

**CITY OF MARKESAN COMMON COUNCIL**

Markesan City Hall

**AMENDED AGENDA**

February 27, 2025

6:00 PM

1. Preliminaries
  - 1.1. Call to Order
  - 1.2. Roll Call by the Clerk/Treasurer
  - 1.3. Pledge of Allegiance
  - 1.4. Citizen's Comments
  
2. New Business
  - 2.1. Discussion & Action on Federal/State Tax Withholding from Employees Paychecks
  - 2.2. Discussion & Action on Loans for the Grand River Fire District Invoice #1191 in the amount of \$110,420.25.
  - 2.3. Discussion & Action on Letter of Authorization to Quickbooks
  - 2.4. Discussion & Action on Appointment of Tamra Harrington to Board of Review
  - 2.5. Motion to 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 we will reconvene into Open Session pursuant to Wis. Stats. 19.85(2).
  - 2.6. Discussion & Action on the Police Chief Position.
  
3. Adjournment

The Common Council welcomes all visitors to listen & observe, but only Council members & those invited to speak will be permitted to do so, except during any posted Public Hearing. Citizen's Comments is where any citizen may comment on an issue, but the Council may only listen and may not reply to or address the issue unless it is an item on the agenda.

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 February 26, 2025  
Tamra M. Harrington, Clerk/Treasurer

**City of Markesan  
Payroll Summary**

February 7, 2025

Employee Wages, Taxes and Adjustments		Almas, Lucas N		Boelter, Cynthia L		Candlish, Kristina M		Galkowski, Jackson T		Glover, Valerie	
	Taxes Withheld	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate
			Feb 7, 25		Feb 7, 25		Feb 7, 25		Feb 7, 25		Feb 7, 25
Federal Withholding	-131.00			0.00		0.00		-284.00		0.00	
Medicare Employee	-20.54			-4.19		-5.87		-32.62		-3.60	
Social Security Employee	-87.80			-17.91		-25.09		-139.50		-15.39	
WI - Withholding	-54.22			0.00		-1.44		-114.31		0.00	
Medicare Employee Addl Tax	0.00			0.00		0.00		0.00		0.00	
<b>Total Taxes Withheld</b>	<b>-293.56</b>			<b>-22.10</b>		<b>-32.40</b>		<b>-570.43</b>		<b>-18.99</b>	

City of Markesan  
Payroll Summary  
February 7, 2025

Employee Wages, Taxes and Adjustments	Harrington, Tamra M		Heberer, Jeffrey		Huhndorf, John E		Hundt, Frankie C		Lopez, Ingrid A	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate
Taxes Withheld										
Federal Withholding		-174.00		-209.00		0.00		0.00		0.00
Medicare Employee		-22.10		-37.07		-4.44		-1.18		-2.06
Social Security Employee		-94.49		-158.54		-18.97		-5.02		-8.78
WI - Withholding		-60.63		-121.02		-1.16		0.00		0.00
Medicare Employee Addl Tax		0.00		0.00		0.00		0.00		0.00
<b>Total Taxes Withheld</b>		<b>-351.22</b>		<b>-525.63</b>		<b>-24.57</b>		<b>-6.20</b>		<b>-10.84</b>

City of Markesan  
Payroll Summary  
February 7, 2025

Employee Wages, Taxes and Adjustments	Mace, Matthew R		McLean, Cody		Meyer, Vanessa K		Pennings, Jeffrey T		Pitum, William	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate
Taxes Withheld										
Federal Withholding		-191.00		-449.00		0.00		-292.00		-236.00
Medicare Employee		-27.80		-42.40		-4.49		-33.06		-40.57
Social Security Employee		-118.90		-181.29		-19.19		-141.34		-173.47
WI - Withholding		-84.00		-156.52		0.00		-116.21		-135.23
Medicare Employee Addl Tax		0.00		0.00		0.00		0.00		0.00
<b>Total Taxes Withheld</b>		<b>-421.70</b>		<b>-829.21</b>		<b>-23.68</b>		<b>-582.61</b>		<b>-585.27</b>

