1 / WS Supplies/Police/General Admn	-889.70
38342	03/19/2024	SECURIAN FINANCIAL GROUP, INC.	MARCH ACCIDENT INS 2024 - 76038	-49.28
38343	03/26/2024	BERGEMANN'S AUTOCARE	2023 Dodge Durango	-126.71
38344	03/26/2024	CENTURYLINK BUSINESS SERVICES	Feb/Mar 2024 bill	-465.02
38345	03/26/2024	COAST TO COAST SOLUTIONS	POLICE DEPT COLORING BOOKS	-359.61
38346	03/26/2024	COMPLETE OFFICE OF WISCONSIN	Office supplies	-699.13
38347	03/26/2024	ERGO BANK OF MARKESAN	Durango Payment #2	-3,500.00
38348	03/26/2024	GENERAL ENGINEERING CO., INC.	Bldg. Inspector	-371.30
38349	03/26/2024	GFL ENVIROMENTAL	March Service 2024	-9,503.19
38350	03/26/2024	JOHNSON BLOCK AND COMPANY	2023 Audit	-3,300.00
38351	03/26/2024	MODERN RENTALS, INC.	Equipment rental/stump grndng	-366.29
38352	03/26/2024	SHERWIN-WILLIAMS	PAINT	-134.12
38353	03/26/2024	VERIZON WIRELESS	FEB/MAR 2024 PHONE BILL/JETPACK	-92.58
38354	03/26/2024	WE ENERGIES	FEB 2024 GAS BILL	-1,340.25
38355	03/27/2024	MARKESAN DISTRICT SCHOOLS	MOBILE HOME LOTTERY CREDIT	-703.73
38356	03/27/2024	MTAW	Membership	-60.00
38358	03/27/2024	STERICYCLE, INC	Shredding Service	-100.12
38359	03/27/2024	WELLS FARGO REMITTANCE CENTER	Google / Amazon	-924.97
38360	04/01/2024	ACTION APPRAISERS & CONSULTANT	2024 2nd Quarter Maintenance	-1,800.00
38361	04/01/2024	BERLIN JOURNAL NEWSPAPERS	MARCH NEWSPAPER ADS	-2,151.13
38362	04/01/2024	BRIGHTSPEED	FEB/MAR 2024 PHONE BILL/JETPACK	-426.80
38363	04/01/2024	LITTLE GREEN LAKE PROT & REHAB DISTRICT	Jan - Mar 2024 water bill	-155.00
38364	04/01/2024	MARKESAN WATER & SEWER	Jan-Mar 2024 Water bill	-695.78
38365	04/01/2024	THE UNIFORM SHOPPE	UNIFORM ALLOWANCE	-118.95
			<b>TOTAL</b>	<b>-201,454.65</b>

**Markesan Utilities  
Voucher List  
March 5 through April 1, 2024**

Num	Date	Name	Memo	Original Amount
13309	03/12/2024	LAKESIDE EQUIPMENT CORP.	Brush	-315.00
13310	03/12/2024	MARKESAN-PETTY CASH	Postage	-8.73
13311	03/12/2024	MID-AMERICAN RESEARCH CHEMICAL	Spray Buff Plus/Tuff Stuff	-358.48
13312	03/12/2024	USA BLUEBOOK	Repair supplies	-395.30
13313	03/12/2024	WISCONSIN RURAL WATER ASSOC.	Membership Renewal	-45.00
13314	03/15/2024	ALCIVIA	Mobil Gear	-189.70
13315	03/15/2024	ALLIANT ENERGY/WP&L	FEB-MAR INV 2024	-2,579.53
13316	03/15/2024	SCHOOL PERCEPTIONS LLC	STREET PROJECT 2025 CITY WIDE SURVEY	-2,919.81
13317	03/26/2024	JOHNSON BLOCK AND COMPANY	2023 Audit	-2,650.00
13318	03/26/2024	MARKESAN WATER & SEWER	Jan-Mar 2024 Water bill	-393.32
13319	03/26/2024	MARTELLE WATER TREATMENT	Sodium Hypochlorite	-159.60
13320	03/26/2024	MULCAHY/SHAW WATER, INC.	Sensor Cable	-250.97
13321	03/26/2024	NORTH CENTRAL LABS, INC.	Incubator/supplies	-4,170.64
13322	03/26/2024	NORTHERN LAKE SERVICE	water testing	-55.00
13323	03/26/2024	US POSTMASTER	stamps	-544.00
13324	03/26/2024	WE ENERGIES	FEB-MAR 2024 INV	-277.56
13325	04/01/2024	BRIGHTSPEED	MAR-APR 2024 Phone/Internet	-194.00
13326	04/01/2024	HEBERER, JEFFREY	PARKING AT CONFERENCE	-8.00
13327	04/01/2024	MARKESAN, CITY OF	JAN/FEB 2024 REIMB TO CITY	-7,013.58
13328	04/01/2024	NORTH CENTRAL LABS, INC.	Supplies	-27.23
			<b>TOTAL</b>	<b>-22,555.45</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 April 2, 2024*

**March 2024**

**Agenda:**

**Nothing to Report**

**Appendix:**

## **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 no matter what time of day or night, 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.