City of Markesan  
Payroll Summary  
February 7, 2025

Employee Wages, Taxes and Adjustments	VanRossum, Carla M		Wideman, James H		Zanzow, Todd B		TOTAL	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate
Taxes Withheld								
Federal Withholding								
Medicare Employee		-129.00		-110.00		-163.00		-2,368.00
Social Security Employee		-20.28		-25.06		-31.53		-358.86
WI - Withholding		-86.75		-107.18		-134.84		-1,534.45
Medicare Employee Addl Tax		-53.22		-66.71		-96.71		-1,061.38
		0.00		0.00		0.00		0.00
<b>Total Taxes Withheld</b>		<b>-289.25</b>		<b>-308.95</b>		<b>-426.08</b>		<b>-5,322.69</b>

February 24, 2025

City of Markesan  
Attn: Tamra Harrington  
PO Box 352  
Markesan, WI 53946

RE: Fire Truck Chassis Replacement Bid

Dear Tamra,

Thanks for the discussions we had today. Here are potential terms we can assist the City with for the replacement of the fire truck chassis.

Loan Amount will be \$110,420.25.

Interest rate will be 6.50% which is prime minus 1%. If prime rate changes between this quote and the actual date of borrowing the funds, the bank will adjust the rate to prime minus 1%.

Repayment terms: Ergo Bank can set the loan up for monthly, quarterly or semi annual interest only payments. Typically, we request quarterly payments, but can be flexible for budgeting or cash flow purposes of the City.

Fees: None

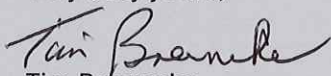
Early prepayment fee: None

If the City wants to start making principal payments before the end of one year, we can assist in choosing a flexible payment based upon how much principal reduction is wanted.

You state in your letter that the plan is to bond out this debt. When that time comes, Ergo Bank would be willing to renegotiate this debt if the City decides to not bond this debt.

Feel free to give myself or Kyle Witt, my bank's president, a call to discuss at any time.

Very truly yours,

  
Tim Boderneke  
Chief Lending Officer



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

February 21, 2025

RE: City of Markesan EIN #  
Quickbooks Enterprise Gold Edition Standard  
Software License Number 451923779400062

To whom this letter finds itself,

I am writing to formally update the ownership and authorization for the City of Markesan's Quickbooks Enterprise Gold Edition Standard software license referenced above. The primary purpose of this letter is to transfer the ownership of the Enhanced Payroll for Quickbooks Enterprise Bundle from our previous City Clerk/Treasurer Lavonne Athorp to our new Clerk/Treasurer, Tamra Harrington.

The Enhanced Payroll for Quickbooks Enterprise Bundle is crucial for our city's financial management. We are enclosing the City Council Minutes of [minute date] showing the hiring of Ms. Harrington as the new City Clerk/Treasurer. We intend for her to have full access to all features included with the Bundle on the city's behalf. Please update all registration details per the instructions in the attached Account Principal Change Form. Also attached to this letter is the previous Clerk's information for your reference.

Given the urgency of our situation, we need to swiftly transfer the information from our desktop system to the new cloud-based system. We appreciate your prompt attention to this matter and are grateful for your assistance. Should any issues arise, we would greatly appreciate a call to discuss and resolve them.

Yours very truly,

Rich Slate,  
Mayor of Markesan



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

**Legal Name & Address**

**CITY OF MARKESAN 150 S BRIDGE ST MARKESAN WI 53946-8045**

**Owner/Principal**

**Name: Lavonne Athorp**

**Email: cmarkesan@gmail.com**

**Phone: 9203983031**

**SSN:**

**DOB:**

**Payroll Admin**

**Name: Lavonne Athorp**

**Email: cmarkesan@gmail.com**

**Phone: 9203983031**

**Subscription Number**

**9219764**




**Payroll System ID**

**106908018**

**Payroll Service Key**



# Enhanced Payroll for QuickBooks Enterprise Bundle

-  Product details
-  Billing details
-  Payroll details


## Product Details

**License Number**  
451923779400062

**Product Number**  
937225


## Billing Details

**Ordered on**  
Jul 05, 2017

**Payment Method**  
 Card Ending in 7763

**Renewal Date**  
Jun 23, 2025

Payroll Details [Enter your EIN](#) [See information](#)

 Need help

**Current EIN :**

**Legal Name & Address** ⓘ  
CITY OF MARKESAN  
150 S BRIDGE ST MARKESAN  
WI 53045 9045

**Owner/Principal**  
Name: Lavonne Athorp  
Email: cmarkesan@gmail.com  
Phone: 9203883034

QuickBooks Enterprise Gold edition Standard - Latest Version

Quick view

06/23/2025

Active

Details

QuickBooks Enterprise Gold edition - Latest Version Standard

Quick view

Canceled

Resubscribe

Showing 1 to 2 of 2 entries

Show more details

Payment & Order Activity



View your payment history  
Search, view, and print your transaction or payment details.



View your order history  
Search, view, products and services you have ordered

Payment Methods

This card

...for QuickBooks Enterprise Gold edition Standard - Curr...

Primary Contact

Change

The primary contact has complete ownership to manage products, payments and user details.

Tamra Harrington (Me)  
tharrington@markesanwl.gov

Intuit Data Protect user  
License No : 451923779400062

View

Authorized Users

Add new user

The authorized user has restricted access to products, payments and user details.

Search by name or email address

NAME	EMAIL ADDRESS	STATUS	ACTION
Jerry Chisnell	jchisnell@markesanwl.gov		
Carla VanRossum	cvanrossum@markesanwl.gov		
RACHEL HEILING	rheiling@markesanwl.gov		
ELIZABETH AMEND	bamend@markesanwl.gov		

Showing 1 to 4 of 4 entries

First Previous **1** Next Last

## Intuit Account Principal Change Form

Intuit will use the information on this page for processing changes to your Intuit Account. Complete the form and submit it along with the requirements (if needed) to Intuit. Contact Intuit payroll support to upload the form and other requirements. You will receive an email, typically within 3-5 business days, confirming the update.

### Section 1 - Company information

Federal Employer Identification Number (Federal EIN): \_\_\_\_\_

Customer account number: \_\_\_\_\_

Main business address: 150 S. Bridge St., Markesan, WI 53946

Main business phone number: 920-398-3031

### Section 2 - Type of change (choose one or both)

- Requirements:
1. This form
  2. A letter signed by all principals on company letterhead explaining reason for principal addition or change
  3. Photocopy of a government issued ID for the new principal

Replace existing Primary principal

NEW Principal first name: Tamra

NEW Principal last name: Harrington

NEW Principal SSN (Direct Deposit only): \_\_\_\_\_ NEW Principal Date of Birth (Direct Deposit only): \_\_\_\_\_

Phone number: 920-398-3031 Email address: tharrington@markesanwi.gov

Add a Secondary principal

NEW Secondary Principal first name: \_\_\_\_\_

NEW Secondary Principal last name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

### Section 3 - Your contact information (in case we need to contact you)

Email address: tharrington@markesanwi.gov Business phone number: 920-398-3031

### Section 4 - Authorization

By submitting this form, (a) you are instructing and authorizing Intuit to update your Intuit Account as set out above, and (b) all the information you have provided above is true and correct.

Principal 1 signature: T M. H

Principal 1 name: Tamra M. Harrington Date: 2/21/2025

Principal 2 signature: \_\_\_\_\_

Principal 2 name: \_\_\_\_\_ Date: \_\_\_\_\_