Department Heads should report their injuries or incidents to the Mayor or to their Committee Chairperson immediately regardless of how slight the injury appears and no matter what time of day or night. The Mayor or Committee Chair will determine if additional resources are required to investigate the accident/injury.

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.

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.



Compensatory Time-off Option: Employees will have the option to either receive overtime pay or compensatory time for authorized overtime. Compensatory time entitles the employee to take time off in lieu of overtime pay. Compensatory time credits will equal one and one-half (1 ½) the actual hours worked.

Compensatory Time Requirements:

1. Any employee requesting compensatory time-off must sign their time sheet, indicating they are requesting compensatory time off at one and one-half (1 ½) times the employee's actual hours worked in lieu of overtime pay.
2. The maximum accrued compensatory time will be ninety (90) hours in a calendar year (January - December). Any employee who accrues a total of ninety (90) hours of compensatory time will be paid overtime for any additional overtime hours worked.
3. All compensatory time-off shall be taken during the same calendar year in which it was earned. No compensatory time shall be carried over into another calendar year (see exception below).
4. Compensatory time off not taken prior to the end of the year shall be paid to the employee on the final paycheck paid during the calendar year in which the compensatory time was earned.
5. Compensatory time may be paid upon the request of the employee prior to the end of the year, including at the time it is worked, by completing the appropriate section of their timesheet.
6. Compensatory time-off earned during the last pay period of the year may be carried over to the new calendar year. Any compensatory time carried over will count towards the maximum ninety (90) hour annual accrual in the new calendar year.

### **Meal Periods & Breaks**

Per established work schedules of the various departments, employees may have a thirty (30) minute uncompensated meal period near the middle of their shift. If such a meal period is a part of the established work schedule, employees are required to take at least thirty (30) minutes for the meal period during which they should be "off the clock". Employees are free to leave their workstations and/or the work place, during such uncompensated meal periods.

Each workday, employees working at least six (6) hours are provided with one paid break period of fifteen (15) minutes in length. Breaks are scheduled by the employee's Department Head. Since this time is counted and paid as time worked, employees may not be absent from their workstations beyond the allotted break time and may not leave the work place. Unused break time does not accumulate and may not be used to come to work late or leave early.

### **On Call & Work Emergencies**

Occasionally, employees are required to be "on call" during non-business hours. "On call" means the employee must be accessible, and the employee will receive a stipend for all hours designated. The City will pay employees for any hours actually worked if called in,

**ORDINANCE NO. 277**

An Ordinance amending Chapter 141 Cigarettes and Tobacco Products of the Municipal Code of the City of Markesan.

The Common Council of the City of Markesan in session duly begun on the 9<sup>th</sup> day of April, 2024, hereby amends Chapter 141 of the City of Markesan Municipal Code to read as follows:

**SECTION 1:**

**Chapter 141: Cigarettes, Tobacco and Nicotine Products and Electronic Vaping Devices**

**Article I: Minors; Restrictions on Sales**

Section 141-1: Restrictions on the sale of gift of cigarettes, nicotine or tobacco products and electronic vaping devices.

Section 134.66, Wis. Stats., together with its penalty provisions, are hereby made a part of this article as if fully set forth herein.

Section 141-2: Purchase or possession of cigarettes, nicotine or tobacco products and electronic vaping devices by person under 21 years of age prohibited.

Section 254.92, Wis. Stats., is hereby made a part of this article as if fully set forth herein. Any person who violates this section shall, upon conviction, be subject to the penalties provided in § 254.92(2m), plus court costs and assessments.

**Article II. Licenses**

Section 141-3: License Required.

No person shall sell cigarettes, nicotine or tobacco products and electronic vaping devices in the City without first obtaining a license from the Clerk-Treasurer. The provisions of § 134.65, Wis. Stats., are hereby adopted and made a part of this article by reference.

**SECTION 2:**

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

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

APPROVED this 9<sup>TH</sup> day of April, 2024.

CITY OF MARKESAN

\_\_\_\_\_  
RICH SLATE, Mayor

ATTEST:

\_\_\_\_\_  
ELIZABETH AMEND, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
JUSTIN D. SONDALLE, City Attorney

Publish: April 18, 2024